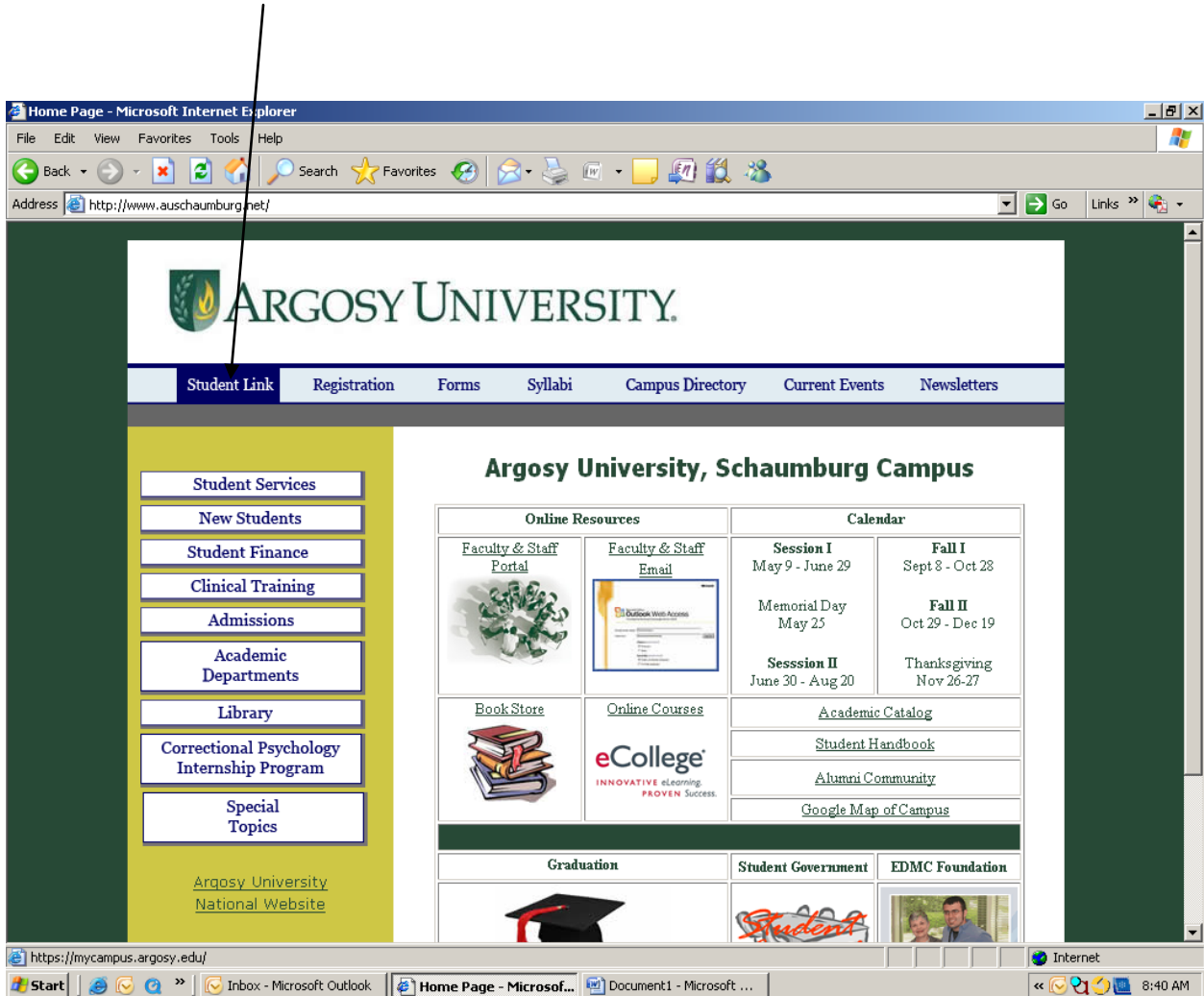




# Online Registration and Unofficial Transcript Guide

