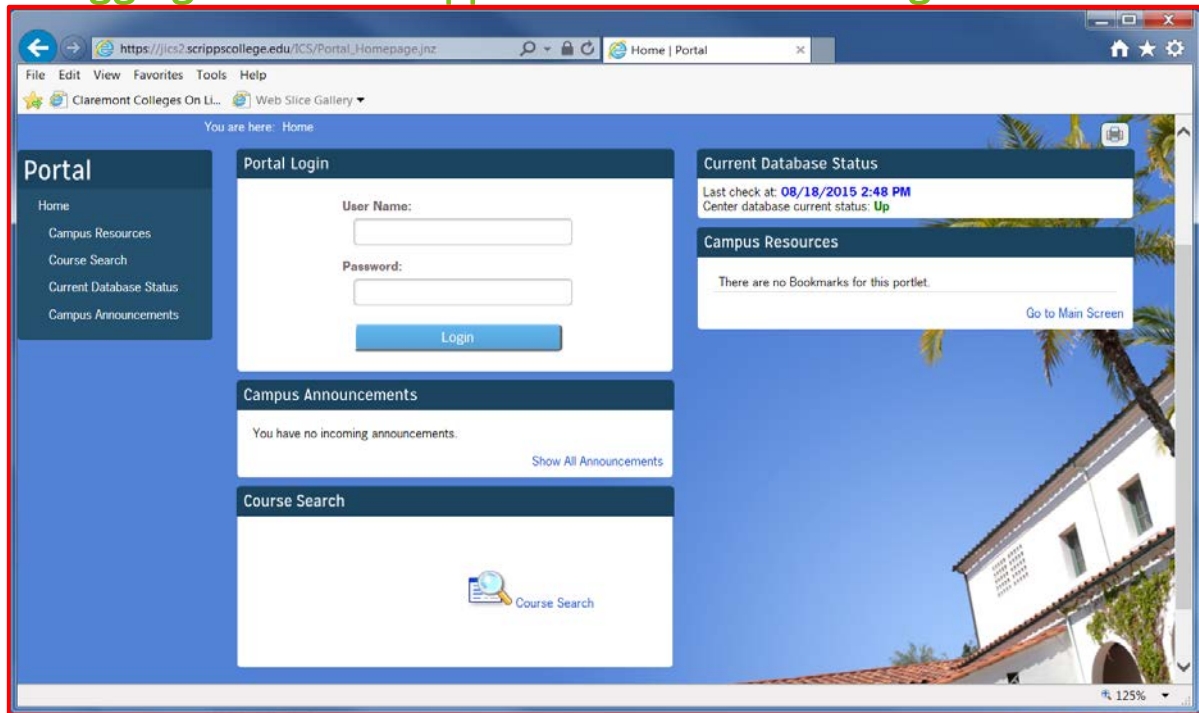# Logging into the Scripps Portal and Searching for Courses

- Go to inside.scrippscollege.edu and select the **Portal** tab.
- Login using your Scripps User Name and Password.
- Click on **Course Search** to begin your search for courses. (Here you can search for courses without being logged in.)
- You must be logged into the Portal to add/drop courses.
- Course search allows you to find courses offered based on criteria you select; see next page.

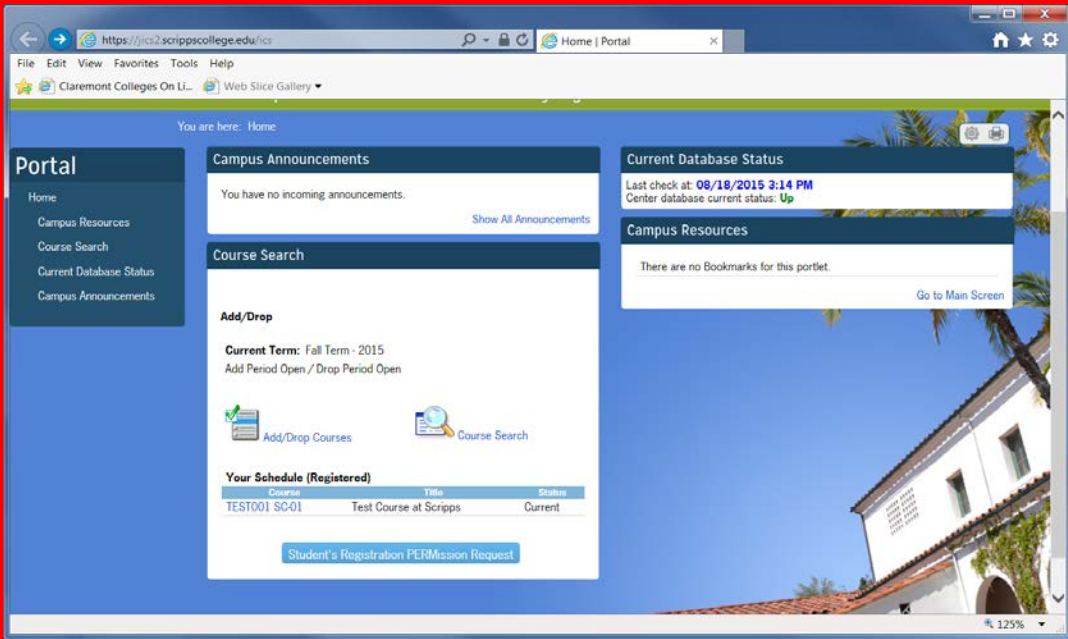- *Your academic adviser will assist you in planning, choosing, and approving your course schedule each semester.*

