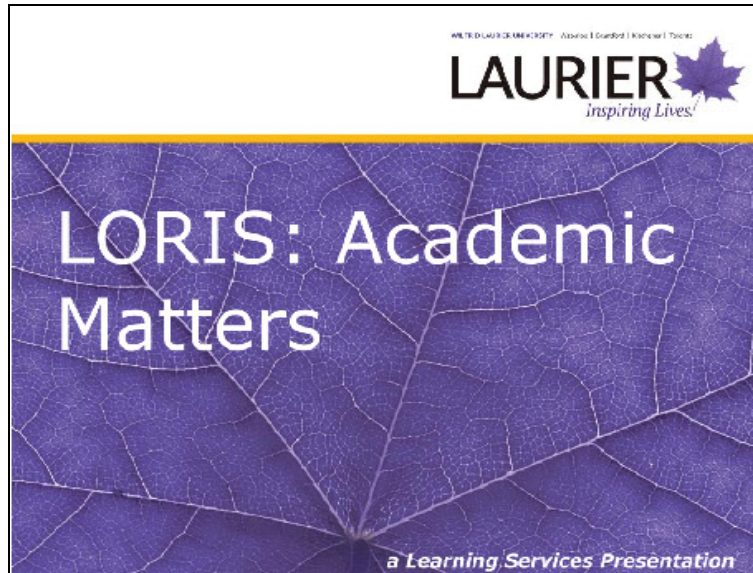


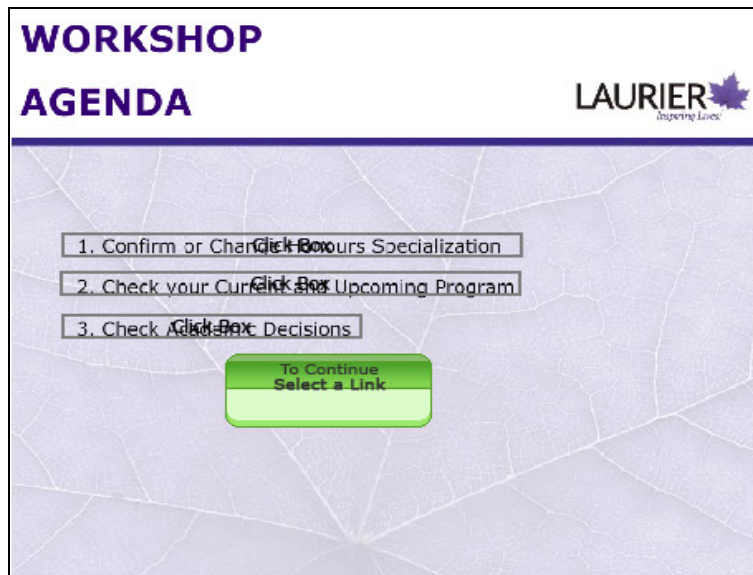
LORIS: ACADEMIC MATTERS SCRIPT
a Learning Services Presentation

Slide 1:



Hello! Welcome to the Wilfrid Laurier University online workshop for the LORIS system.

Slide 2:



This workshop is a three part presentation that will help you Confirm your Major, view your Current and Upcoming Program, and view your Academic Decision. For the first part of this workshop, we're going to learn how to confirm your major using LORIS.

Slide 3:

LORIS:
ACADEMIC MATTERS

LAURIER
inspiring lives

CONFIRM/CHANGE HONOURS SPECIALIZATION

- At the end winter term, the Registrar's Office automatically confirms students in their major on LORIS.
- To remain in your major, there is nothing you must do.
- Declare your major or change your major on LORIS.
- Window of opportunity is between March 1 until April 29.

All students in 1st year are required to confirm their honours specialization using the LORIS system. Your honours specialization is what you will be majoring in throughout your university career.

You can confirm your major online using LORIS from March 1 until April 29. After that time, you can change your major using another form, but there will be more on this later.

Slide 4:

LORIS (Laurier Web Information System)

Personal Information | **Student Services** | Employee

Search Go SITE MAP HELP EXIT

Main Menu

Select Student Services

Personal Information
Update your Emergency Contact information; View/Update your address(es) and phone number(s); View e-mail address(es); View instructions to change your Name & Social Insurance Number; Change your PIN; Change your security Question

Student Services
Register; View your academic records and fees; view or print T2202A Tax receipt

Employee
View Pay Stubs, deductions, earnings and T4 slips. Enter and approve leave reports and timesheets.

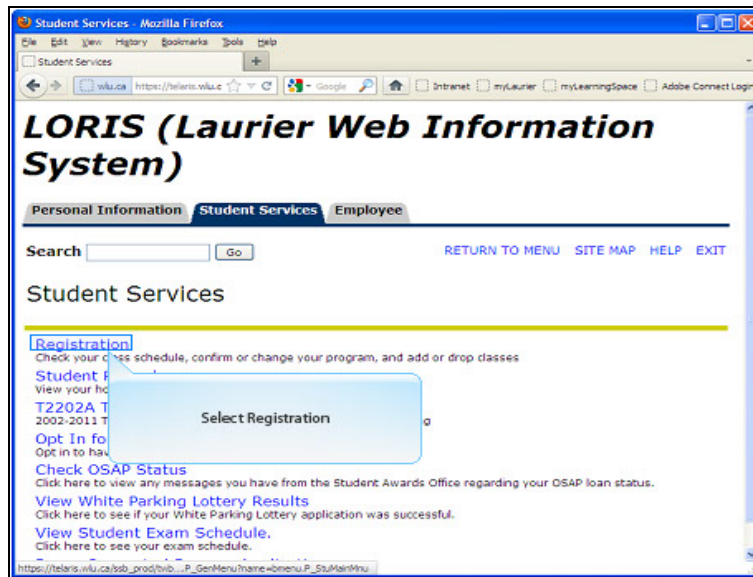
MyLearningSpace
On-line courses at Laurier!