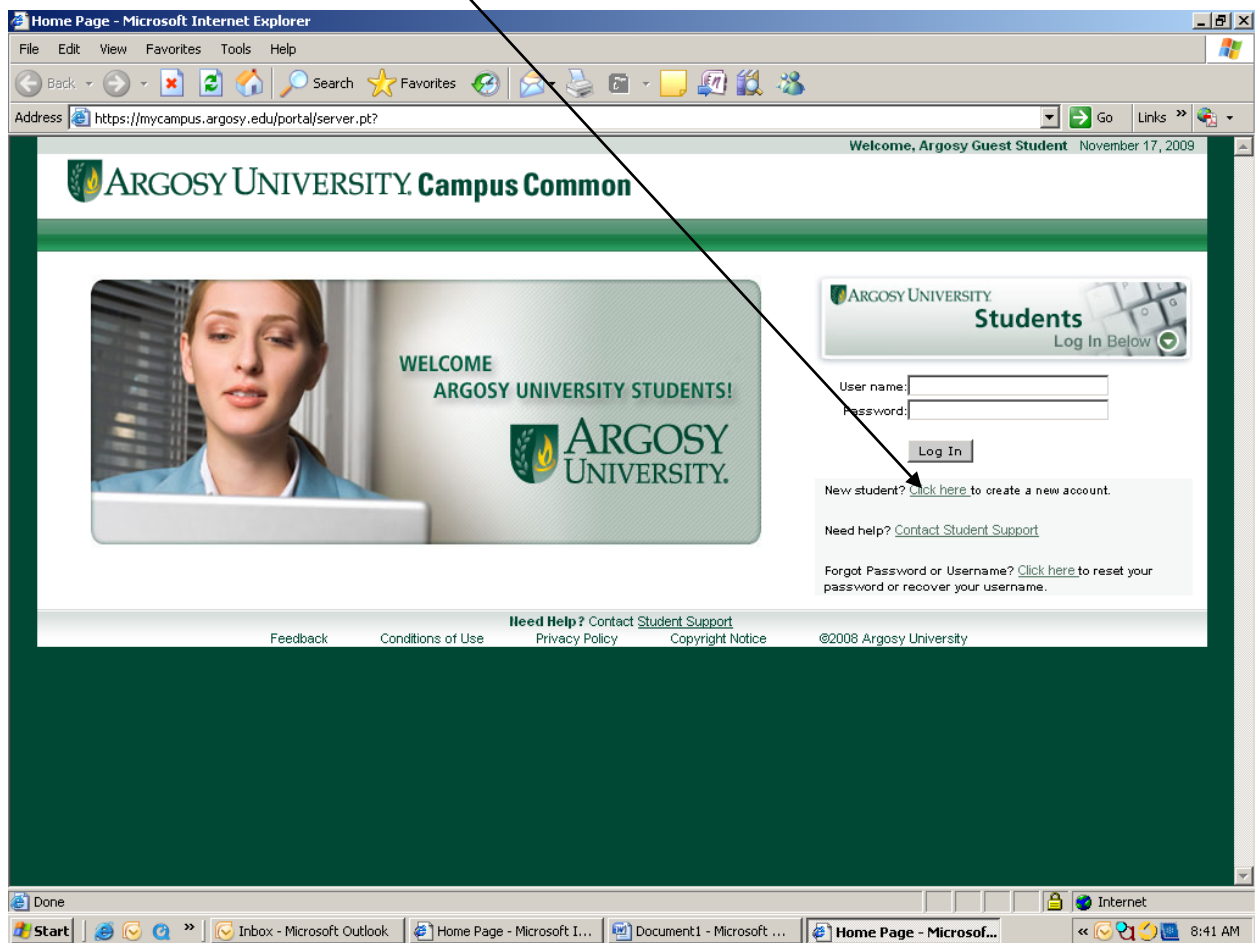
Step 1: Go to [www.auschaumburg.net](http://www.auschaumburg.net)

