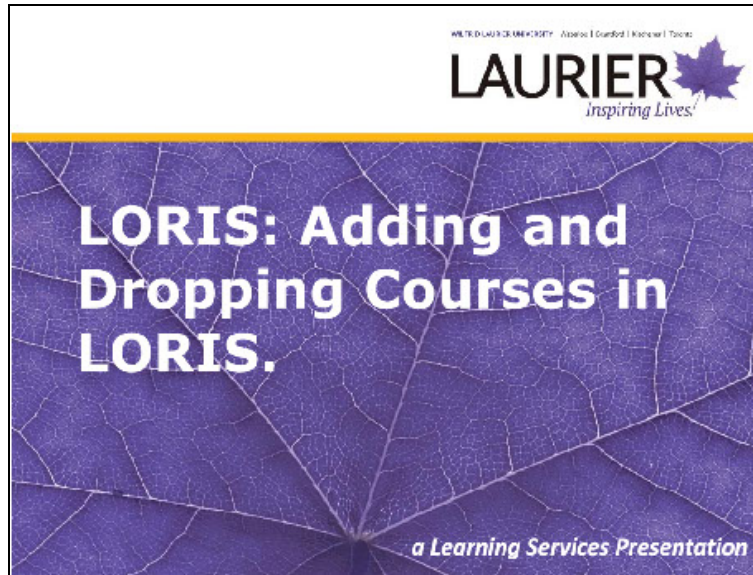


LORIS: Adding/Dropping Courses Script

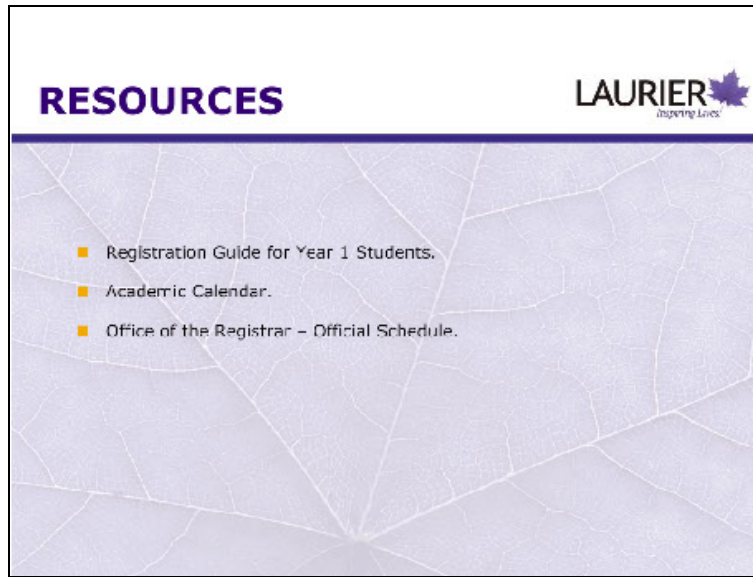
A Learning Services Presentation

Slide 1:



Hello! Welcome to the Wilfrid Laurier University online workshop for the LORIS system. This workshop will show you how to add and drop courses using the LORIS system.

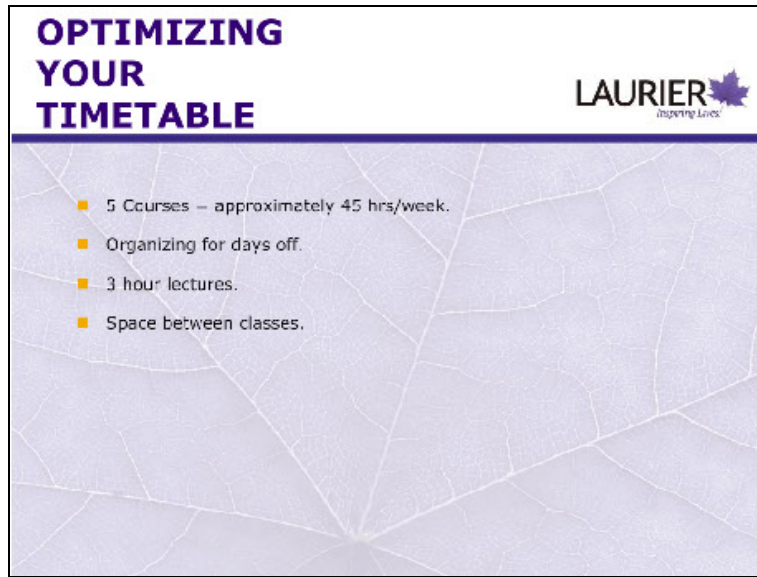
Slide 2:



We're going to start by learning how to add courses in the system. This presentation is particularly important to me because the first time I tried creating my timetable using LORIS, it took me hours. Don't worry if there seems to be a lot of information. Follow the steps we're going to cover in this module and you'll be just fine!