[Return to Homepage](#)

RELEASE: 8.4.1

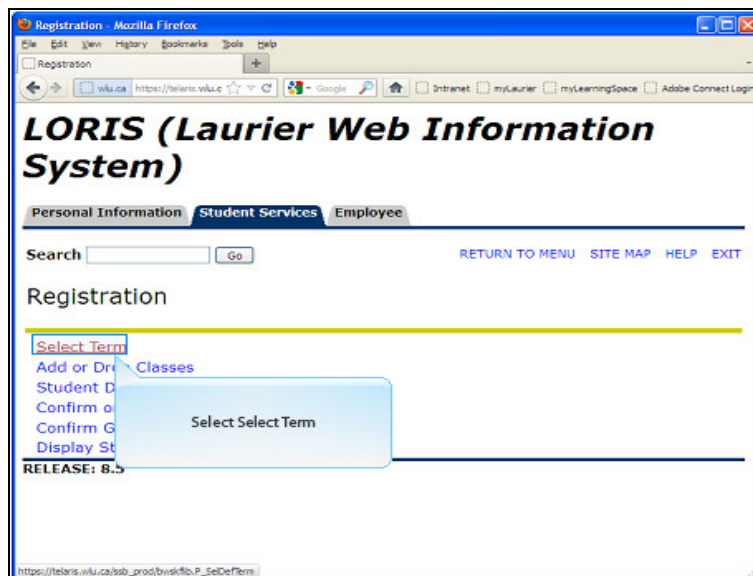
From the Main menu, click "Student Services".

Slide 5:



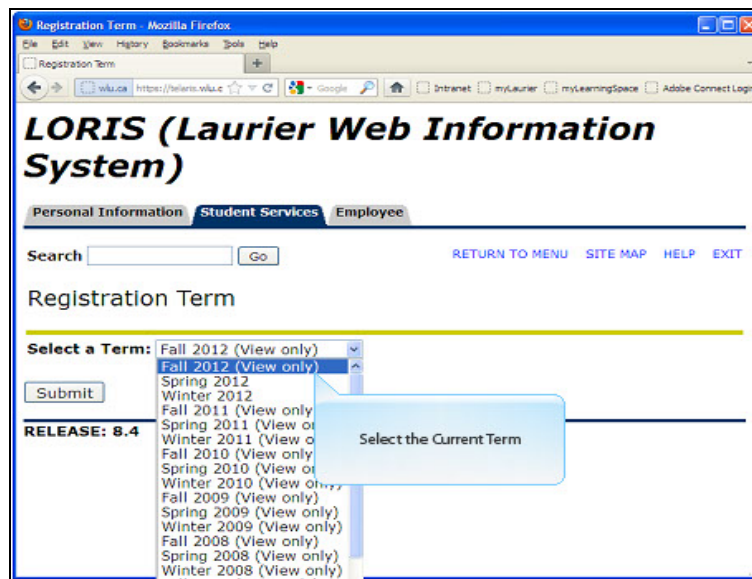
From the Student Services menu, click the "Registration" link.

Slide 6:



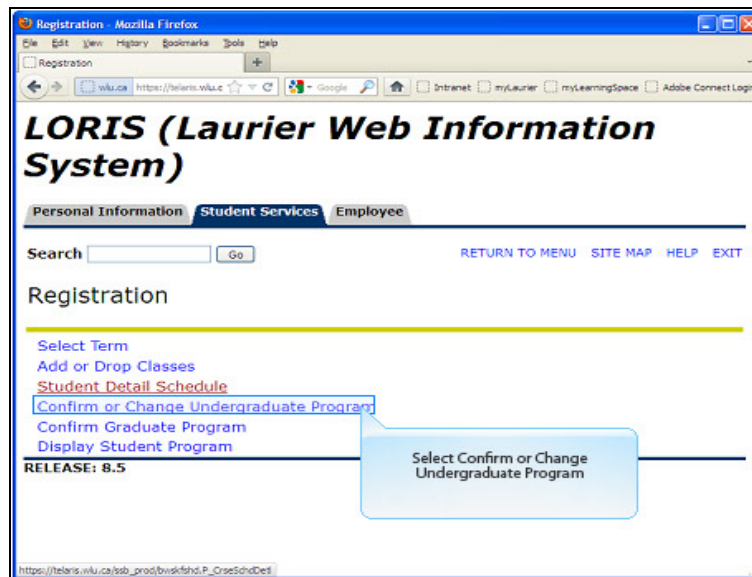
Once you're at the registration menu, click the "Select Term" link.

