
WELCOME **NEW** STUDENTS

LANGSTON UNIVERSITY STUDENT QUICK GUIDE

FROM THE REGISTRAR'S OFFICE

PRESENTED BY KATHY SIMMONS, UNIVERSITY REGISTRAR



FALL 2015

Dear Student,

The Office of the Registrar is excited to welcome you to Langston University! Our office provides many services to our student body. We are responsible for maintaining student records, managing registration and grades, providing transcripts, answering residency questions, certifying students for veterans benefits, resetting PIN numbers for Student Services account, providing enrollment verifications, processing change of majors, preparing Dean's and President's listings, and facilitating graduation. For more information on how our office can serve your needs, visit our website at <http://www.langston.edu/registrars-office>.

We are writing to notify you of the student accounts that you will need to access during your matriculation. Each of these accounts may be accessed from individual URLs, but the easiest way to find them all in one place is to visit www.langston.edu and select "logins" in the upper right hand corner of the webpage. From there, you will have access to our student services website, your campus email, and Desire2Learn (D2L) account.

In order to log in to your student services account, you will need to enter either your full social security number or your Campus Wide Identification Number (CWID) as the username, and your Personal Identification Number (PIN). Knowing your CWID will also allow various departments on campus to serve you by accessing various files related to your student account. Information about your CWID, PIN, and accessing your campus email has been provided by the Office of Enrollment Management.

Once you enroll in course(s), you will have access to Desire 2 Learn (D2L) and Lion Key accounts. The D2L is a web account that faculty uses for assignments and turning in course work. Your Lion Key account allows you to reset your password 24 hours a day, 7 days a week.

Please be advised that all official communications from the University, including information about your financial aid, will be sent to your University email address-so remember to check it daily to stay connected as you receive updated information.

We are happy to assist with information, online access to course schedules and exam dates, and more. Our office is located on the first floor of Page Hall in suite 134. Please feel to contact us with questions during business hours at (405) 466-3225. If you need assistance outside of these hours, please send an email to registrar@langston.edu for an appointment.

Sincerely,


Kathy Simmons,
University Registrar

FIND THE LION IN YOU

P.O.Box 728 • Langston, Oklahoma 73050 • T: 405.466.3225 • F: 405.466.3381 • www.langston.edu

QUICK REFERENCES

1. Academic Standing: All students must maintain satisfactory academic progress (SAP) in order to remain enrolled at the school. Academic Suspension students must appeal through Academic Retention Committee.
 - a. Academic Warning – GPA 1.7 to 2.0 with 0 to 30 credits
 - b. Academic Probation – GPA less than 1.7 with 0 to 30 credits; less than 2.0 with more than 30 credits
 - c. Academic Suspension – GPA less than 2.0 with more than 30 credits
 - d. Academic Good Standing – GPA 2.0 or higher
2. Catalog: Is available online at www.langston.edu at top of the website.
3. Change of Major: If you want to change your program of study, you must complete a Student Academic Change form from the Registrar's Office and obtain department signatures.
4. Class Schedule: Students can obtain class schedule through their Student Information System (SIS) account once enrolled in classes. Students can view available courses through Langston University website. There are various ways to search for courses. Please go to www.langston.edu and select "schedule" at top of the website.
5. Dean's List: Must be a full time student with at least a 3.0 gpa or higher to qualify with grades of "C" or above.
6. Degree Review: You may view your degree requirements through electronic degree audit by going to your Student Information Systems account. Once you earn 90 hrs, make an appointment with your advisor to request Departmental Review be sent to Registrar's Office. The Registrar's Office will review your file when you submit your Graduation Application to ensure you have met degree requirements.
7. Drop/Add & Withdrawal: 1st 10 days of full session, 1st 5 days of 8 week session, 1st 2 days of 4 week session and 1st day of a weekend or Interim session.
8. Dual Enrollment or completing last hours off campus: Students MUST obtain prior permission from advisor/Dean of your program of study to enroll in course(s) at another institution. Must obtain permission from V. President of Academic Affairs if it is an overload of course hours.
9. Email: Every student is issued a Langston email account. This is the official site to obtain information from Langston Faculty & Staff. Go to www.langston.edu and select "Student Logins". Please speak with Information Technology if you incur any problems with your account or need information to access your account.
10. Enrollment Verification: Verification of your full time enrollment (Insurance & Loan companies) requires a written release form. Please make request through Registrar's Office.
11. FERPA: The Family Educational and Privacy Act of 1974. FERPA is a federal law that affords students certain rights with respect to their education records. Everything that the Registrar's Office release from your record must obtain your signed written release with the exception of directory information as listed in catalog.
12. Grades: Access your grades through your Student Information System (SIS) account approximately one week after semester ends.
 - a. "AW" Administrative Withdrawal due to attendance, financial reasons.
 - b. "W" Withdrawal
 - c. "I" Incomplete
 - d. "N" no grade was reported by your instructor. Notify your instructor immediately.