Step 2: Click on **Student Link**

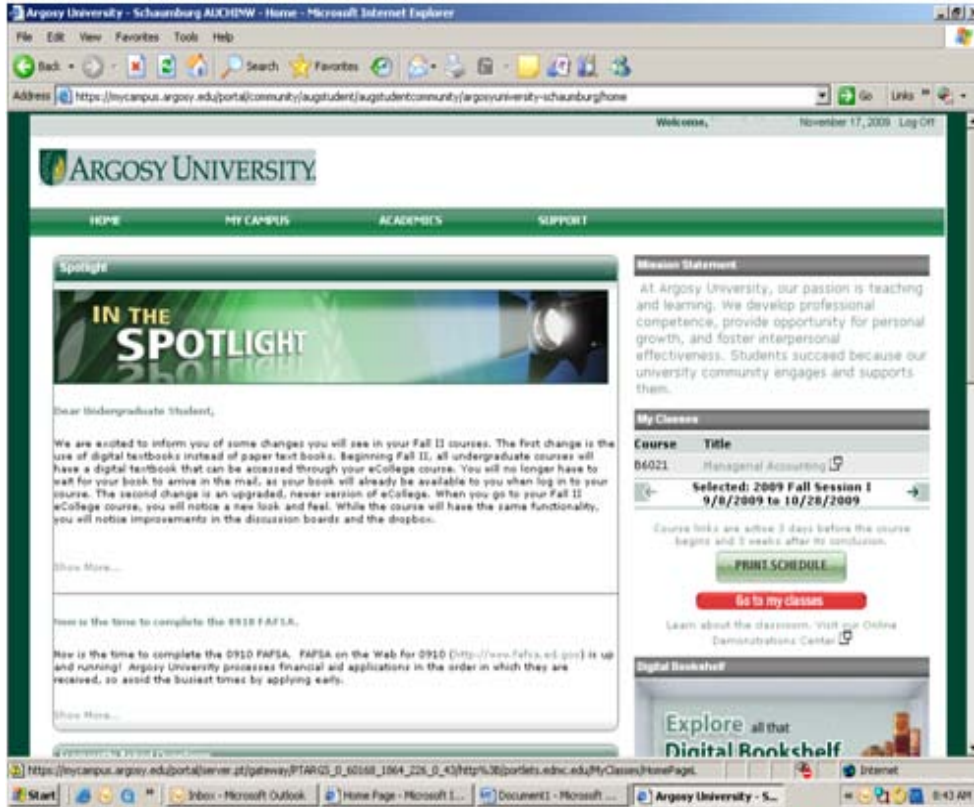


### Step 3: Log on to your student portal

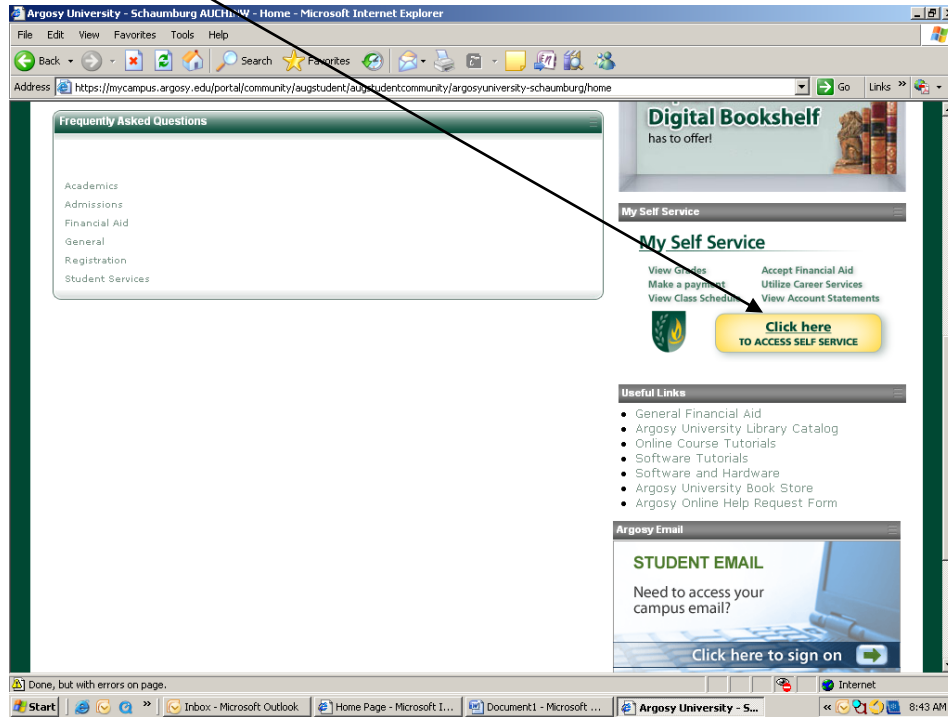
Note: This is the user name and password you have created. If you have not created an account you can create one on this page.