Before you start entering your courses into the system, take the time to schedule them all on a piece of paper. This will help make sure you don't run into any time conflicts when we start entering the courses into LORIS. Blank schedules to print out can be found on the Laurier website at: www.wlu.ca. Be sure to use the Registration Guide for first year students, the Academic Calendar or the official schedule from the Office of the Registrar, also located on the Laurier website.

Slide 3:



OPTIMIZING YOUR TIMETABLE

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- 5 Courses – approximately 45 hrs/week.
- Organizing for days off.
- 3 hour lectures.
- Space between classes.

Organizing your courses throughout the week can be a bit of an art form in itself. Everyone has different preferences when it comes to what days and times they'd like to have class, and how many classes they have on any given day.

Here are a few things to keep in mind while registering:

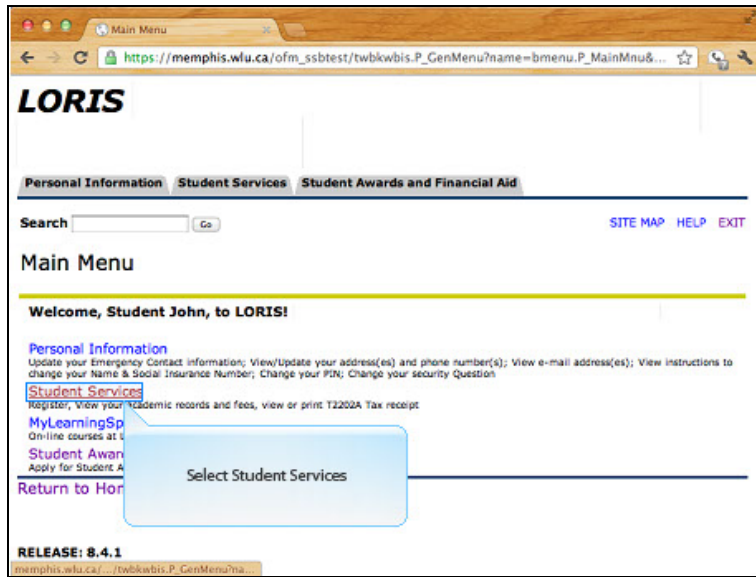
-If you include prep work, readings, assignments, and class time, 5 courses a semester works out to require 45 hours of work per week. If you're trying to organize your schedule so that you have a full day off, be aware that you're taking that 45 hours and condensing it into 4 days.

-A lot of students choose one 3 hour lecture per week instead of 3 one hour lectures. Although longer classes might work for you, keep in mind that if you miss a lecture (maybe because you're sick), this means you've missed almost 10% of the course. Missing too many 3 hour classes can add up very quickly. Some people also find that, even if it means more days on your schedule, having shorter lectures helps them stay focused during the lecture itself.

-Lastly, a lot of students try to spread classes over the entire day to leave them lots of time between classes. Even "back-to-back" classes leave you 10 minutes to get to your next class, and given the geography of Laurier's campus, 10 minutes should be enough to get you to your next class even if it's across campus. The other advantage to scheduling some classes back to back is that it frees up bigger chunks of time for other work or relaxing. Lots of people leave space between classes to eat, relax, etc., but don't worry too much about organizing your schedule around having time to transition from class to class.

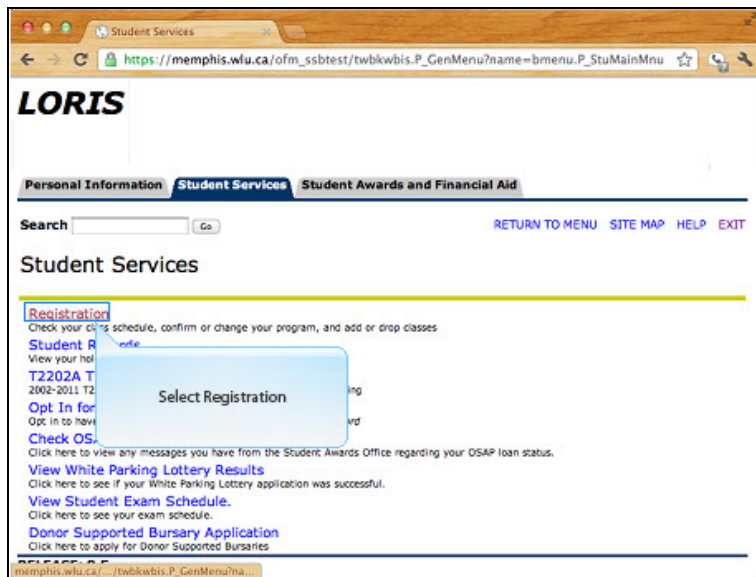
Regardless, you'll find what works best for you, just be careful not to overload yourself on any given day just for the sake of having more time off later in the week.

