

# The Student's Guide to



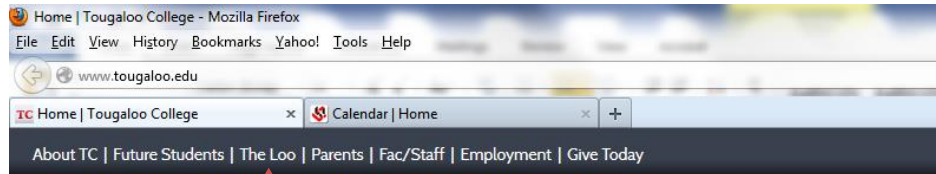
## *Tougaloo Higher Education (THE) Learning, Operation, and Organization System (LOO)*

- I. [Logging on to TheLOO](#) (page 2)
- II. [Registering for a Course\(s\)](#) (pages 3-5)
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# The Student's Guide to



## I. Logging on to TheLOO



1. Click on The Loo from Tougaloo College's website - [www.tougaloo.edu](http://www.tougaloo.edu)



2. Type in your User Name (First initial of first name and last name. e.g. John Doe = jdoe) and Password (First two initials of first name, first two initials of last name + last four digits of Student ID e.g. Jane Doe, 12345678 = jado5678). Please change your password as soon as possible.



# The Student's Guide to

## II. Registering for a Course(s)

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Tougaloo Higher Education Learning, Operation, and Organization Sys

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You are here: Students > Schedule and Grades

**Students**

**Schedule and Grades**

- How-To-Guides for Students
- Academic Information
- Student Schedule
- Grade Report
- Unofficial Transcript
- GPA Projection

Advising

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Student Life

**Online Registration**

Quick Links

**Students**

**Academic Information**

**Student Schedule**

**Course Schedule for Jasmine J Davis**

[View Details](#)

**2013-2014 - Fall - All Divisions**

Course	Title	Meets
<a href="#">FYS 101 02</a>	First Year Expe	M -4:00 PM - 4:50
<a href="#">HIS 134 01</a>	Intro. To Afric	MWF -11:00 - 11:50 AM
<a href="#">MUS 102 01</a>	Jazz History	TR -1:00 PM - 2:20

1. After logging in, click on the “Students” tab.  
Then, click on the “Online Registration” link.

Welcome back **Jasmine J Davis** ( Personal Info | Logout )

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**Online Registration**

- Course Schedules
- Student Schedule

Quick Links

**My Pages**

[Tougaloo College](#)

**My Courses**

**Online Registration**

**Course Schedules**

**Add/Drop**

**Current Term:** 2013-2014 - Fall

Add Period Open / Drop Period Open

[Add/Drop Courses](#) [Course Search](#)

**Your Schedule (Registered)**

Course	Title	Status

2. Click on “Add/Drop Courses”.

# The Student's Guide to



**Online Registration**

**Course Schedules - Add/Drop Courses**

[Add/Drop](#) > Add/Drop Courses

**Add/Drop**

**Term:** 2013-2014 - Fall

Add Period Open / Drop Period Open

You are currently registered for **15 credits**.

**Add by Course Code** **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature.

**If you don't know the course or section codes you need, use the course search tab above.**

Course Code: 1. ACC 151 01 2. a

3. 4. ACC 151 01

5. 6. ACC 251 01

ACC 271 01

ACC 317 01

ACC 457 01

**Add Course(s)**

- Verify the term is for the current year. Then type the course code in the boxes. When you have entered all of your courses for the semester, click the **"Add Course(s)"** button (e.g. Start typing the first letter in the name of the course and a dropdown menu should appear. It will auto populating the course codes that are available).

**Clear All Alerts**

**Add by Course Code** **Course Search**

**Title:** Begins With

**Course Code:** Begins With

**Term:** 2013-2014 - Fall

**Department:** All

**Division:** Undergraduate

**Search** [More Search Options](#)

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	<a href="#">BIL 111 02</a>	Introduction To	T 1:00 PM - 3:50	Tougaloo College - Main Campus SONIS Kincheloe K-115	0.00	Letter Grade	Undergraduate
<input type="checkbox"/>	<a href="#">BIO 111 02</a>	Introduction To	MWF 11:00 - 11:50 AM	Tougaloo College - Main Campus SONIS Kincheloe K-127	4.00	Letter Grade	Undergraduate

**Drop Selected Courses**

**Awaiting Advisor Approval**

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	<a href="#">MUS 001 01</a>	Piano MW		Tougaloo College - Main Campus SONIS Ballard BA-03	1.00	Letter Grade	Undergraduate

**! Advisor's approval is required for these courses before registration can be completed.**

**Cancel Selected Approval Request(s)**

- After adding the course successfully, the course will appear below the **"Awaiting Advisor Approval"** section. Once your advisor approves the course, it will move from the **"Awaiting Advisor Approval"** section to the **"Your Schedule (Registered)"**. To cancel the course registration, click the check next to your course and select the **"Cancel Selected Approval Request(s)"** button.