Step 4: Once logged in scroll down to **My Self Service**



Step 5: Click on **My Self Service**



Step 6: Click on **Academics**

The screenshot shows the Argosy University student portal. The browser window title is "Argosy University - Microsoft Internet Explorer". The address bar shows "https://portal.argosy.edu/Secure/Student/student.aspx". The page features the Argosy University logo and a "Hello" greeting. A navigation menu on the left includes "Campus Info", "Academics", "My Profile", "My Account", "My Finances", "My Career", and "Online Classroom". The "Academics" link is highlighted with an arrow. The main content area includes a "My Calendar" section for November 2009, a "News" section with a photo of two men, and a "Document Center" section displaying one document due: "FA - GRAD PLUS Entrance Interview". The right sidebar contains a "Message Center" with 0 holds, alerts, and alerts, and an "Advisors" section. The footer includes "Version: 10.4.2.1002" and various utility links like "Home", "Logout", "Help", "Site Index", "Campus Contacts", "Privacy Policy", and "Feedback Form".

Step 7: Click on **Online Registration**

Argosy University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://portal.argosy.edu/Secure/Student/student.aspx>

ARGOSY UNIVERSITY

My Home Page

Campus Info

**Academics**

- Online Registration**
- View My Grades
- View Attendance
- Degree Audit
- My Class Schedule
- GPA Calculator
- Academic Calendar
- Library

My Profile

My Account

My Finances

My Career

Online Classroom

My Calendar

Tuesday Choose Day

November 2009

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

News

November 17, 2009

Message Center

- You have 0 holds
- You have 0 alerts
- You have 0 alerts

At a Glance

Advisors

Document Center

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

Full Document Center

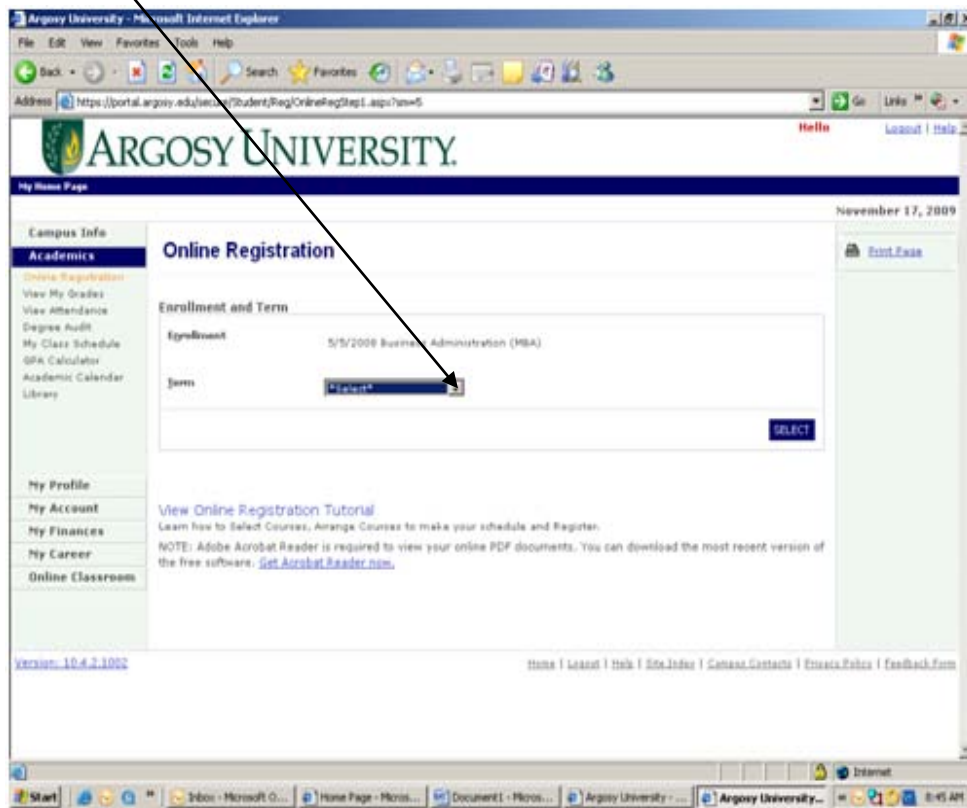
Displaying 1 of 1 documents due	Due Date
FA - GRAD PLUS Entrance Interview	