Note on Sakai: While many course materials are available through your Sakai account, Sakai does not substitute for your portal. Check your portal account frequently for official and real-time information especially as add and drop deadlines approach.

Course Search

- Select the **Course Area** drop-down list of disciplines/departments and choose an area to search for courses; click the **Search** tab at the bottom.
- Scripps general education requirements in Course Area are labeled "SC Fine Arts", "SC Letters", "SC Natural Sci", etc. at the bottom of the drop-down list.
- Click on a **Course Code** to view details about a course.
- Use the green "Back" arrow to return to **Search Results**.

Add/Drop Courses

- From the **Home** tab and after you've logged in, the **Course Search** menu appears.
- You must be logged into the Portal to Add/Drop courses.
- Course Search shows you the **Current Term** and whether the Add/Drop periods are opened or closed.
- Select the **Add/Drop Courses** icon to search for courses and to add or drop a course; your schedule will appear at the bottom as you add.
- Click on **Student's Registration PERMission Request** to view requests you send to instructors for permission to enroll.

Academic Information and Add/Drop
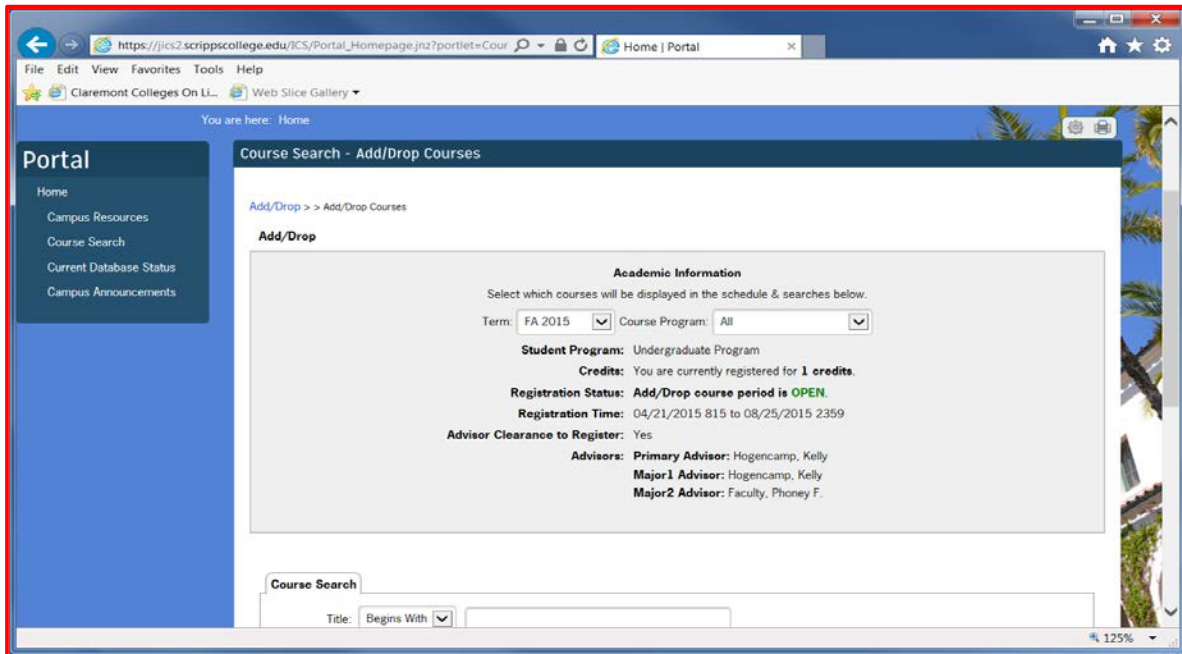
- From the **HOME** page, select Course Search; the Academic Information menu indicates the number of credits you are registered, whether the Add/Drop period is OPEN or CLOSED, and reveals your registration time.
- **Registration Status** will state "Add/Drop course period is CLOSED" until any holds have been cleared.
- Your academic adviser must grant you clearance to register – If cleared to register, YES; if not cleared, NO. You cannot enroll for classes without first consulting with your academic adviser. Meet with your adviser for approval of classes. Your adviser will then grant you registration clearance.
- As you Add/Drop classes in Course Search, your schedule will appear at the bottom.
- Messages are added below the Academic Information to inform you about courses you've added, if no seats are available, and/or notes about permissions you may need to request.
- To drop a course, check the **Drop** box on your schedule at the bottom of the screen and select **Drop Selected Courses.**