**Total Hours: 5.0**



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# The Student's Guide to



## III. Viewing Grades



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**Students**

**Schedule and Grades**

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- [Academic Information](#)
- [Student Schedule](#)
- [Grade Report](#)
- [Unofficial Transcript](#)
- [GPA Projection](#)

**Advising**

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**Grade Report**

Select a term from the dropdown to see the grades for that term.

**Term:**

[View Final Grade Report](#)

[View Midterm Grade Report](#)

1. After logging on, click on the “Schedule and Grades” section, then click on Grade Report
2. Verify the Term
3. Click on “View Final Grade Report” or “View Midterm Grade Report”

# The Student's Guide to

## IV. Printing Class Schedule



- Student Schedule
- Grade Report
- Unofficial Transcript
- GPA Projection

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[My Courses](#)

### Course Schedule for

Term Data is only available for current or pre-registered courses.

Term: 2013-2014 - Fall Division: Undergraduate

Search

2013-2014 - Fall - Undergraduate									
Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
	<a href="#">BIL 111 02</a>	Introduction To	0.00	Current	LG	Krombholz, Paul Garner, Bianca L.	T 1:00 PM - 3:50	8/12/2013 - 12/12/2013	MAIN / KH / K-115
	<a href="#">BIO 111 02</a>	Introduction To	4.00	Current	LG	Whitley, Dexter S.	MWF 11:00 - 11:50 AM	8/12/2013 - 12/12/2013	MAIN / KH / K-127

[Printable Student Schedule](#)

1. After logging on, click on the "Schedule and Grades" section, then click on Student Schedule.

**NOTE:** Under the "Schedule and Grades" section, you can also view "Academic Information", "Unofficial Transcript", and "GPA Projection" information.



# The Student's Guide to

## V. Viewing Account Balances



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You are here: Students > Billing

**Students**

- Schedule and Grades
- Advising
- Billing**
  - MY 1098-T Info
  - My Account Info
  - Payment Administration
- Financial Aid
- Student Life
- Online Registration

**Billing**

**My Account Info**

- [My Account Balances](#)
- [Course and Fee Statement](#)

1. After logging on, click on the "Billing" section, then click on "My Account Balances" for your balance or "Course and Fee Statement" to generate an itemized view of your charges.

Welcome back ( Personal Info | Logout )

Home Students Academics Campus Life Admissions Alumni and Friends Employee Info

You are here: Students > Billing

**Students**

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**Quick Links**

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**Billing**

**My Account Info - My Account Balances**

[My Account Info](#) > [My Account Info](#) > My Account Balances

**My Account Balances**

STUDENT ACCOUNTS \$ .00 Credit

**Grand Total** \$ .00 Credit

[Make a Payment](#)

[Course and Fee Statement](#)

# The Student's Guide to



## VI. Viewing Financial Aid Awards



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- [Financial Aid](#)**
  - [Financial Aid Administration](#)
  - [Financial Aid Awards](#)
  - [Financial Aid Document Tracking](#)
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**Financial Aid**

[Financial Aid Awards](#)

[Financial Aid Awards](#)

1. After logging on, click on the “Financial Aid” section, then click on “Financial Aid Awards” for your financial aid information. **NOTE:** To be awarded financial aid, scholarships and work-study, you must fill out your FAFSA ([www.fafsa.gov](http://www.fafsa.gov)).

# The Student's Guide to



## VII. Viewing Residential Information



Tougaloo Higher Education Learning, Operation, and Organization System

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You are here: [Students](#) > [Student Life](#)

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- [Student Life](#)**
  - [Residence Information](#)
  - [Room and Roommate Preferences](#)
  - [Vehicle Information](#)
- [Online Registration](#)

**Student Life**

**Residence Information**


[View your residence information](#)