Slide 4:



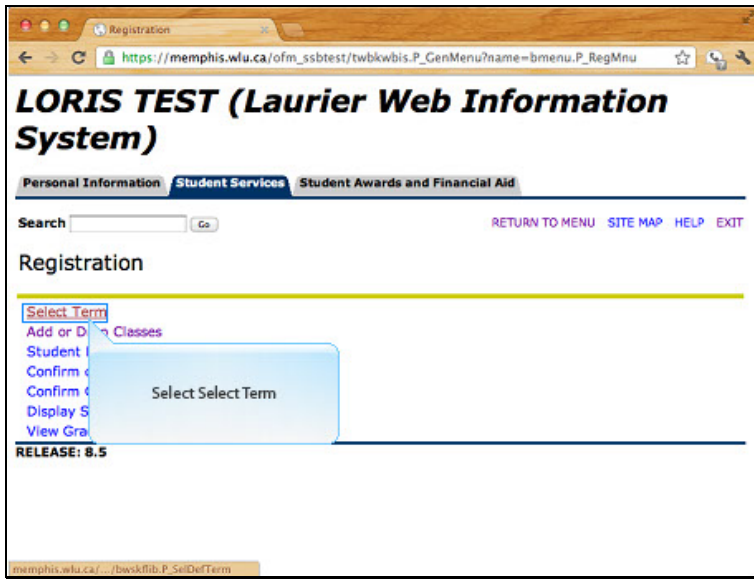
Once you've logged on to LORIS, click the "Student Services" link on the Main Menu.

Slide 5:



At the Student Services Menu, click on the "Registration link".

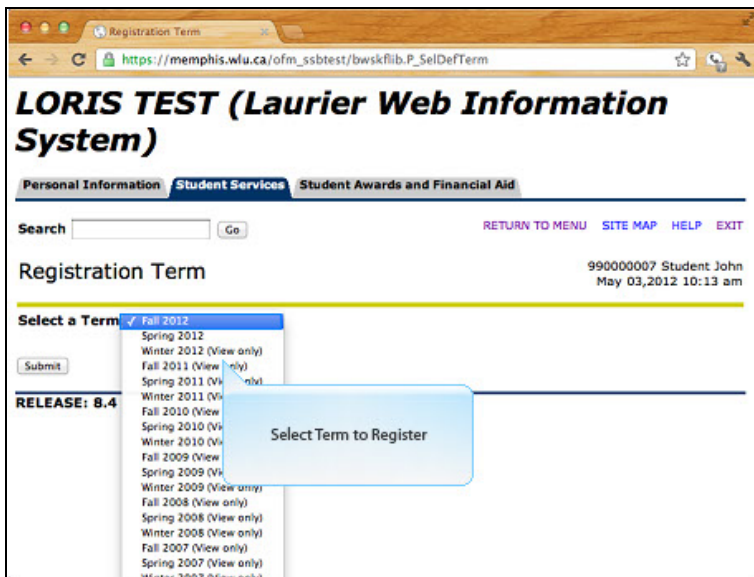
Slide 6:



Once we arrive at the Registration menu, we have a number of options like “Select Term”, “Add or Drop Classes” etc. It’s from this menu that we’re going to be doing most of our LORIS work today.

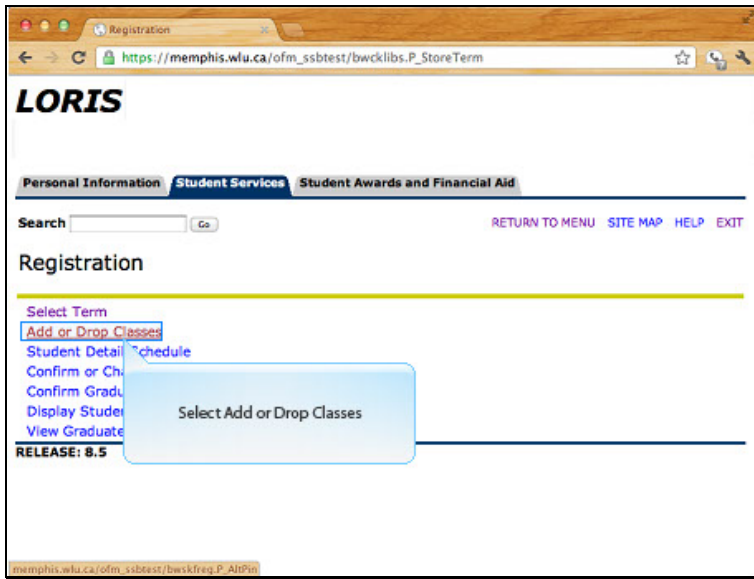
To begin, click the “Select Term” link.