Slide 7:



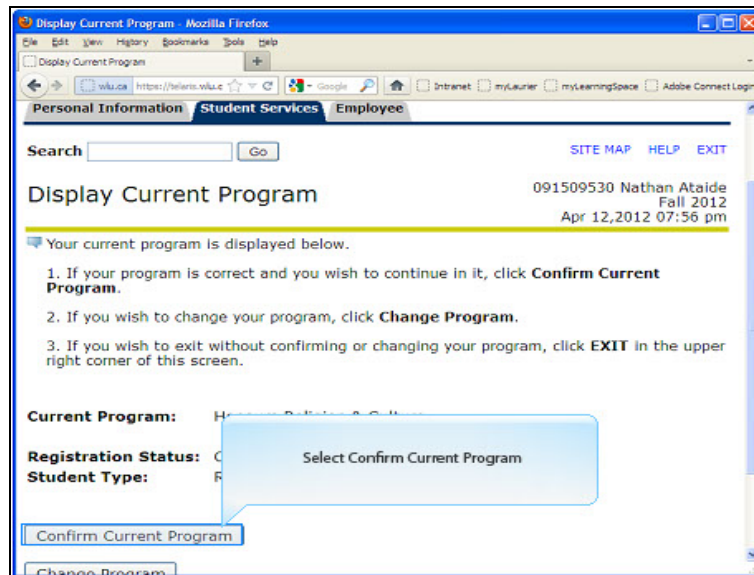
To choose a term click the drop down menu. Select the term in which you would like to confirm your major, then select the submit button.

Slide 8:



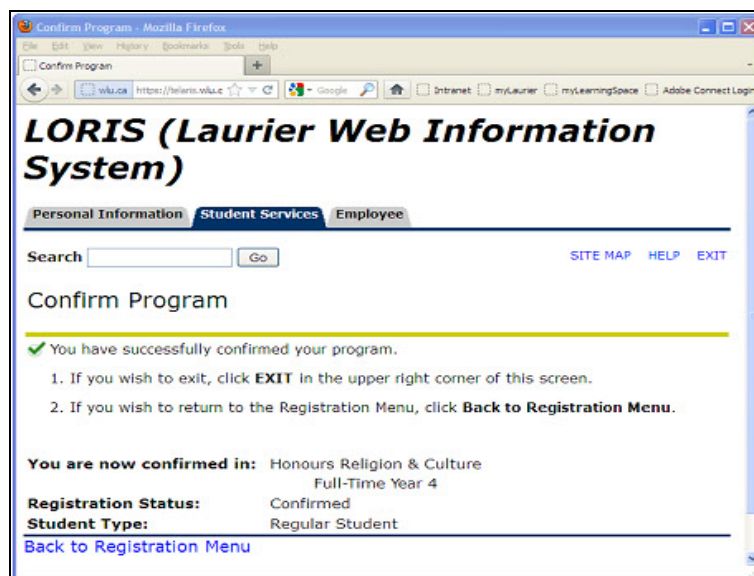
Once you click "Submit," you will be taken back to the Registration menu. Click the "Confirm or Change Undergraduate Program" link to continue.

Slide 9:



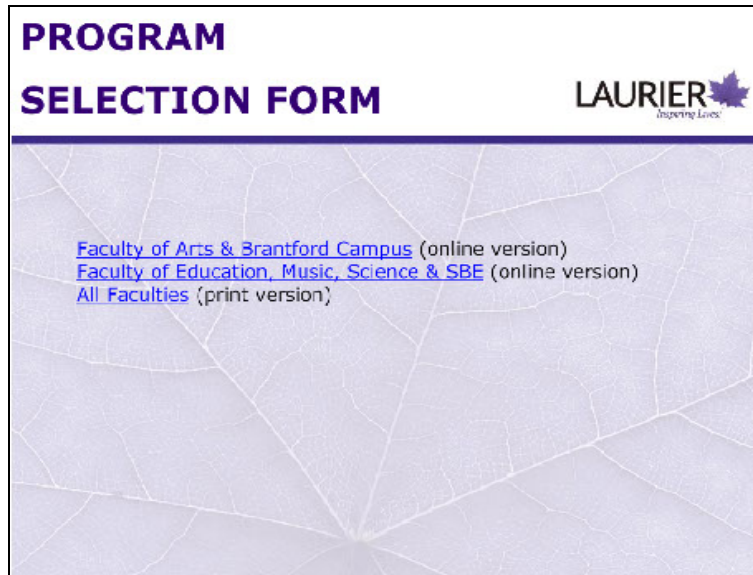
At the "Display Current Program" screen, you will see your program information, including your Current Program, Registration Status, and Student Type. To confirm your current program, click "Confirm Current Program".

