

# The Student's Guide to



*Tougaloo Higher Education (THE)*

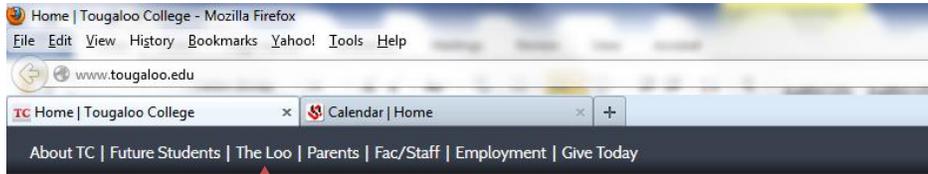
*Learning, Operation, and Organization System (LOO)*

- 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)



Tougaloo Higher Education Learning, Operation, and Organization Sys

Welcome back [\( Personal Info | Logout \)](#)

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

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**

**Billing**

**Financial Aid**

**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 \( Personal Info | Logout \)](#)

[Home](#) [Students](#) [Academics](#) [Campus Life](#) [Admissions](#) [Alumni and Friends](#) [Employee Info](#) [Finances](#)

You are here: [Students](#) > [Online Registration](#)

**Students**

**Schedule and Grades**

**Advising**

**Billing**

**Financial Aid**

**Student Life**

**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

- 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).

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

Title: Begins With  
 Course Code: Begins With  
 Term: 2013-2014 - Fall  
 Department: All  
 Division: Undergraduate  
 [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 |

**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.**

- 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.



# The Student's Guide to

**IMPORTANT NOTE:** If the course is listed in the "Awaiting Advisor Approval" section, your printed schedule will list the course as reserved (R) rather than current (C). You WILL NOT be enrolled into the course until the course is listed in the current status on your schedule. You may need to notify your advisor or the Dean of your division, if your course(s) have not been approved. Or, you may need to notify the Registrar Office or Bursar Office if you receive error other messages, such as HOLDS on your student account.



**Student Schedule** Tougaloo College

2013-2014 Fall

|                                       |                         |                               |
|---------------------------------------|-------------------------|-------------------------------|
| Name: <b>Student Name</b>             | Division: Undergraduate | Major 1: <b>Student Major</b> |
| ID Number: <b>000000</b>              | Degree:                 | Major 2:                      |
| Social Security #: <b>000 00 0000</b> | Class:                  | Major 3:                      |
| Address: <b>Student Address</b>       | Advisor:                | Minor 1:                      |
|                                       |                         | Minor 2:                      |
|                                       |                         | Minor 3:                      |

| Course             | Professor                   | Days | Beg Date   | Beg Time | End Date   | End Time | Loc / Bldg / Room | Status   | Hours |
|--------------------|-----------------------------|------|------------|----------|------------|----------|-------------------|----------|-------|
| Course: BL 111 02  | Introduction To Biologv Lab | T    | 08/12/2013 | 01:00 PM | 12/12/2013 | 03:50 PM | MAN KH K-115      | Current  | 0.00  |
| Course: BIO 111 02 | Introduction To Biology     | MWF  | 08/12/2013 | 11:00 AM | 12/12/2013 | 11:50 AM | MAN KH K-127      | Current  | 4.00  |
| Course: MUS 001 01 | Piano                       | MW   | 08/12/2013 | 00:00 AM | 12/12/2013 | 00:00 AM | MAN BA BA-03      | Reserved | 1.00  |

Total Hours: 5.0

**Messages**

DOGS 101 A - Successfully added to registration record.