Slide 7:



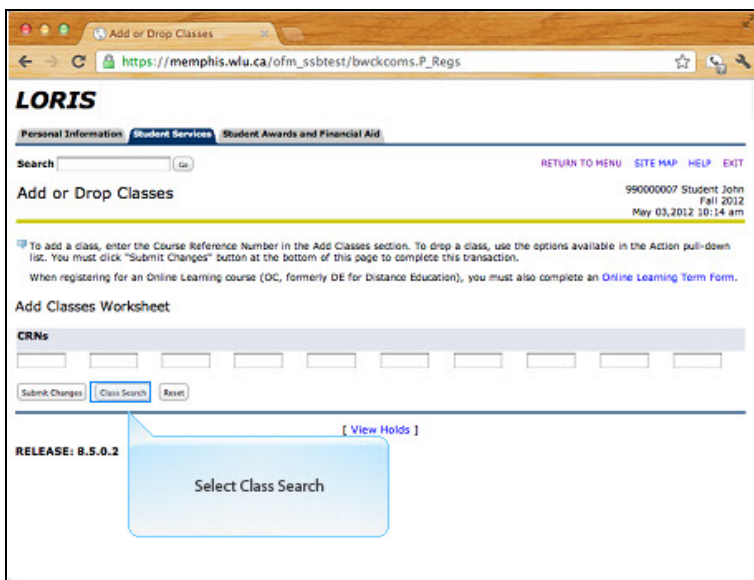
It’s important to make sure you are registering for classes at the right time. Thankfully, the system will only allow you to add courses to the upcoming fall and winter terms during the summer. To choose a term, click the drop-down menu. Select the term you would like to view (or work in), then press the “Submit” button.

Slide 8:



Once you click “Submit” you will be taken back to the Registration menu. We’re now ready to start adding classes. Click the “Add or Drop Classes” link to continue.

Slide 9:



If you haven’t registered for any classes this term, this next page will have very little information on it. Near the bottom of the page you’ll see some spaces to enter “CRNs” or Class Registration Numbers, but more on those later. To start adding classes, click the “Class Search” button.

Slide 10:

The screenshot shows a web browser window titled "Look Up Classes" with the URL https://memphis.wlu.ca/ofm_ssbtest/bwckcoms.P_Regs. The page header includes the user's name "990000007 Student John", the semester "Fall 2012", and the date "May 03, 2012 10:40 am". Below the header, a note states: "From the options below, select the search criteria and then click on 'Class Search'. More than one campus or subject can be searched at the same time by holding down the control key while making selections. Please note that courses pre-fixed by UW are offered by the University of Waterloo."

The search criteria are as follows:

- Campus:** A dropdown menu with options: All, Brantford, Kitchener, Online Learning, Waterloo.
- Subject:** A dropdown menu with options: Mathematics, Media Studies, Medieval Studies, Mediterranean Studies, Music, Muslim Studies, Near Eastern Studies, North American Studies, Organizational Leadership, Philosophy.
- Course Number:** A text input field.
- Title:** A text input field.
- Course Level:** A dropdown menu with options: All, Graduate, Undergraduate.
- Days:** Radio buttons for Mon, Tue, and other days.

A blue callout box with the text "Select Subject of Interest" points to the Subject dropdown menu. At the bottom of the page, there are buttons for "Class Search" and "Reset", and a footer with links: "[Week at a Glance | Student Detail Schedule | View Holds]".

From the Class Search page, we have several different ways to look up classes.

The best ways to search for a class are by subject from the list at the top, or search by course number and title. The nice thing is that you can do any combination of these options to narrow down your search even further. At the very least, select the "Subject" from the list and click the "Class Search" button to continue.

- The “Days” column tells you what day or days of the week the course is on. Monday - Friday are represented by the first letter of that day, with “R” being used for Thursdays.

- The “Time” column tells you what time of the day the class is taking place.

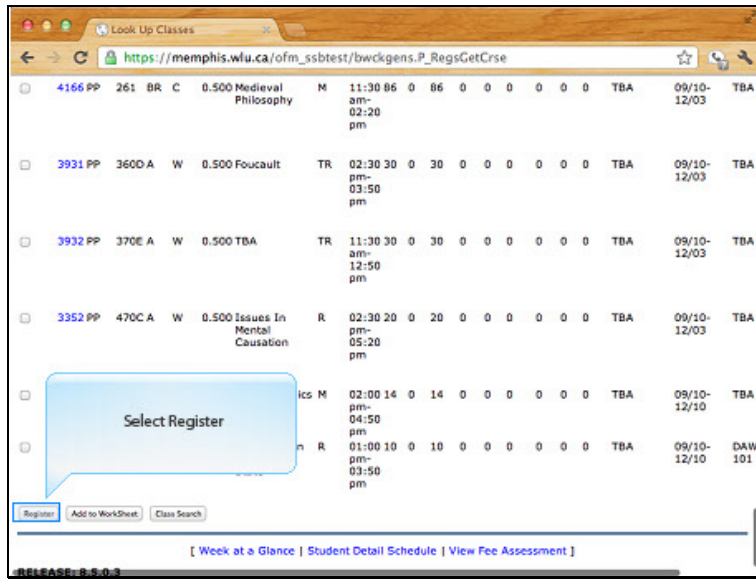
- The next column over shows you the total capacity for the course. You’ll see that lectures have a much higher number of spaces available than tutorials. This is another way to tell the difference between lectures and tutorials.