Slide 10:



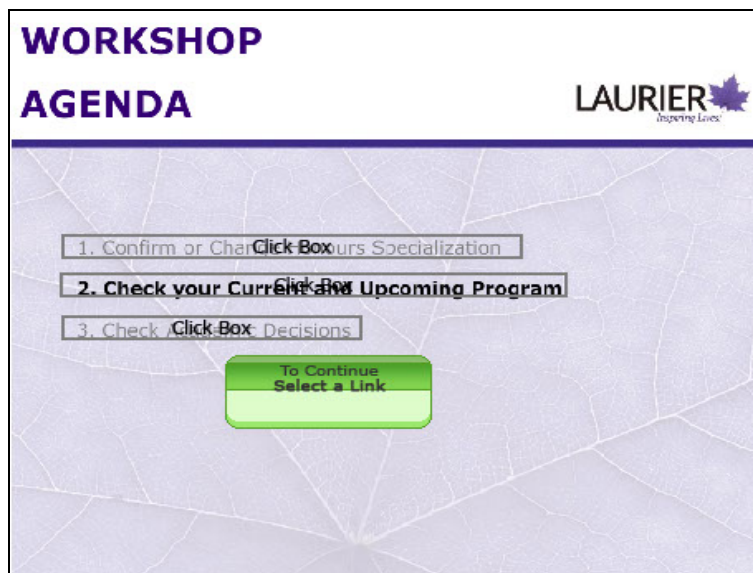
After successfully confirming your program, you will receive this notification on your LORIS page indicating that you have successfully confirmed your program. You will also see your registration status which should state "confirmed" if you have successfully confirmed your major. The student type shows you the type of student you will be for the semester.

Slide 12:



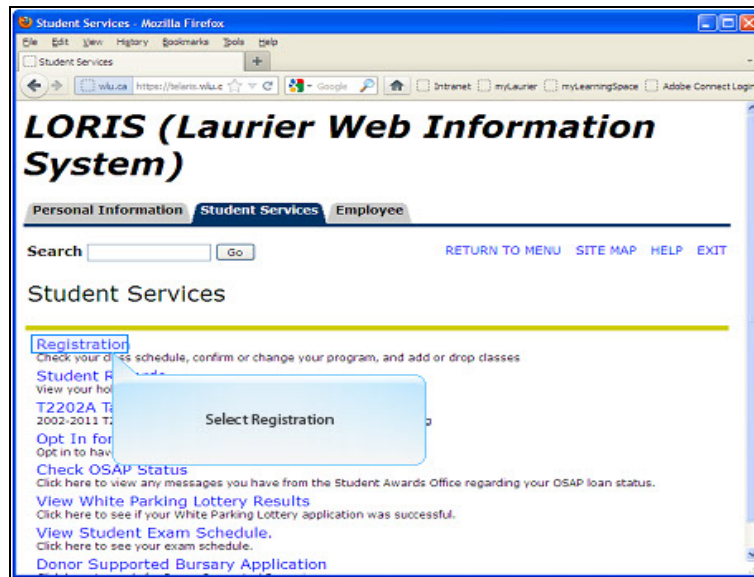
If your program is not listed, or you miss the April 29th deadline, submit the Program Selection Form on the Record Department Website. Please click on your faculty link above in order to view the online version. The online version gives you the option to submit your form online. A print version is also available, in which you will be required to print out the form and submit the completed document in person to the Registrar Office.

Slide 13:



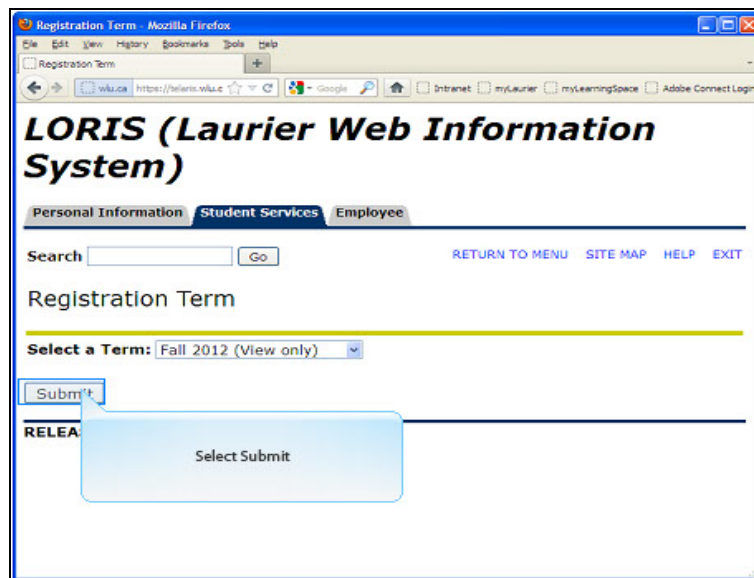
For the second part of this workshop, we're going to learn how to check your current and upcoming program using the LORIS system.

Slide 14:



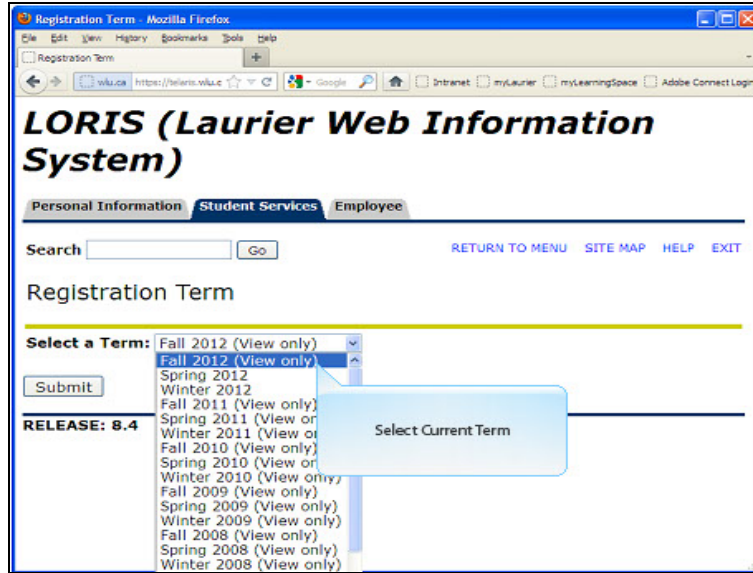
From the Student Services menu, click the "Registration" link.