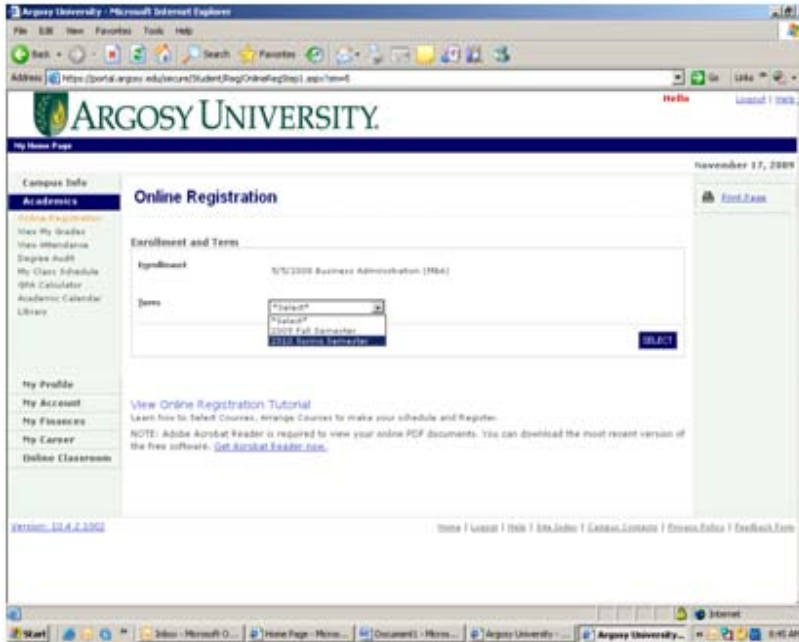
Version: 10.4.2.1002

Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

Start | Inboxes - Microsoft O... | Home Page - Micros... | Document1 - Micros... | Argosy University - ... | Argosy University... | 8:44 AM

