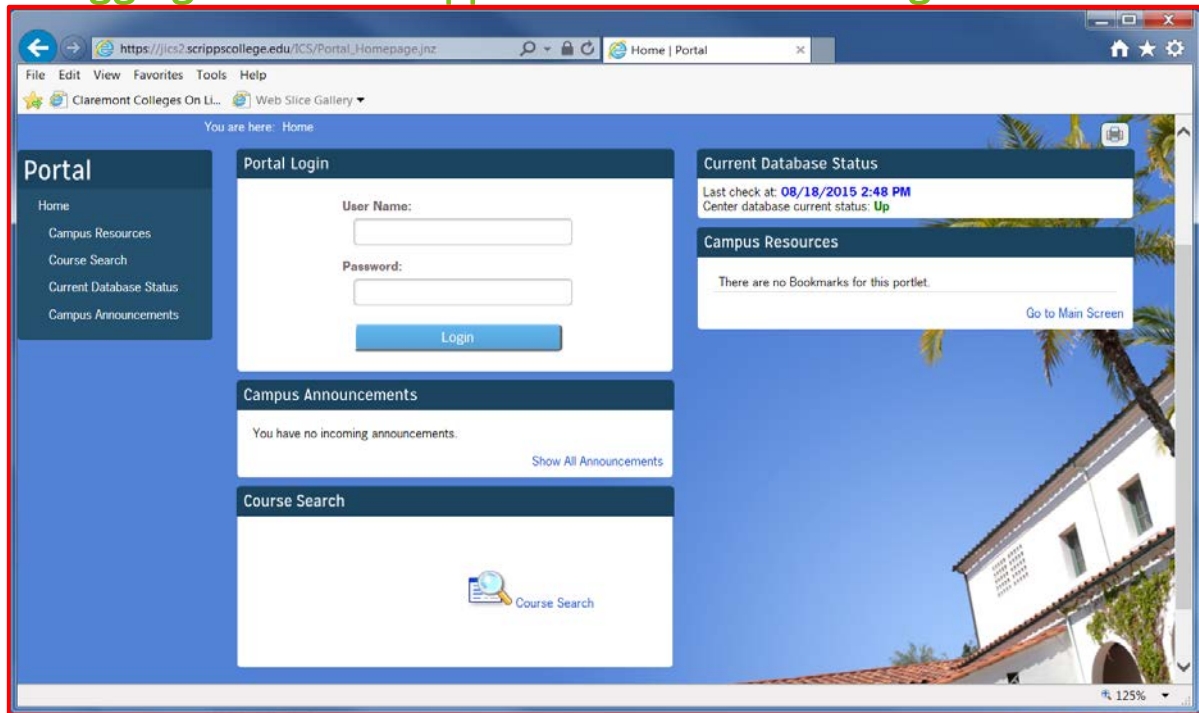


Logging into the Scripps Portal and Searching for Courses



- 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.*

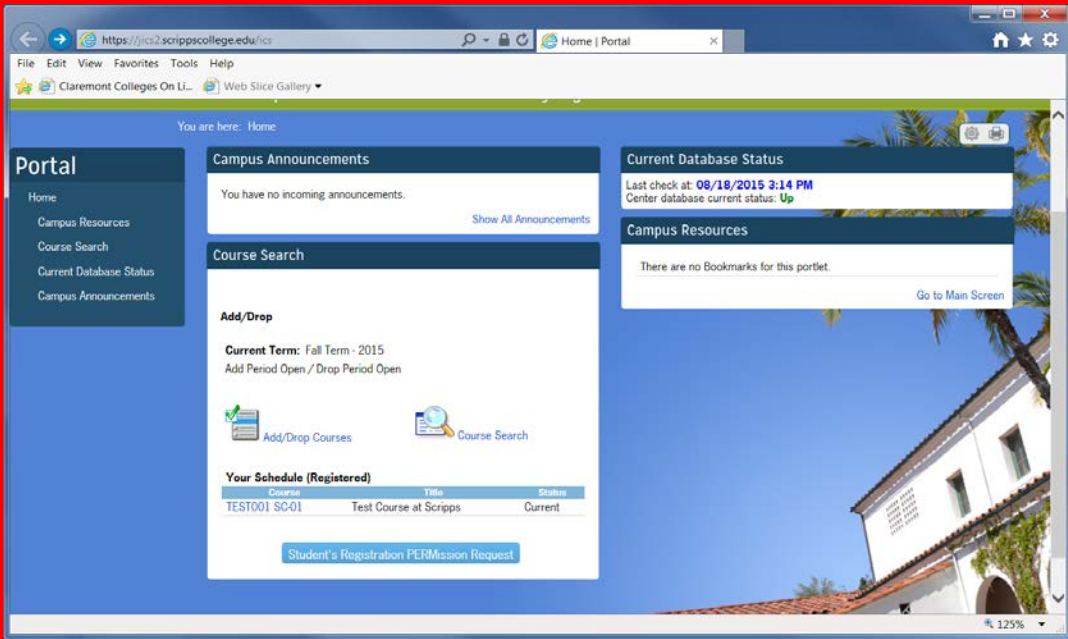
Note on Sakai: While many course materials are available through your Sakai account, Sakai does not substitute for your portal. Check your portal account frequently for official and real-time information especially as add and drop deadlines approach.

Course Search

The screenshot shows a web browser window with the URL https://jics2.scrippscollege.edu/ICS/Portal_Homepage.jnz2?portlet=Cour. The page is titled "Course Search" and is part of the "Student Program: Undergraduate Program". A left-hand navigation menu includes "Home", "Campus Resources", "Course Search", "Current Database Status", and "Campus Announcements". The main content area contains several search filters: "Term" (FA 2015), "Course Number Range" (with dropdowns for start and end), "Title" (Begins With), "Course Code" (Begins With), "Course Program" (All), and "Course Area" (Sociology). Below these are "Campus" (All), "Building" (All), "Section Status" (Open or Full), and "Min/Max Hours" (with input fields). At the bottom are "Search" and "Reset" buttons. The browser's status bar shows a zoom level of 125%.

- 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



The screenshot shows a web browser window displaying the Scripps College Portal. The URL is <https://sc2.scrippscollege.edu/scs>. The page is titled "Home | Portal" and shows a navigation menu on the left with options: Home, Campus Resources, Course Search, Current Database Status, and Campus Announcements. The main content area is divided into several sections:

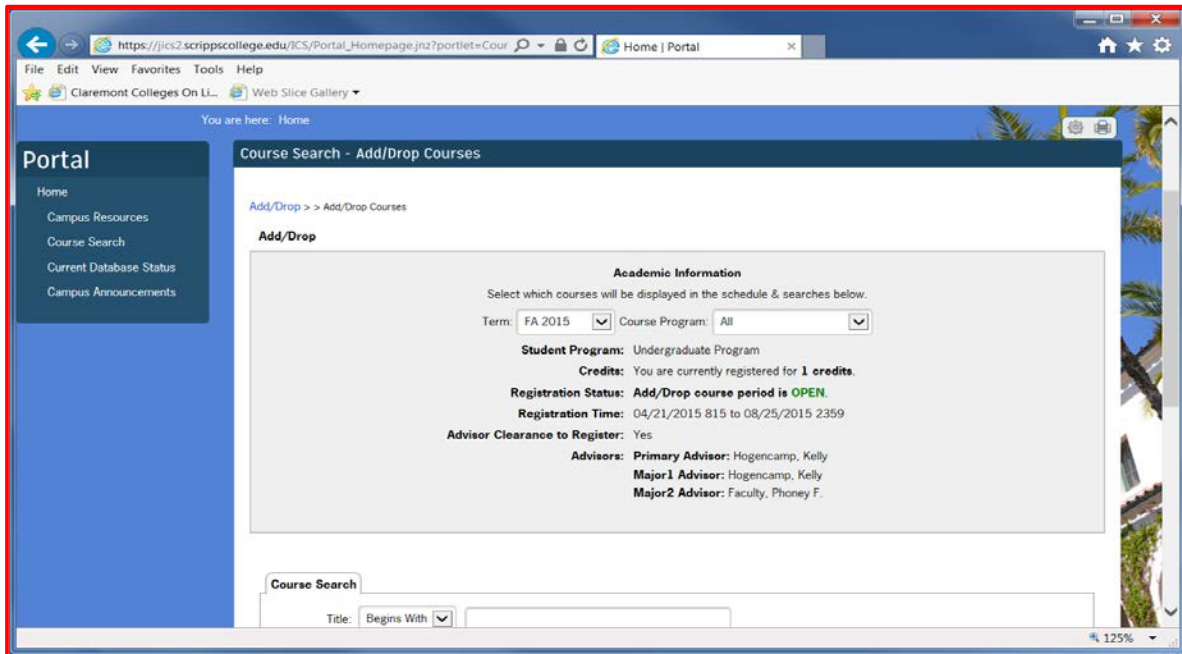
- Campus Announcements:** "You have no incoming announcements." with a link to "Show All Announcements".
- Current Database Status:** "Last check at 08/18/2015 3:14 PM" and "Center database current status: Up".
- Campus Resources:** "There are no Bookmarks for this portlet." with a link to "Go to Main Screen".
- Course Search:** "Current Term: Fall Term - 2015" and "Add Period Open / Drop Period Open". It features two icons: "Add/Drop Courses" and "Course Search".
- Your Schedule (Registered):** A table showing the user's current schedule.

Course	Title	Status
TEST001 SC-01	Test Course at Scripps	Current

At the bottom of the "Your Schedule" section, there is a button labeled "Student's Registration PERMISSION Request".

- 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

The screenshot shows a web browser window displaying the 'Course Details' page for 'Principles of Macroeconomics (ECON051 SC-01)'. The page includes a navigation menu on the left, a breadcrumb trail, and a main content area with the following sections:

- Course Details:** Includes the course name, instructor (Dildar, Yasemin), and a green '+ Add this course' button.
- Course Information:** A box containing 'Fall Term - 2015', '1.00 Credit(s), Letter Grade (Grading Not Allowed:)', 'Dept: Economics', and 'Clock Hours: 0.00'.
- Registration Warning:** A note stating 'Eligible to register? No. Reason: You are already registered for this course. It cannot be added to your schedule at this time. PERM(s) already submitted for this course: 0. Request a PERMISSION to enroll authorization'.
- Course Schedules:** A table with columns for Day & Time, Date(s), and Location.
- Course Description:** A paragraph describing the course content.

Day & Time	Date(s)	Location
MW 09:35-10:50AM. HM Room 120 (Humanities Building)	09/01/2015 - 12/18/2015	SC Campus, Humanities Building, 120

- 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)