Slide 15:



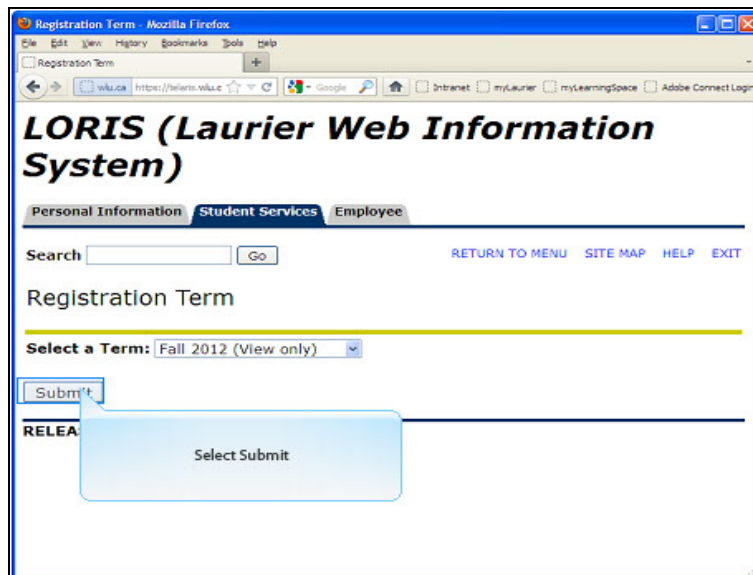
At the Registration menu, click the "Select Term" link.

Slide 16:



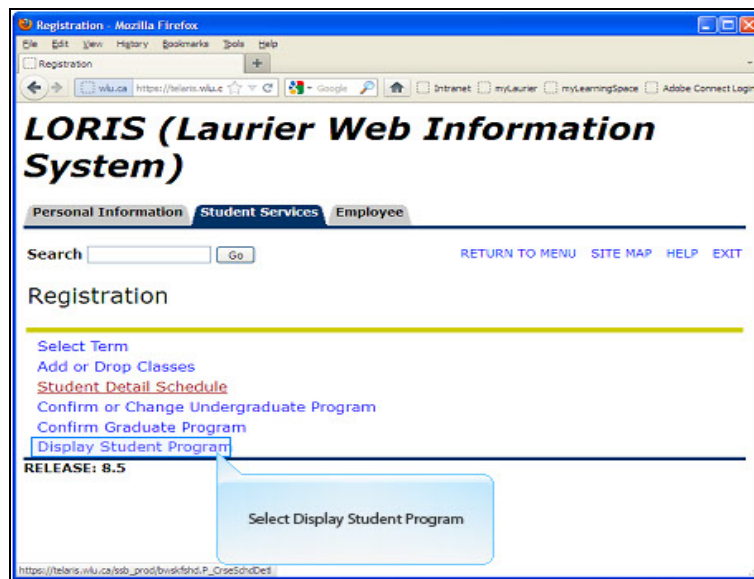
To choose a term, click the drop-down menu. Select the term you would like to view, then select the "Submit" button.

Slide 17:



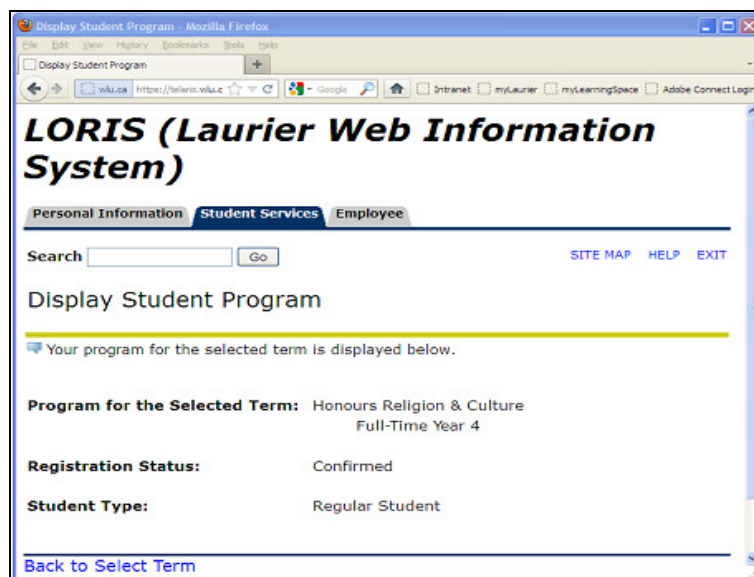
Once you click "Submit," you will be taken back to the Registration menu.