QUICK REFERENCES CONTINUE

13. Graduation: Students should apply for graduation one semester prior to semester to complete requirements. Refer to Academic Calendar on website. Minimum requirements for most programs are 124hrs. Other requirements are 60 hrs at senior institution, 45 hrs in upper division, 30 hrs at Langston University, grade of "C" or better in the Major and in some General Education courses for various departments (see academic advisor). Apply for Fall 2015 graduation by September 1, 2015 and Spring 2016 by November 1, 2015.
14. Graduation Honors: You must receive grades of "C" or higher throughout your transcript (internal & external) in order to be awarded graduation honors.
15. Repeat Courses: You need only repeat a course if you obtained a "D" or "F" grade. The higher grade will be calculated in your Cum/Grad Retention GPA. The second grade earned will count; all other repeat grades will be calculated in your cumulative GPA.
16. President's List: Must be a full time student with a 4.0 gpa to qualify.
17. Registration: See online Class Schedule each semester for course offerings. Once you earn 61hrs, you may register yourself online if you are not in the Associate degree program. Go to www.langston.edu and select "Schedule" at top of the website.
18. Registrar's Website: Outline information on the following: FERPA, Drop/Add & Withdrawal, Academic Calendar, Tuition & Fee, Grading System, Final Examination Schedule, Online Registration, Graduation, Academic Standing/Retention, Veterans Administration (VA), etc.
19. Residency Policy: Please refer to website: www.langston.edu/registrar and select "Residency". An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Students must submit Residency Application with pertinent documentation in the Registrar's Office to petition for residency re-classification.
20. Student Services: Access grades, class schedules, financial aid award, account balance and other important information pertaining to College. Contact the Registrar's Office if you incur problems accessing SIS account.
21. Student Holds: Admissions, Business Office, Financial Aid, Housing, Library, Registrar's Office
 - a. Student holds keep a student from registering for classes.
 - b. Business Office, Financial Aid & Housing prevent a student from obtaining a transcript.
22. Student Identification Cards: Student ID cards are obtained through the Registrar's Office. Replacement card cost is \$25.
23. Transcripts (external). It is mandatory for you to submit official transcripts from any colleges or universities you attended. Official transcripts must be received in a sealed envelope, unopened.
24. Transcripts (internal). You may request a transcript via mail, fax, SIS account or you may choose to pick it up at Registrar's Office. Request requires a signature release.

Registrar's Office Staff

Langston University Campus, Page Hall, Room 134, email address: registrar@langston.edu

- University Registrar
Kathy Simmons, ksimmons@langston.edu 466-3225
- Front Counter Receptionist/VA Certifying Official
Darin Hunt, dwhunt@langston.edu 466-3225
- Records Coordinator / Transcripts / Records Destruction
Jeanese Outlaw, joutlaw@langston.edu 466-3224
- Data Control Analyst / Grades / Change of Major / SIS student password Resets
Quincy Williams, qtwilliams@langston.edu 466-3227
- VACANT, Transfer, Scheduling and Registration.
VACANT, Associate Registrar / Graduation / Residency.
Contact registrar@langston.edu or call 405-466-3225

Langston University-Tulsa Campus, Student Services

- VACANT, Assistant Registrar. Contact Ginger Canning at below contact for assistance.

Langston University-OKC Campus, Main Office

- Registrar Assistant / Residency, Ginger Canning, gcanning@langston.edu 405-530-7505

Important Web Addresses

Class Schedule: <http://www.langston.edu/academics/services/registrar/schedules>

Academic Calendar: <http://www.langston.edu/academics/resources/academic-calendars>

Final Examination Schedule: <http://www.langston.edu/academics/services/registrar/schedules>

Registrar's Office Website: <http://www.langston.edu/registrars-office>

Student Log-in: www.langston.edu and select "logins" at top right of page or go to <http://www.langston.edu/logins>

Frequency Call Numbers

- Admissions – 466-3428
- Business Office – 466-3212
- Campus Police – 466-3366 or 466-3368
- Computer Help Desk/Email – 466-3521
- CTI / D2L Help Desk – 466-2008
- Financial Aid – 466-3282
- Library – 466-3292
- Registrar's Office – 466-3225
- LU/Oklahoma City - 405-530-7500
- LU/Tulsa – 918-877-8100



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