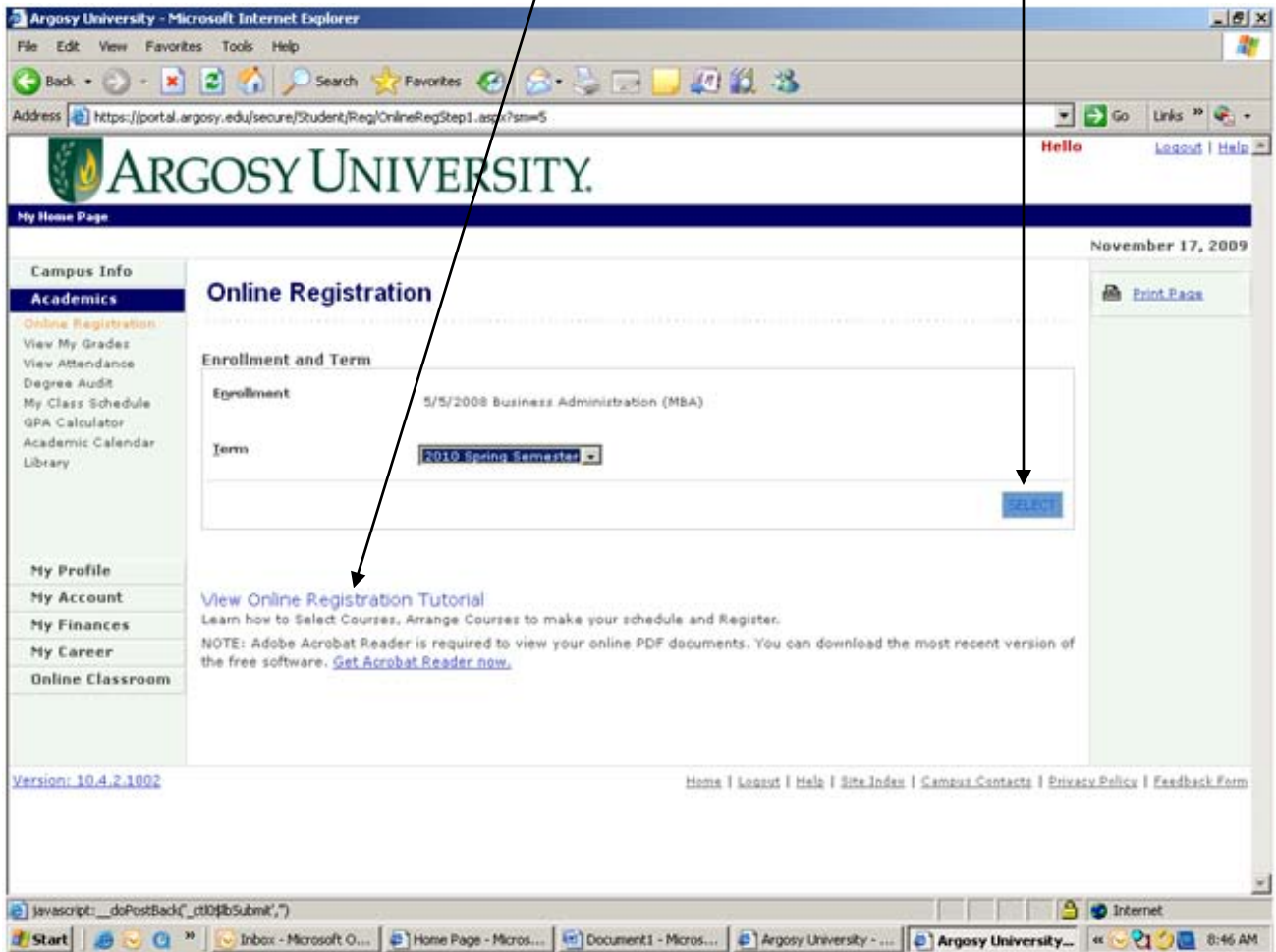
Step 8: Select a **Term**





Step 9: Click on **Select**

Note: You can also view the **Online Registration Tutorial** on this page.



Step 10: Click on **Begin Online Registration**

The screenshot shows the Argosy University online registration portal in Microsoft Internet Explorer. The browser address bar shows the URL: <https://portal.argosy.edu/secure/Student/RegOnlineRegStep1.aspx?sm=5>. The page title is "Online Registration".

On the left sidebar, under "Academics", the "Online Registration" link is highlighted. Below it are links for "View My Grades", "View Attendance", "Degree Audit", "My Class Schedule", "GPA Calculator", "Academic Calendar", and "Library". Other sidebar sections include "My Profile", "My Account", "My Finances", "My Career", and "Online Classroom".

The main content area is titled "Online Registration" and includes a "Print Page" link. Below this is the "Enrollment and Term" section, which shows "Enrollment" as "5/5/2008 Business Administration (MBA)" and "Term" as "2010 Spring Semester" with a dropdown menu and a "SELECT" button.

The "Registration Status" section is highlighted in yellow and contains a table with the following data:

Registration Period Starts	Last Day to Add	Last Day to Drop	Status
10/06/09 12:00 PM	01/10/10 11:59 PM	01/10/10 11:59 PM	Open
10/06/09 12:00 PM	01/10/10 11:59 PM	01/10/10 11:59 PM	Open
10/06/09 12:00 PM	01/10/10 11:59 PM	01/10/10 11:59 PM	Open

Below this is the "Previously Registered Courses" section, which contains a table with the following data:

Course	Sec	Cr	Campus	Seating	Status	Areas of Study	Term Period
<a href="#">B6022</a>	BLA	3.0	03015	5/15/0	Registered		01/11/10-03/03/10

At the bottom of the main content area, there is a blue box with the link "Begin Online Registration" and the text: "You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number". Below this is a link for "View Online Registration Tutorial" and a note: "NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of...".

The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., Home Page - Micros..., Document1 - Micros..., Argosy University - ...), and the system tray with the time 8:46 AM.