Slide 18:



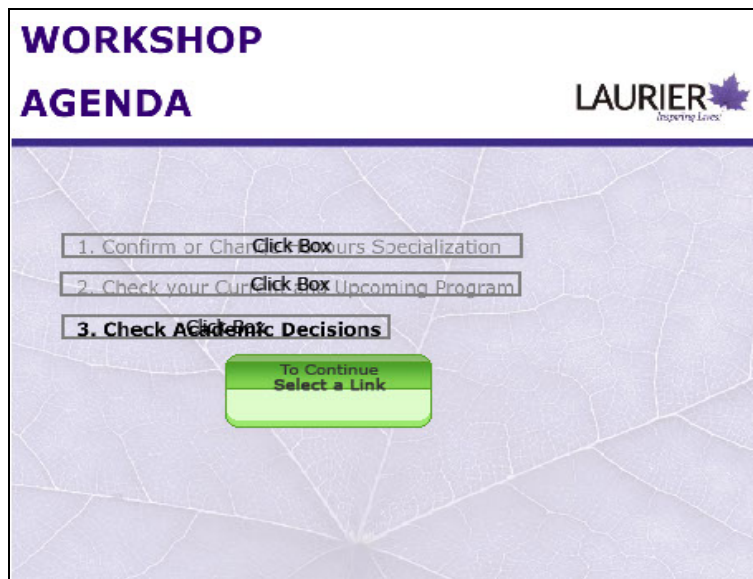
Click the "Display Student Program" link to continue.

Slide 19:



Once at the "Display Student Program" screen, you will see your program for the semester you selected in Step 3. The "Registration Status" shows whether or not you are confirmed in your program. The "Student Type" shows your student classification for the semester. Please note that you can view your program for the upcoming and previous semester just by changing the term in the drop-down menu in Step 3.

Slide 20:



WORKSHOP

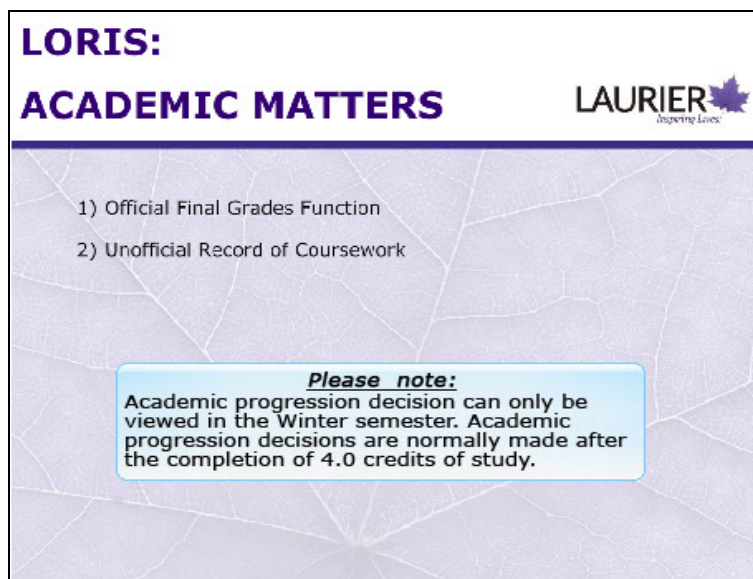
AGENDA

LAURIER Inspiring Lives

1. Confirm or Change your Specialization [Click Box](#)
2. Check your Current and Upcoming Program [Click Box](#)
3. Check Academic Decisions [Click Box](#)

To Continue
Select a Link

Slide 21:



LORIS:

ACADEMIC MATTERS

LAURIER Inspiring Lives

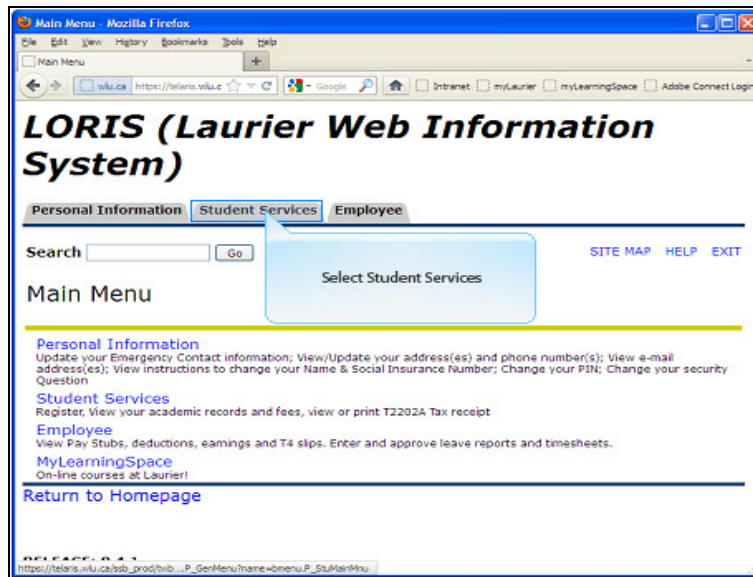
- 1) Official Final Grades Function
- 2) Unofficial Record of Coursework

Please note:
Academic progression decision can only be viewed in the Winter semester. Academic progression decisions are normally made after the completion of 4.0 credits of study.

You're now going to learn how to check the official final grades page.

