

Accessing the Registration Menu

To access the Registration Menu, perform these steps:

Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**. The **Student & Financial Aid Menu** appears.

The screenshot shows the top navigation bar of the PantherTracks system. On the left is the Prairie View A&M University logo with the year 1876. On the right is the 'PANTHERTRACKS' logo. Below the navigation bar, there are two tabs: 'Personal Information' and 'Student and Financial Aid', with the latter being selected. A search bar with a 'Go' button is on the left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main heading is 'Student and Financial Aid'. Below this, a list of links is provided: 'Admissions' (Apply for Admission or Review Existing Applications), 'Registration' (Check your registration status, class schedule and add or drop classes), 'Student Records' (View your holds, grades and transcripts), 'Financial Aid' (Apply for Financial Aid, review status and loans), and 'Student Account' (View your account summaries, statement/payment history and tax information). At the bottom left, it says 'RELEASE: 7.4', and at the bottom right, it says 'Powered by SunGard SCT'.

2. On the **Student & Financial Aid Menu**, click **Registration**. The **Registration Menu** appears.

This screenshot shows the 'Registration' menu within the PantherTracks system. The top navigation bar is identical to the previous screenshot. The 'Student and Financial Aid' tab is still selected. The search bar and navigation links remain. The main heading is 'Registration'. Below this, a list of links is provided: 'Select Term', 'Add or Drop Classes', 'Look Up Classes', 'Week at a Glance', 'Student Detail Schedule', 'Registration Fee Assessment', 'Withdrawal Information', 'Registration Status', 'Update Student Term Data', 'Active Registration', and 'Registration History'. At the bottom left, it says 'RELEASE: 7.4', and at the bottom right, it says 'Powered by SunGard SCT'.

Search for a class

To Search for a Class, perform these steps:


Instructions

1. On the **Registration Menu**, click **Look Up Classes**. The **Select Term** page appears.
2. In the **Search by Term**, select the desired term.
3. Click **Submit**. The **Look Up Classes** page appears.

The screenshot shows the 'Select Term or Date Range' page. At the top is the Prairie View A&M University logo and the 'PANTHERTRACKS' header. Below the header are tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar with a 'Go' button is present. The main heading is 'Select Term or Date Range'. On the right, it says 'P40000010 UG Training Student 11' and 'Apr 03, 2008 09:20 am'. Under 'Search by Term:', there is a dropdown menu showing 'Fall 2008'. Below this are 'Submit' and 'Reset' buttons. Red arrows point to the 'Fall 2008' dropdown and the 'Submit' button. At the bottom, it says 'RELEASE: 7.3.3' and 'Powered by SunGard SCT'.

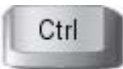
4. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.

The screenshot shows the 'Look Up Classes' page. It has the same header and navigation as the previous page. The main heading is 'Look Up Classes'. On the right, it says 'P40000010 UG Training Student 11' and 'Fall 2008' and 'Apr 03, 2008 09:21 am'. Below the heading is a message: 'Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.' The search criteria section includes: 'Subject:' with a dropdown menu showing 'Accounting', 'Ag and Human Resources', and 'Agricultural Economics'; 'Course Number:' with a text input field; 'Title:' with a text input field; 'Instructional Method:' with a dropdown menu showing 'All', 'Face to Face', and 'Internet'; 'Credit Range:' with two text input fields for 'hours to'; 'Campus:' with a dropdown menu showing 'Prairie View-Main Campus', 'Spring-North West Center', and 'Woodlands-Univ Center'; 'Course Level:' with a dropdown menu showing 'All', 'Doctorate', and 'Graduate'; 'Part of Term:' with a dropdown menu showing 'All' and 'Full Term'; 'Instructor:' with a text input field; 'Start Time:' with dropdowns for 'Hour', 'Minute', and 'am/pm'; 'End Time:' with dropdowns for 'Hour', 'Minute', and 'am/pm'; and 'Days:' with checkboxes for 'Mon', 'Tue', 'Wed', 'Thur', 'Fri', 'Sat', and 'Sun'. At the bottom are 'Class Search' and 'Reset' buttons. Red arrows point to the 'Subject:' dropdown and the 'Class Search' button. At the bottom, it says 'RELEASE: 7.3.3', '[Week at a Glance | Student Detail Schedule | View Holds]', and 'Powered by SunGard SCT'.

	<p>To enhance your search capabilities, consider using the CTRL button on your keyboard to highlight more than one subject area at a time.</p>
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Search examples:

Search for two or more subject areas

1. In the **Subject** block select the first subject area.
2. Using you're the scroll bar, move to the second subject area. Hold down the  **CTRL** button on your keyboard while highlight the second course with the mouse.

Subject:

Accounting	▲
Ag and Human Resources	■
Agricultural Economics	▼

3. If desired select any other search criteria
4. Click **Class Search**

Results from this search example would be all Accounting and Agriculture Economics classes available for the term.

Search for two or more subject areas by course number

1. Using the instructions above, go to the Course Number block
2. The wildcard character % can be used to further delineate the search.


Subject:

Accounting	▲
Ag and Human Resources	■
Agricultural Economics	▼

Course Number:

5. If desired select any other search criteria
6. Click **Class Search**

Results from this search example would be all of the 3000 level Accounting and Agriculture Economics classes available for the term.

	<p>To see all courses offered via Internet at PVAMU, use the CTRL key and scroll bar to highlight all of the subjects and then select Internet in the Instructional Mode block.</p>
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