- The next two columns over show the number of students registered in the course, and the remaining spots available.

Don’t worry too much about the other columns. Instructor and location can be interesting, but there’s a better place to view all that information that I’ll show you in a bit.

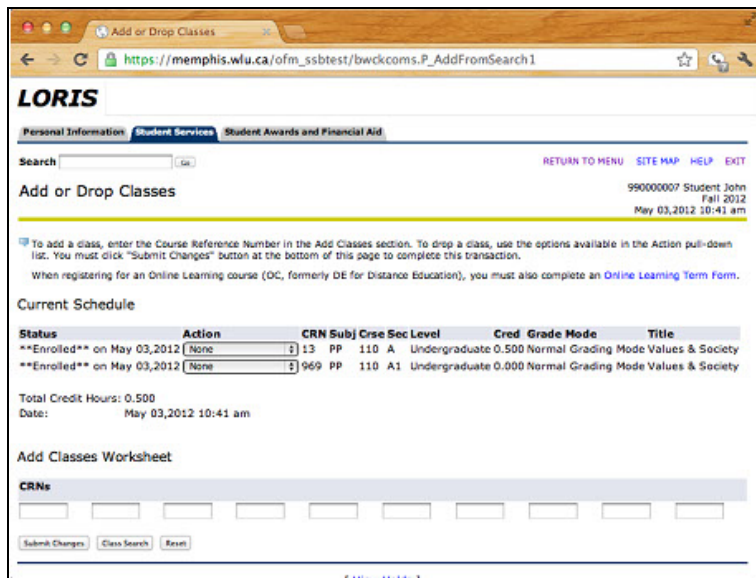
When you know what course you want to add, put a checkmark in the “Select” box beside the course. Be sure to add both the lecture and the tutorial you want at the same time or you’ll get an error on the next page.

Slide 12:



After putting checkmarks beside the courses you want, click the “Register” button at the bottom of the page.

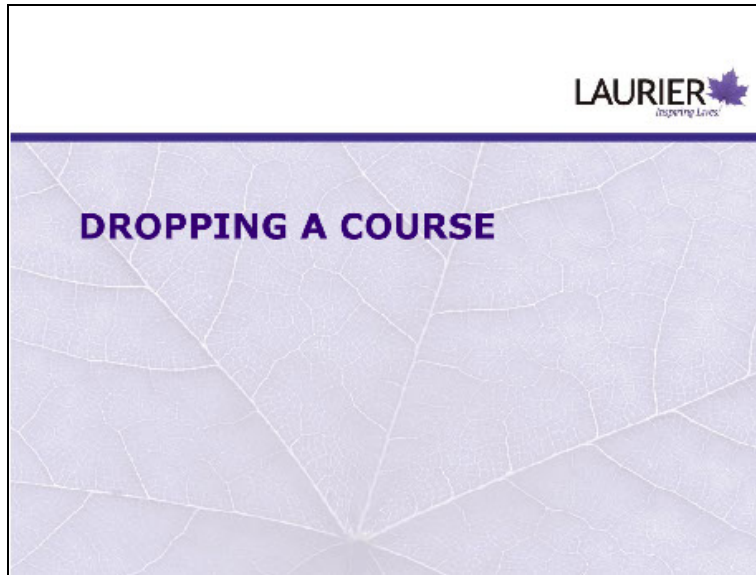
Slide 13:



Clicking the “Register” button will bring you to the “Current Schedule” page and you should see the courses you’ve selected on the list. Be sure to look for **Enrolled** in the Status column.