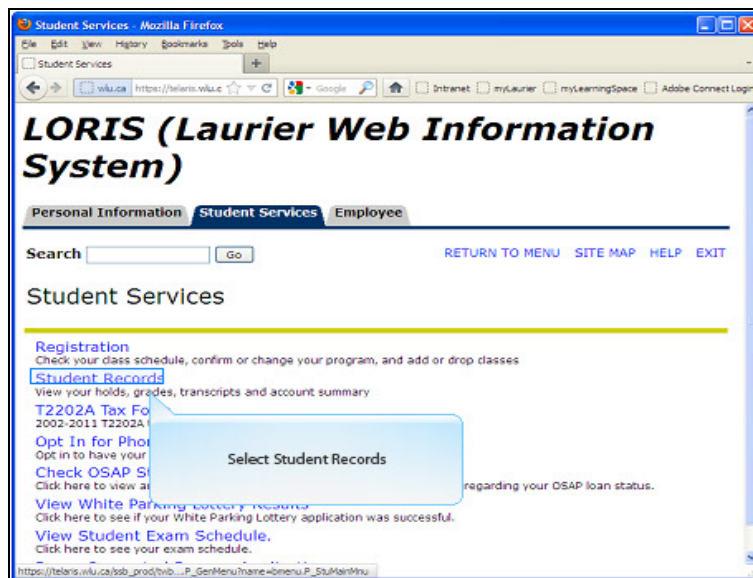
Note: You can only view your academic progression decision in the Winter semester. Academic progression decisions tell you whether you have met the requirements to progress to the next year of your undergraduate program. Academic progression decisions are normally made after the completion of 4.0 credits of study.

Slide 22:



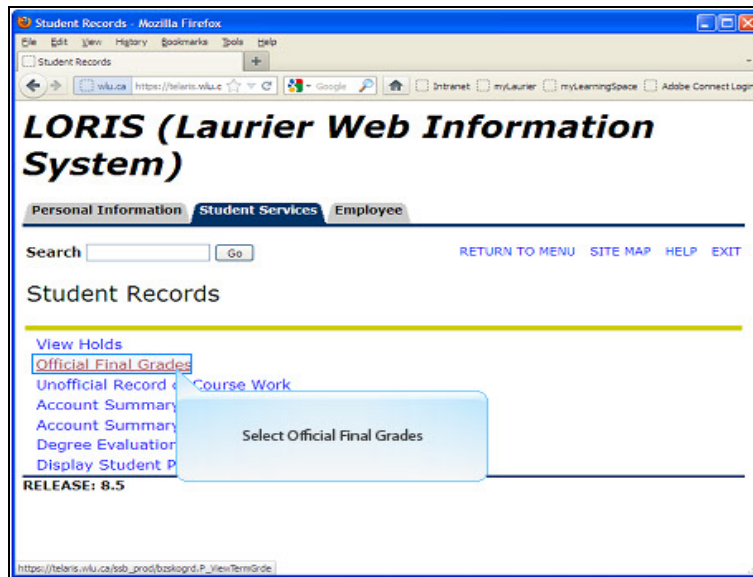
From the Main menu, click the “Student Services” tab.

Slide 23:



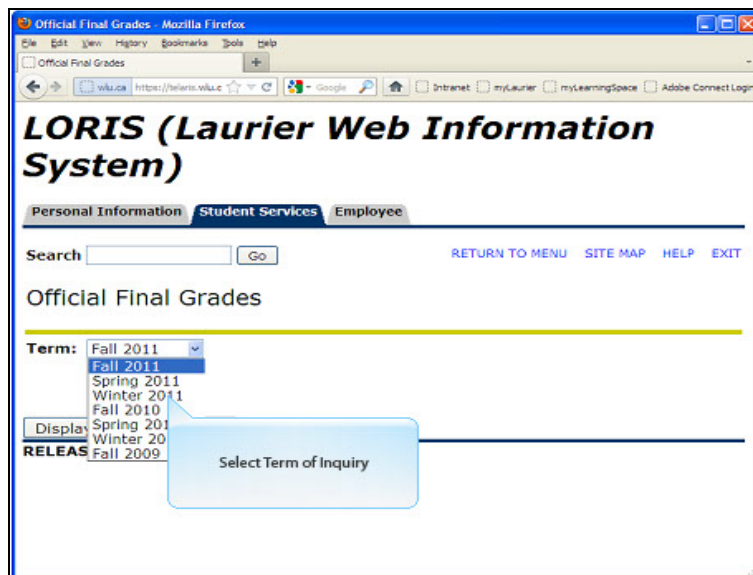
From the Student Services menu, click the “Student Records” link.

Slide 24:



You are now going to learn how to access the "Official Final Grades" page. From the Student Records main menu, click "Official Final Grades."

Slide 25:



To choose a term, click the drop-down menu. Select the term you would like to view, then click the "Display Grades" button.

Slide 26:

Student Information										
Term:	Winter 2011									
Program:	Honours Religion & Culture									
Year:	3									
Level:	Undergraduate									
Academic Standing:	May Proceed									
Undergraduate Course Work										
CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA	Hours
3663	RE	215	0	Early To Pre-Modern	Waterloo	A+	.50	.50	.50	
3915	RE	308	0	Conducting Fieldwork	Waterloo	A	.50	.50	.50	
2854	RE	344	0	Apocalypticism	Waterloo	A-	.50	.50	.50	
2467	RE	380	0	Religion and Social Change	Waterloo	A-	.50	.50	.50	

Undergraduate Summary			
	GPA	Credits	
Overall:	10.39	9.00	
Hon. Religion & Culture:	10.73	7.50	

The "Official Final Grades" page displays your official grades for the semester you selected in Step 3. You should note academic standings such as: May Proceed to General Program, May Proceed On Probation in General Program, and Qualified to Graduate.