**Add by Course Code**

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:            | Course Code:            |
| 1. <input type="text"/> | 2. <input type="text"/> |
| 3. <input type="text"/> | 4. <input type="text"/> |
| 5. <input type="text"/> | 6. <input type="text"/> |

**Your Schedule (Registered)**

| Drop   | Code | Title | Schedule | Location | Credits | Credit Type | Division |
|--|------|-------|----------|----------|---------|-------------|----------|
| No Current Courses for the selected Term and Division. |      |       |          |          |         |             |          |

**Awaiting Advisor Approval**

| Drop                     | Code                         | Title      | Schedule           | Location                                | Credits | Credit Type | Division      |
|--------------------------|------------------------------|------------|--------------------|---|---------|-------------|---------------|
| <input type="checkbox"/> | <a href="#">DOGS 101 A A</a> | Dog Care - | MWF 8:00 - 8:55 AM | Main Campus MEW's Academic Building 104 | 0.00    | Credit      | Undergraduate |

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

Once you are finished setting up your schedule you can use this link to notify your advisor.

[Send an approval request](#)

**IMPORTANT NOTE:** To alert your advisor that you have courses awaiting their approval, click on the link to "Send an approval request". See screenshot above.

# The Student's Guide to



## III. Viewing Grades



Welcome back [Name] ( [Personal Info](#) | [Logout](#) )

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

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**

**Billing**

**Financial Aid**

**Student Life**

**Students**

**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](#)

[Advising](#)  
[Billing](#)  
[Financial Aid](#)  
[Student Life](#)  
[Online Registration](#)

[Quick Links](#)  
[My Pages](#)  
[Tougaloo College](#)

[My Courses](#)

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**Course Schedule for**

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

Term:  Division:

**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<br>Garner, Bianca L. | T<br>1:00 PM - 3:50     | 8/12/2013 -<br>12/12/2013 | MAIN / KH / K-115 |
|           | <a href="#">BIO 111 02</a> | Introduction To | 4.00    | Current | LG           | Whitley, Dexter S.                   | MWF<br>11:00 - 11:50 AM | 8/12/2013 -<br>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



Welcome back ( Personal Info | Logout )

Home Students Academics Campus Life Admissions Alumni and Friends Employee Info Finances My Pages

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**

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

**Quick Links**

- My Pages
- [Tougaloo College](#)

**Billing**

**My Account Info - My Account Balances**

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

**My Account Balances**

|                    |    |     |        |
|--------------------|----|-----|--------|
| STUDENT ACCOUNTS   | \$ | .00 | Credit |
| <b>Grand Total</b> | \$ | .00 | Credit |

[Make a Payment](#)

[Course and Fee Statement](#)

# The Student's Guide to



## VI. Viewing Financial Aid Awards



A screenshot of a student portal interface. At the top, there is a blue header with "Welcome back" and "( Personal Info | Logout )". Below this is a navigation bar with red buttons for "Home", "Students", "Academics", "Campus Life", "Admissions", "Alumni and Friends", "Employee Info", "Finances", and "My Pages". The "Students" button is highlighted. Below the navigation bar, it says "You are here: Students &gt; Financial Aid". On the left side, there is a sidebar menu with "Students" as the main category, and sub-items: "Schedule and Grades", "Advising", "Billing", "Financial Aid" (which is highlighted), "Student Life", and "Online Registration". Under "Financial Aid", there are three bullet points: "Financial Aid Administration", "Financial Aid Awards", and "Financial Aid Document Tracking". The "Financial Aid Awards" bullet point is highlighted. The main content area has a blue header "Financial Aid" and a sub-header "Financial Aid Awards" in a blue box. Below this, there is a link "Financial Aid Awards" in red text.

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



The screenshot shows the user interface of the Tougaloo Higher Education Learning, Operation, and Organization System. At the top, a blue header contains the system name. Below it, a navigation bar includes buttons for Home, Students, Academics, Campus Life, Admissions, Alumni and Friends, Employee Info, Finances, and My Pages. A breadcrumb trail indicates the user is in the Students &gt; Student Life section. On the left, a sidebar menu lists various student services, with 'Student Life' expanded to show 'Residence Information', 'Room and Roommate Preferences', and 'Vehicle Information'. The main content area, titled 'Student Life', features a sub-section for 'Residence Information' with a link to '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@tougalo.edu](mailto:helpdesk@tougalo.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