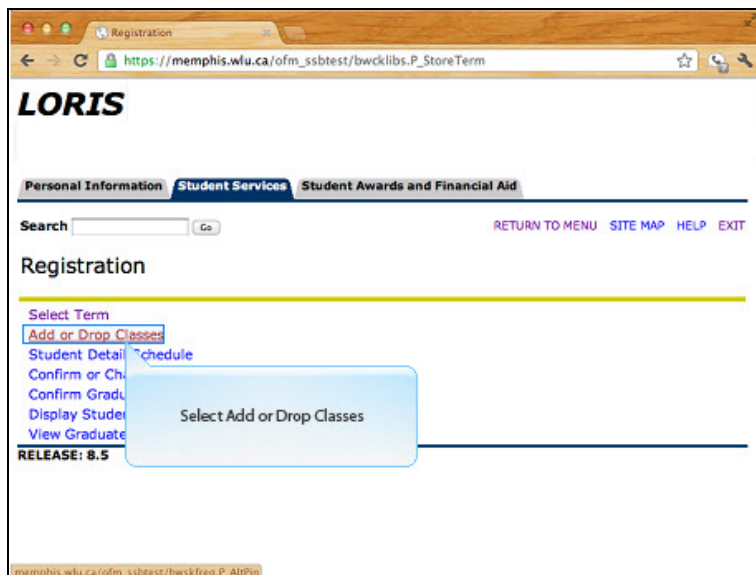
At the bottom of this page, there are a number of boxes that you can put CRNs into. If you know the CRN for a class you want to take, you don’t want to go through the “Class Search” option, you can just enter that CRN number and click “Submit Changes” to add the course

Slide 14:



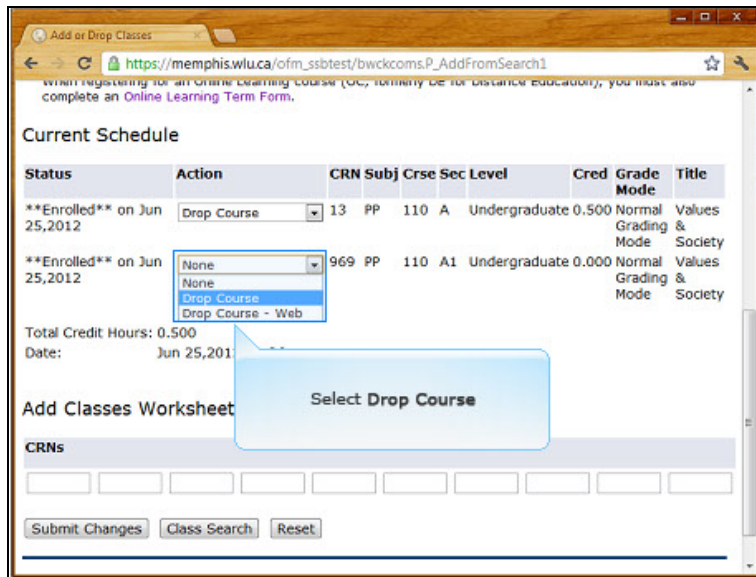
Compared to adding courses, dropping courses is much easier...let's look at how to do that now.

Slide 15:



From the Registration Menu, click the "Add or Drop Classes" link, the same way you would if you were adding a course.

Slide 16:



The "Current Schedule" screen should have a list of all the courses in which you're currently enrolled.

To drop a course, select "Drop Course" from the dropdown menu in the "Action" column, then click "Submit Changes" at the bottom of the page.

Slide 17:

990000001 Student Mary
Fall 2012
Jun 25, 2012 01:26 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. You must click "Submit Changes" button at the bottom of this page to complete this transaction.

When registering for an Online Learning course (OC, formerly DE for Distance Education), you must also complete an [Online Learning Term Form](#).

Current Schedule

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|-----------------------------|--------|-----|------|------|-----|---------------|-------|---------------------|------------------|
| Drop Course on Jun 25, 2012 | None | 13 | PP | 110 | A | Undergraduate | 0.000 | Normal Grading Mode | Values & Society |
| Drop Course on Jun 25, 2012 | None | 969 | PP | 110 | A1 | Undergraduate | 0.000 | Normal Grading Mode | Values & Society |

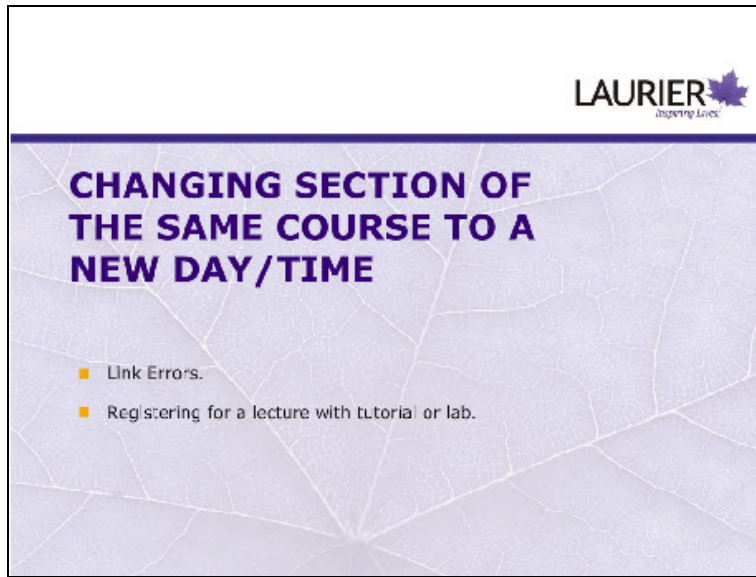
Total Credit Hours: 0.000
Date: Jun 25, 2012 01:26 pm

The screen should then update. Make sure you see "Drop Course on (date)" listed in the Status column.