Slide 27:

LORIS (Laurier Web Information System)

Personal Information | **Student Services** | Employee

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Records

- [View Holds](#)
- [Official Final Grades](#)
- [Unofficial Record of Course Work](#)
- [Account Summary by Term](#)
- [Account Summary](#)
- [Degree Evaluation](#)
- [Display Student Program](#)

RELEASE: 8.5

You are now going to learn how to access the "Unofficial Record of Course Work" page.

Remember, to get to the Student Record page, just click on the "Student Services" tab near the top of the page, and then click on "Student Records." From the Student Records main menu, click "Unofficial Record of Course Work."

Slide 28:

LORIS (Laurier Web Information System)

Personal Information | **Student Services** | Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Unofficial Record of Course Work

Select Transcript Level: All Levels
Select Transcript Types: Web Unofficial Transcript

Display Unofficial Record of Course Work Reset

RELEASE: 7.1 WLU

Select Display Unofficial Record of Course Work

To choose a term, click on “Select Transcript Level” drop-down menu for All Levels, then click on the “Select Transcript Types” for Web Unofficial Transcript. Click “Display Unofficial Record of Course Work” to continue.

Slide 29:

INSTITUTION CREDIT

Fall 2009

Program: Honours Classical Studies And Rel&Culture Year: 1

Subject	Course	Campus	Level	Title	Grade	Credit R Hours
AS	101	Waterloo	UG	Astronomy I: Our Place Cosmos	A-	0.50
NE	101	Waterloo	UG	First Civilizations	B	0.50
RE	100	Waterloo	UG	Religions of the Americas I	A	0.50
RE	103	Waterloo	UG	Love And Its Myths	A	0.50

Cumulative Totals (Undergraduate)

	GPA	Credits
Overall:	10.00	2.00

** This is NOT an official transcript **

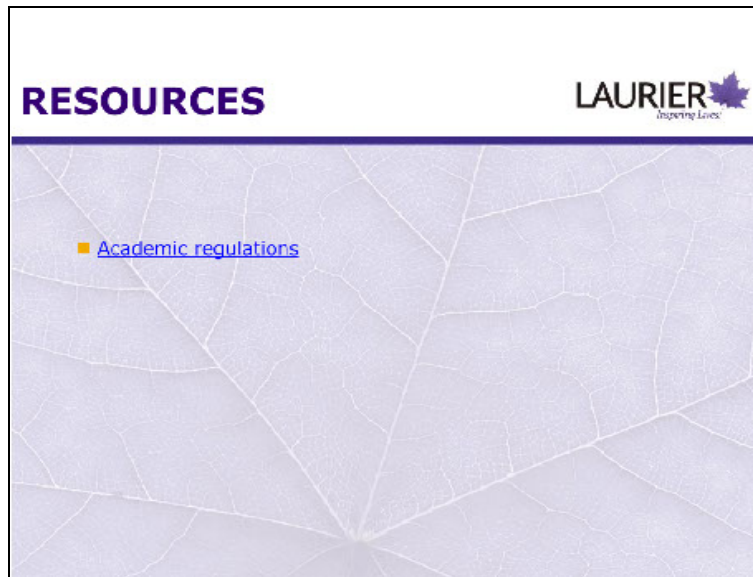
Winter 2010

Program: Honours Classical Studies And Rel&Culture Year: 2

Subject	Course	Campus	Level	Title	Grade	Credit R Hours
RE	101	Waterloo	UG	Religions of the Americas	A	0.50

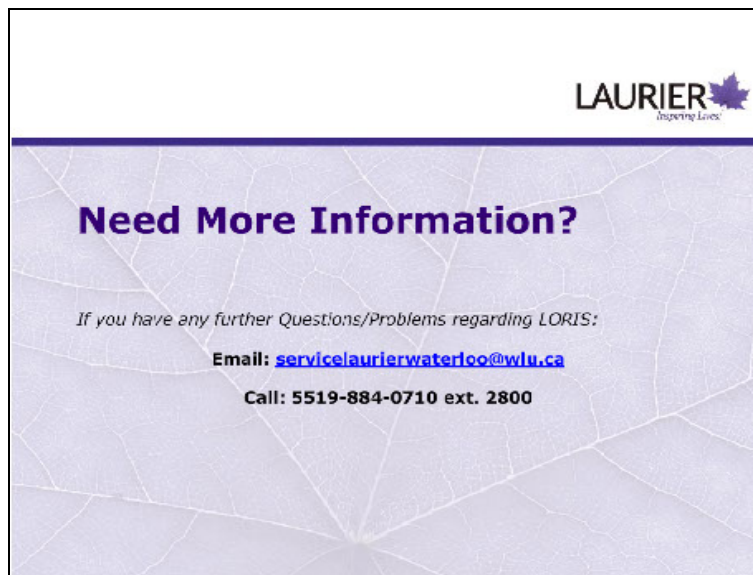
The “Unofficial Record of Course Work” page shows you your unofficial grades, overall GPA, and total credit for each semester.

Slide 30:



For more information on academic regulations, please visit the academic regulations page by clicking on the link provided.

Slide 31:



This concludes our workshop on how to confirm your major, view your current and upcoming program, and view your academic decision using the LORIS system.