FERPA
Langston University makes every effort to comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This Act is designated to protect the privacy of the student’s educational records. Please view your Langston student email account for the annual FERPA notification. You may also view the FERPA policy on the Langston University Registrar’s Office website: www.langston.edu

This Act is designated to protect the privacy of the student’s educational records, to establish the student’s right to review and inspect his/her records, and to provide guidelines for the correction of inaccurate information through informal and formal hearings. The policy permits disclosure of educational records under certain limited circumstances and routine disclosure, at the university’s discretion, of information referred to as directory information: name, local address, phone number, major, participation in sports, current and past class schedule, height, weight, degrees, honors, and major dates of attendance, and previous colleges attended. A student has the right to prevent the disclosure of directory information by filing a request in the Registrar’s Office on a form.

<table>
<thead>
<tr>
<th>STUDENT EMAIL ACCOUNT:</th>
<th>School Officials communicate to students through their Langston Student Email Account (<a href="http://www.langston.edu">www.langston.edu</a>). It is MANDATORY that students check their campus email regularly in order to stay up to date with current information. Go to <a href="http://www.langston.edu">www.langston.edu</a> and select “Student Logins” and then select “Campus E-mail”. User ID is Langston email address. You may obtain the email address through your Student Information Systems (SIS) Account under “personal information”; your initial password consists of your eight (8) digit birthday and should be changed upon first login (example: DOB is January 1, 2011; password is 01012011). Please Contact Information Technology (IT) for Help, 405-466.3215.</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.langston.edu">www.langston.edu</a> and select</td>
<td>“Student Logins” and then Campus Email</td>
</tr>
<tr>
<td>User Name:</td>
<td></td>
</tr>
<tr>
<td>Password:</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Student Information Systems</th>
<th>Personal Info</th>
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<tbody>
<tr>
<td>Go to Langston website:</td>
<td>view Addresses, Personal Phone Numbers, Phone Preferences, E-mail Addresses and Personal Web Page, Marital Status, Race and Ethnicity, Change PIN, PIN Q &amp; A.</td>
</tr>
<tr>
<td><a href="http://www.langston.edu">www.langston.edu</a></td>
<td></td>
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<tr>
<td>Select either “Student Information System” or “Student Logins”</td>
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<tr>
<td>Then put in the following information:</td>
<td></td>
</tr>
<tr>
<td>Student ID:</td>
<td>Eight digit numbers that is assigned via SCT PLU (located on back of ID card). Pin: If never used before, date of birth (example: DOB is January 1, 2011.. password is 010111).</td>
</tr>
<tr>
<td>PIN:</td>
<td></td>
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<table>
<thead>
<tr>
<th>Important Web Addresses</th>
<th><strong>Courses</strong></th>
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<tbody>
<tr>
<td>Class Schedule: <a href="http://www.langston.edu">www.langston.edu</a> and select “schedule” at top of page or go to <a href="http://www.langston.edu/schedules.aspx">http://www.langston.edu/schedules.aspx</a></td>
<td>Course Sections and Course Section Search. Please Contact Registrar’s Office for Password Reset, 405-466.3227 or 405-466-3225</td>
</tr>
<tr>
<td>Academic Calendar: <a href="http://www.langston.edu">www.langston.edu</a> and select “calendar” at top of page or go to <a href="http://www.langston.edu/calendar.aspx">http://www.langston.edu/calendar.aspx</a></td>
<td></td>
</tr>
<tr>
<td>Final Examination Schedule: <a href="http://www.langston.edu/registrar">www.langston.edu/registrar</a> and select “Final Examination”</td>
<td></td>
</tr>
<tr>
<td>Registrar’s Office Website: <a href="http://www.langston.edu/registrar">www.langston.edu/registrar</a></td>
<td></td>
</tr>
<tr>
<td>Student Log-in: <a href="http://www.langston.edu">www.langston.edu</a> and select “student login” at top of page or go to <a href="http://www.langston.edu/student_logins.aspx">http://www.langston.edu/student_logins.aspx</a></td>
<td></td>
</tr>
</tbody>
</table>
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](http://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](http://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 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](http://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.
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).

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 Information System (SIS): 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.

   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. Students must obtain activation of meal plan on ID card via Business 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
   Tonya Burris, tdburris@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

➢ Transfer Credit / Scheduling / Registration
   Nicole Singleton, nmsingleton@langston.edu  466-3226

➢ Associate Registrar / Graduation / Residency
   Ernestine Thomas, ecthomas@langston.edu  466-3229

Langston University-Tulsa Campus, Student Services

➢ Assistant Registrar, Marlyn Williams, wmarlyn@langston.edu  918-877-8126

Langston University-OKC Campus, Main Office

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

Frequency Call Numbers
• Admissions – 466-3428
• Business Office – 466-3212
• Campus Police – 466-3366/466-3368
• Computer Help Desk – x3521
• CTI / D2L Help Desk – 466-2008
• Financial Aid – 466-3282
• Library – 466-3292
• Registrar’s Office – 466-3225
• LU/Oklahoma City - 405-962-1620
• LU/Tulsa – 918-877-8100
• SIS Password Reset – 466-3227
LANGSTON UNIVERSITY
STUDENT QUICK GUIDE
FROM THE REGISTRAR’S OFFICE