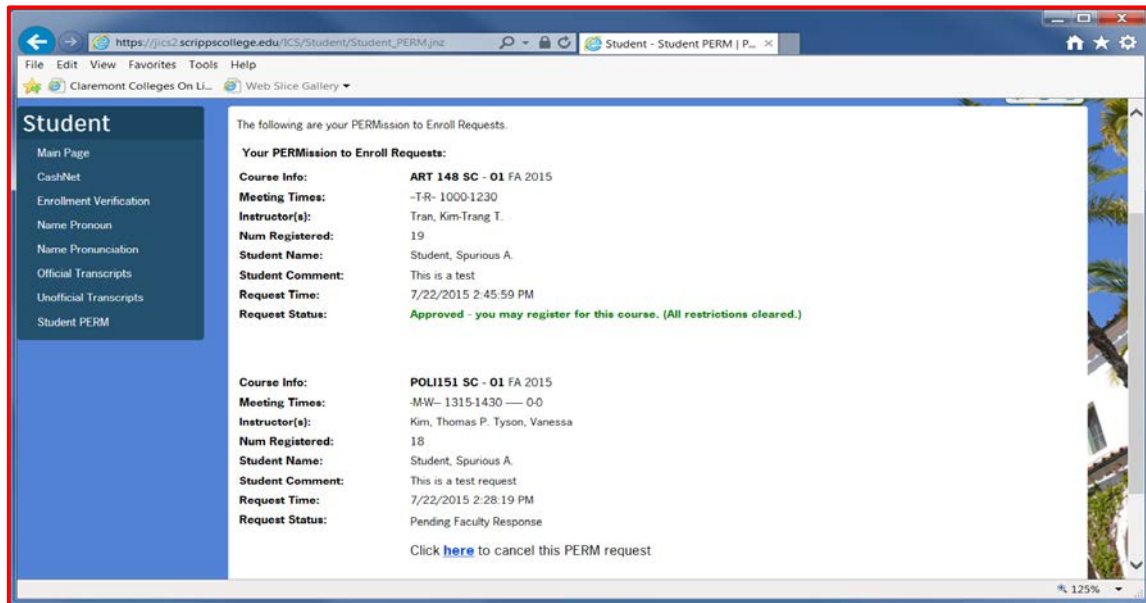
The screenshot shows a web browser window displaying the 'Student PERM' form. The browser's address bar shows the URL: https://jics2.scrippscollege.edu/jics/Student/Student_PERM.jnz?portlet=1. The page has a green navigation bar with links for Home, Campus Life, Alumnae, Student, and My Pages. Below the navigation bar, a breadcrumb trail reads 'You are here: Student > Student PERM'. On the left, a dark blue sidebar lists navigation options: Main Page, CashNet, Enrollment Verification, Name Pronoun, Name Pronunciation, Official Transcripts, Unofficial Transcripts, and Student PERM. The main content area contains the following text: 'You are about to submit a request for course authorization for the following class. You may add an explanatory comment in the text box. Then click "Submit Authorization Request" to submit the request.' Below this is a form with the following fields: 'Crs No:' MUS 003 SC, 'Section:' 01, 'Sem:' FA, 'Year:' 2015, 'Student ID:' 00020173598, 'Cat:' UG15, and 'Prog:' UNDG. A 'Comment: (max 256 chars)' text area contains the text: 'I am a first-year student very interested in taking this Music course. I plan to be a Music major and would like to get started in taking Music courses this semester. Please consider allowing me to add your course. Thank you!'. At the bottom of the form is a blue button labeled 'Submit Authorization Request' and a link 'Return to Course Schedules'. The footer of the page includes 'Powered by Jenzabar v8.2.0' and links for 'Privacy Policy', 'About Us', and 'Contact Us'. The browser's zoom level is set to 125%.

- 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



The following are your PERMISSION to Enroll Requests.

Your PERMISSION to Enroll Requests:

Course Info:	ART 148 SC - 01 FA 2015
Meeting Times:	-TR- 1000-1230
Instructor(s):	Tran, Kim-Trang T.
Num Registered:	19
Student Name:	Student, Spurious A.
Student Comment:	This is a test
Request Time:	7/22/2015 2:45:59 PM
Request Status:	Approved - you may register for this course. (All restrictions cleared.)

Course Info:	POLI151 SC - 01 FA 2015
Meeting Times:	-MW- 1315-1430 — 0-0
Instructor(s):	Kim, Thomas P. Tyson, Vanessa
Num Registered:	18
Student Name:	Student, Spurious A.
Student Comment:	This is a test request
Request Time:	7/22/2015 2:28:19 PM
Request Status:	Pending Faculty Response

Click [here](#) to cancel this PERM request

- 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.