If you accidentally drop a course, or want to re-enroll in a course you've dropped, you can do so by selecting "re-enrolled" from the dropdown menu in the "Action" column.

Note - if the course is full or closed for any other reason, you will get an error when you try to re-enroll.

Slide 18:



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**CHANGING SECTION OF
THE SAME COURSE TO A
NEW DAY/TIME**

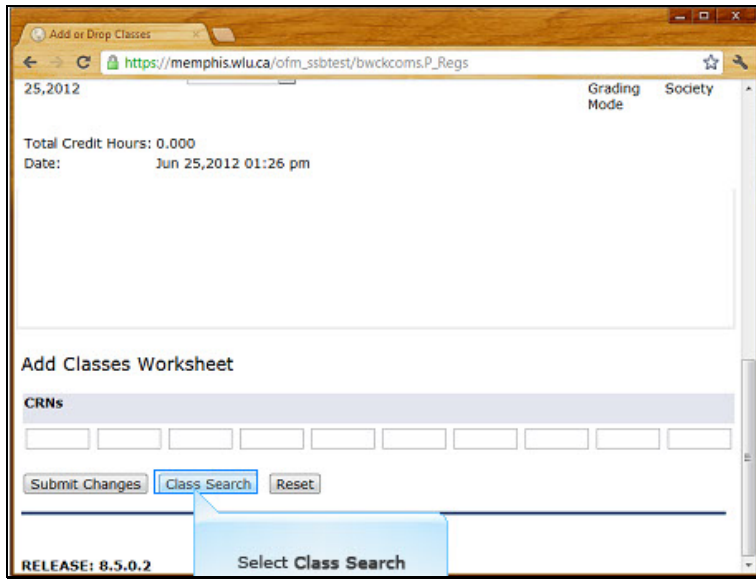
- Link Errors.
- Registering for a lecture with tutorial or lab.

One of the most common issues students face in LORIS when trying to arrange their schedule occurs when lectures and tutorials or labs are linked in the system. If you attempt to change the time of a lecture, lab or tutorial you've already registered in, the system drops you out of both.

If this occurs, following the steps on the next few slides to re-enroll

Keep in mind that if you're re-enrolling in a lecture that doesn't have a tutorial linked to it, you can re-enroll by simply using the drop down menu as shown in Step 5 of this walkthrough.

Slide 19:



Re-enrolling in a class you've recently dropped is like adding a class from scratch, so you'll probably recognize a lot of these steps.

Click the "Class Search" button at the bottom of the Current Schedule page to bring up the class search screen.

Slide 20:

Look Up Classes

https://memphis.wlu.ca/ofm_ssbtest/bwckcoms.P_Regs

Campus: All
Brantford
Kitchener
Online Learning
Waterloo

Subject: Mathematics
Media Studies
Medieval Studies
Mediterranean Studies
Music
Muslim Studies
Near Eastern Studies
North American Studies
Organizational Leadership
Philosophy

Course Number:

Title:

Course Level: All
Graduate

Days: Fri Sat Sun

Class Search Reset

Select Class Search

From the Class Search page, we have several different ways to look up classes.

The best ways to search for a class are by subject from the list at the top, or search by course number and title. The nice thing is that you can do any combination of these options to narrow down your search even further. At the very least, select the "Subject" from the list and click the "Class Search" button to continue.

Slide 21:

Look Up Classes

https://memphis.wlu.ca/ofm_ssbtest/bwckgens.P_RegsGetCrse

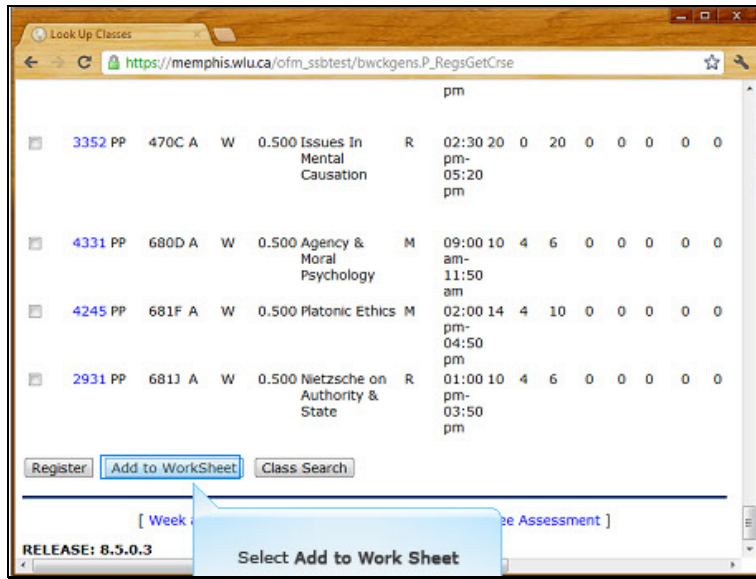
Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found
Philosophy