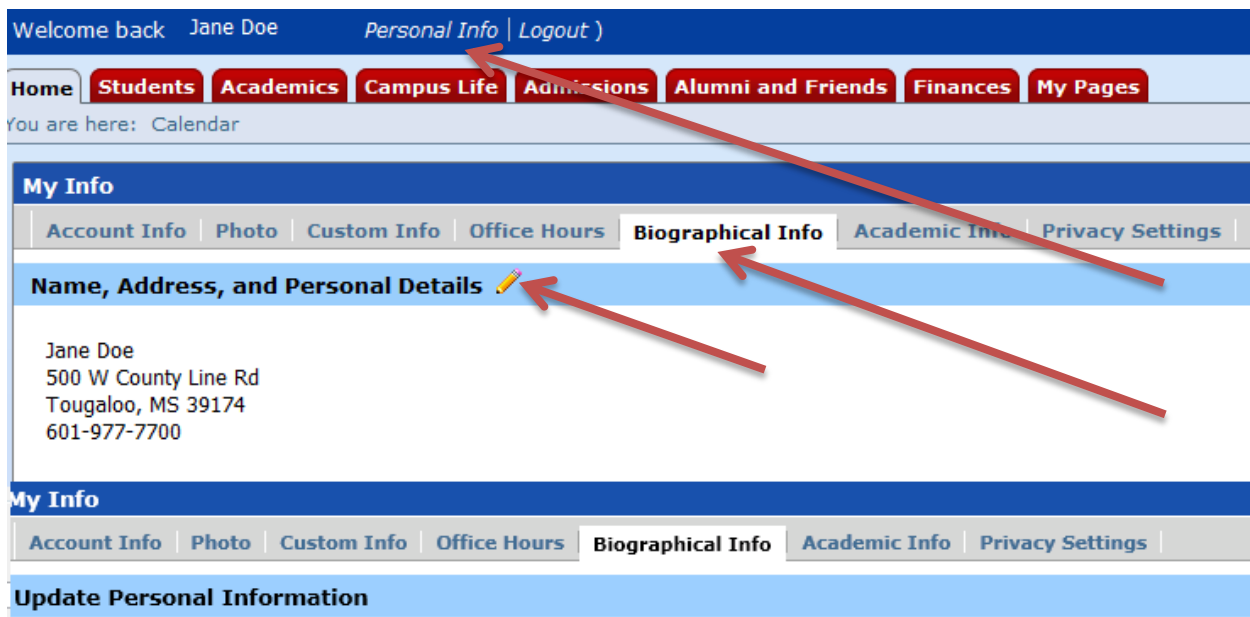
1. After logging on, click on the “Student Life” section, and then click on “View your residence information”.

# The Student's Guide to

## VIII. Update Personal Info



1. After logging on, click on the “Personal Info” link, and then click on the “Biographical Info” tab under the “My Info” section.
2. Click on the pencil  symbol next to “Name, Address, and Personal Details”.
3. Make modifications as needed.




Welcome back Jane Doe [Personal Info](#) | [Logout](#)

[Home](#) [Students](#) [Academics](#) [Campus Life](#) [Admissions](#) [Alumni and Friends](#) [Finances](#) [My Pages](#)

You are here: [Calendar](#)

**My Info**

[Account Info](#) | [Photo](#) | [Custom Info](#) | [Office Hours](#) | **[Biographical Info](#)** | [Academic Info](#) | [Privacy Settings](#)

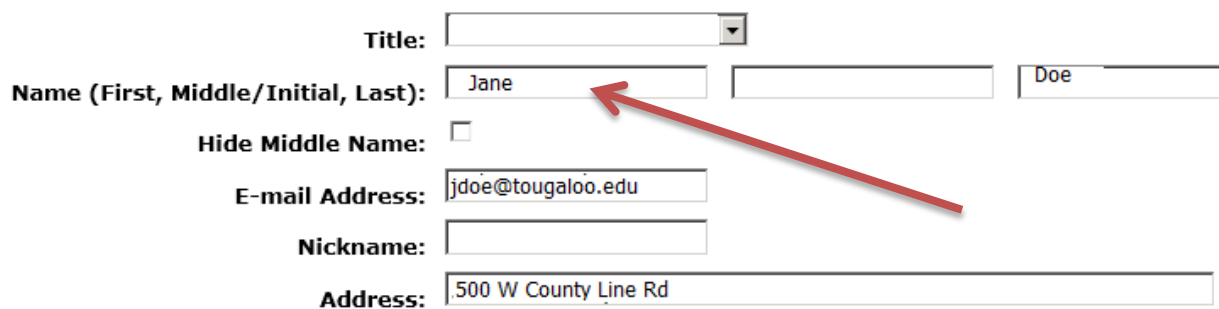
**Name, Address, and Personal Details** 

Jane Doe  
500 W County Line Rd  
Tougaloo, MS 39174  
601-977-7700

**My Info**

[Account Info](#) | [Photo](#) | [Custom Info](#) | [Office Hours](#) | **[Biographical Info](#)** | [Academic Info](#) | [Privacy Settings](#)

**Update Personal Information**



Title:

Name (First, Middle/Initial, Last):

Hide Middle Name: ☐

E-mail Address:

Nickname:

Address:



## IX. Contact for Support - TheLOO



### Office of Information Technology

The Office of Information Technology exists to bring information technology into the classroom; to develop faculty, students and staff who are familiar with the use of information technology; to integrate information technology into the planning, administrative, operational and academic activities of the College; to link and integrate the information technology infrastructure of the campus; and to provide responsive technical support to students, faculty, staff and community users.

#### Helpdesk Office Hours:

Monday - Friday: 8am – 5pm

### Contact Information


We are here to help you! Feel free to call, email, visit, or write the Office of Information Technology.


**Email Address:**  [helpdesk@tougaloo.edu](mailto:helpdesk@tougaloo.edu)

**Phone:**  601-977-7822

#### Mailing Address:

Tougaloo College  
*Office of Information Technology*  
500 West County Line Road  
Tougaloo, MS 39174

 601-977-7822

 601-977-7722 (fax)

#### Campus Location:

Coleman Library Ground Floor