

OFFICE OF THE UNIVERSITY REGISTRAR FACT SHEET

SERVICE-LEARNING SECTIONS

A. IDENTIFYING SECTIONS ON THE UPDATE - COURSE SECTION (USEC) SCREEN

1. Special Enrollment (Spec Enrl) Field

Departments need to enter the code “SL” in the Special Enrollment field (see attachment 1). Please be aware that it is necessary for department staff to enter an “M” (Modify) before they enter the SL code. Entering this code results in the following.

- a. We display the message “SVC LEARNING” below the Special Enrollment field on the U/VSEC screen (see attachment 1).
- b. We print “SVC LEARNING” in the SPECIAL ENROLLMENT column in the Registration Schedule of Classes booklet (see attachment 2).
- c. We display a special notation on the View - Course Status (VCST) screen. See below for a discussion of the VCST screen.
- d. We display a special message on the Update-Student Schedule Request Screen. See below for a discussion of the USRQ screen.

2. Remarks Field

Departments need to enter a remark in the Remarks field to alert students that the section includes a service-learning component. When they enter a remark, the following actions result.

- a. The remark prints in the Registration Schedule of Classes booklets (see attachment 2).
- b. The remark appears on the course offerings that students access through the Web (see attachment 3).
- c. REGGIE informs students who schedule the section about the service learning component.
- d. myLSU informs students about the existence of section and course remarks. When students request to view the available sections of a course being offered, the listings displayed include section and course remarks (see attachment 4).

- e. The Service-Learning Office recommends the following verbiage “THE ABOVE SECTION INCLUDES SERVICE-EARNING COMPONENT. FOR MORE INFO CALL 578-XXXX.”

B. IDENTIFYING SECTIONS ON THE VIEW - COURSE STATUS (VCST) SCREEN

The presence of an SL Special Enrollment Code on the USEC screen causes the display of an “S” on the VCST screen. The “S” appears in an unidentified column to the right of the section number (see attachment 5). The presence of an “S” alerts faculty and staff that the section includes a service-learning component.

C. SPECIAL MESSAGE ON THE UPDATE - STUDENT SCHEDULE REQUEST (USRQ) SCREEN

When a staff member attempts to add the section to a student’s schedule using the USRQ screen, the message “SECTION INCLUDES SERVICE LEARNING COMPONENT- PRESS ENTER TO CONTINUE” displays at the bottom of the screen (see attachment 6). The staff member must press the enter key a second time to add the section to the student’s schedule.

Attachments

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