| Select | CRN | Subj | Crse | Sec | Cmp | Cred | Title | Days | Time | Cap | Act | Rem | WL | WL | WL | XL | XL | Cap | Act |
|-------------------------------------|------|------|------|-----|-----|-------|------------------|------|-------------------|-----|-----|-----|----|----|----|----|----|-----|-----|
| <input type="checkbox"/> | 13 | PP | 110 | A | W | 0.500 | Values & Society | R | 05:30 pm-07:20 pm | 325 | 126 | 199 | 0 | -2 | 2 | 0 | 0 | | |
| <input type="checkbox"/> | 969 | PP | 110 | A1 | W | 0.000 | Values & Society | M | 08:30 am-09:20 am | 30 | 12 | 18 | 0 | -2 | 2 | 0 | 0 | | |
| <input checked="" type="checkbox"/> | 3174 | PP | 110 | A10 | W | 0.000 | Values & Society | T | 10:30 am-11:20 am | 30 | 22 | 8 | 0 | 0 | 0 | 0 | 0 | | |
| <input type="checkbox"/> | 970 | PP | 110 | A2 | W | 0.000 | Values & Society | M | 01:30 pm- | 30 | 30 | 0 | 0 | 0 | 0 | 0 | 0 | | |

Like when you are adding a course, select the lecture, lab or tutorial you want to change into.

Slide 22:



Instead of clicking on the “Register” button like we did for adding a course, instead click on the “Add to Worksheet” button beside it.

Slide 23:

The screenshot shows a web browser window titled "Add or Drop Classes" with the URL https://memphis.wlu.ca/ofm_ssbtest/bwckcoms.P_AddFromSearch1. The main content area is titled "Current Schedule" and contains a table with the following data:

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|-----------------------------|--------|-----|------|------|-----|---------------|-------|---------------------|------------------|
| Drop Course on Jun 25, 2012 | None | 13 | PP | 110 | A | Undergraduate | 0.000 | Normal Grading Mode | Values & Society |
| Drop Course on Jun 25, 2012 | None | 969 | PP | 110 | A1 | Undergraduate | 0.000 | Normal Grading Mode | Values & Society |

Below the table, the "Total Credit Hours" is 0.000 and the "Date" is Jun 25, 2012 01:00. A callout box highlights the "Enrolled" option in the dropdown menu for the second row, with the text "Select **Enrolled**".

The "Add Classes Worksheet" section includes a "CRNs" input field with the value "3174" and buttons for "Submit Changes", "Class Search", and "Reset". A "[View Holds]" link is also present at the bottom.

This will bring you back to the “Current Schedule” page and will see the CRN for the course you want to add listed in one of the fields at the bottom of the screen.

Beside the part of the course (either the lecture or the lab/tutorial) you didn’t want to change, there will be a drop down menu. Select “Re-Enroll” then click the “Submit Changes” button at the bottom of the page.

Slide 24:

Add or Drop Classes

990000001 Student Mary
Fall 2012
Jun 25, 2012 01:27 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. You must click "Submit Changes" button at the bottom of this page to complete this transaction.

When registering for an Online Learning course (OC, formerly DE for Distance Education), you must also complete an [Online Learning Term Form](#).

Current Schedule

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|-------------------------------|----------------|------|------|------|-----|---------------|-------|-----------------------------|--|
| **Enrolled** 25,2012 | on Jun None | 13 | PP | 110 | A | Undergraduate | 0.500 | Normal Grading & Mode | Values Grading & Mode Society |
| Drop Course on Jun 25,2012 | None | 969 | PP | 110 | A1 | Undergraduate | 0.000 | Normal Grading & Mode | Values Grading & Mode Society |
| **Enrolled** 25,2012 | on Jun None | 3174 | PP | 110 | A10 | Undergraduate | 0.000 | Normal Grading & Mode | Values Grading & Mode Society |

Total Credit Hours: 0.500
Date: Jun 25, 2012 01:27 pm

This will add the course you wanted to change (based on the CRN) and at the same time re-enroll you in the component you didn't want to change, avoiding a link error.

Note - You can use the drop down menu "Re-enroll" option to re-enroll in any course you've recently dropped, but you will only be able to re-enroll in the course if there are spaces available.

Slide 25:

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Need More Information?

If you have any further Questions/Problems regarding LORIS:

Email: servicelaurierwaterloo@wlu.ca

Call: 5519-884-0710 ext. 2800

That concludes our Adding and Dropping courses in LORIS module.