Adding Courses/Course Details

- From the **HOME** or **STUDENT** tab, select the **Add/Drop Courses** icon. Select the Course Area drop-down list of disciplines/departments and choose an area to search for courses.
- Choose the Course Code for the class you wish to add. This opens the **Course Details** screen.
- Click the **Add this course** icon to add the course.
- Use the **Back** arrow in upper right corner to return to the previous page – **DO NOT USE THE WEB BROWSER BACK ARROW!**
- A warning screen will appear if you try adding a course which conflicts with a class already chosen, or if you don't meet registration criteria. Select **OK** or **Clear All Alerts** to go back to Course Search.
- Classes successfully added will appear at the bottom under **Your Schedule (Registered).**
- If a course is closed or you do not meet the registration criteria, you may seek instructor permission to register; click on the **Request a PERMission to enroll authorization** link (see next page).
  - Note: Some classes have college-specific registration limitations, e.g. "Pomona students only."
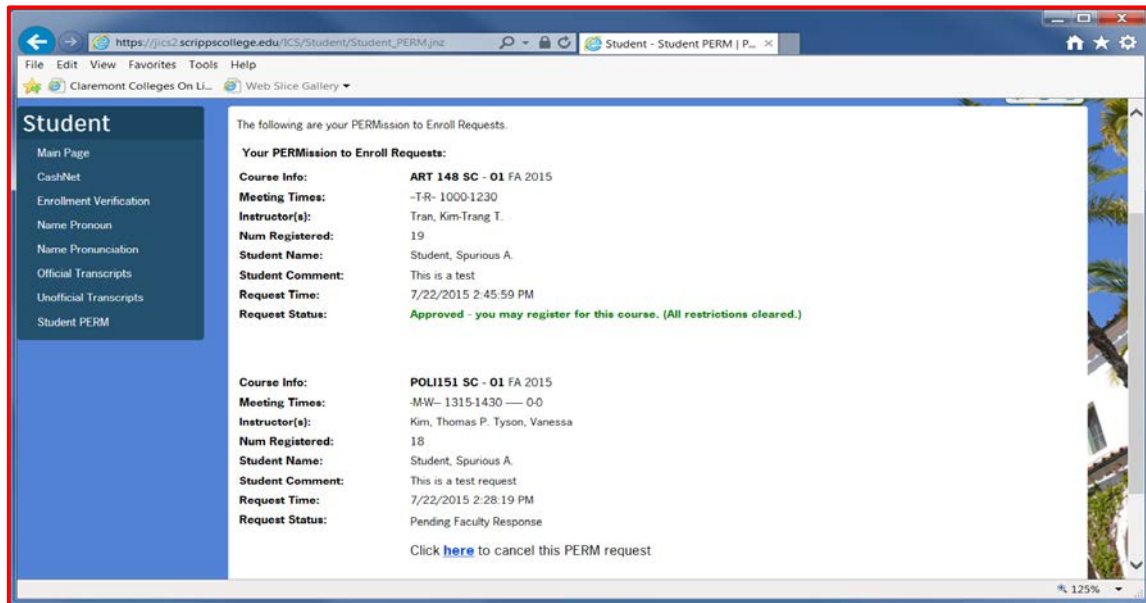
Courses Needing Instructor Permission (PERM requests)

- On the **Course Details** screen (after clicking on the link to submit a PERM request to the instructor), this screen appears.
- In the Comment box write a message to the instructor explaining why you want to add this class. Provide information about your minor/major, special interest, and general education requirements.
- Click the Submit Authorization Request button to send a PERM request to the instructor.

Note: DO NOT send multiple requests for the same course. Watch both your Scripps email and your portal over several days for a response.

- Select Student tab, then Student PERM to check instructor responses to PERM requests.

Your PERMission to Enroll Requests

- Select **Student** tab, **Student PERM**, to check instructor responses to your PERM requests.
- PERM requests are listed with most recent request listed first.
- The **Request Status** line will display one of four possible responses:
  - Denied
  - Approved – you may register for this course. (All restrictions cleared.)
  - Approved – you may register for this course. (All restrictions cleared unless section is Closed.)
  - Pending Faculty Response (if still pending, you may choose to cancel the PERM request)

If a permission is revoked, it will disappear.

If there is an expiration date, it will only show in the email you receive; it will not appear in Student PERM.

If your request has been approved as "all restrictions cleared" or "all restrictions cleared unless section is closed," you must repeat the steps of adding courses to register for the class. **You are not automatically added to the course.**

NOTE: An approved PERM request does NOT register you for the course; it allows you to add the course after receiving permission to enroll.