Step 11: Select a course by **searching** or by **viewing all courses**

**Course Search**

Term Period: \*All\*

Display: All Courses

Sort by: Default

Areas of Study: None

Keyword:

Code:

Type: \*All\*

Level: \*All\*

Instructor:

MO TU WE TH FR SA SU  
        
 Meets ONLY on these days

Classes starting between: \*Any\* - \*Any\*

**RESET SEARCH**

**Quick Add**

Enter course code and section to add to Selected Courses.

Course Code:

Section:

**ADD**

**Search Results - All Courses**

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
▶ ASP100	Skills for Success	3.00	Lecture	Available	4	
▶ ASP100-GRND	Skills for Success	3.00	Lecture	Available	2	
▶ B6023	Strategic and Operational Planning	3.00	Lecture	Available	2	
▶ B6024	Information Management	3.00	Lecture	Available	4	
▶ B6025	Management Decision Models	3.00	Lecture	Available	2	
▶ <a href="#">Click to Expand</a>	Solutions to Organizational Challenges	3.00	Capstone	Available	4	
▶ B6102	Economic Analysis	3.00	Lecture	Available	1	

Go to Page:  **GO**      Displaying 1-10 of 271 Course(s)      [Next](#)

**Selected Courses**

Please click the **Proceed to Final Step** button to register for your courses.      **VIEW COURSES**      **PROCEED TO FINAL STEP**

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term Period
<input checked="" type="checkbox"/>		<a href="#">B6022</a>	BLA	3.0	03015	Blended/In-Residence Courses	Williams	5/15/0	Registered		1/11/2010-3/3/2010

Classes - Selected: 1    Reserved: 0    Registered: 1    Audited: 0    Waitlist: 0

Credits - Selected: 3.00    Reserved: 0.00    Registered: 3.00    Audited: 0.00    Total: 3.00 of 3.00

https://portal.argosy.edu/secure/Student/Reg/OnlineRegWrap.aspx      Internet

Start    Inbox - Microsoft O...    Home Page - Micros...    Document1 - Micros...    Argosy University - ...    Argosy University...      8:48 AM

Step 12: Click to **expand** to see available sections

Argosy University -- Web Page Dialog

## Registering For 2010 Spring Semester

Select Drag Select Reserve Audit On Hold On Campus Online  
Remove Drag Remove Waitlist Expired Off Campus Help

Refresh Page Close Window

Register in 3 easy steps. 1 Select 2 View 3 Register Tue Nov 17 2009 7:50:03 am

### Course Search

Term Period: \*All\*  
 Display: All Courses  
 Sort by: Default  
 Areas of Study: None  
 Keyword:   
 Code:   
 Type: \*All\*  
 Level: \*All\*  
 Instructor:   
 MO TU WE TH FR SA SU  
        
 Meets ONLY on these days  
 Classes starting between: \*Any\* - \*Any\*  
 RESET SEARCH

### Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study																														
B6024	Information Management	3.00	Lecture	Available	4																															
B6025	Management Decision Models	3.00	Lecture	Available	2																															
<table border="1"> <thead> <tr> <th>Add</th> <th>Section</th> <th>Campus</th> <th>Location</th> <th>Course Schedule</th> <th>Delivery Method</th> <th>Instructor</th> <th>Seating</th> <th>Status</th> <th>Term Period</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>UC</td> <td>03030</td> <td>03030</td> <td><a href="#">Click for details</a></td> <td>Online</td> <td>Instructor</td> <td>10/13/0</td> <td>Available</td> <td>1/11/2010-3/3/2010</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>XC</td> <td>03030</td> <td>03030</td> <td><a href="#">Click for details</a></td> <td>Online</td> <td>Instructor</td> <td>4/13/0</td> <td>Available</td> <td>3/4/2010-4/24/2010</td> </tr> </tbody> </table>							Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor	Seating	Status	Term Period	<input checked="" type="checkbox"/>	UC	03030	03030	<a href="#">Click for details</a>	Online	Instructor	10/13/0	Available	1/11/2010-3/3/2010	<input checked="" type="checkbox"/>	XC	03030	03030	<a href="#">Click for details</a>	Online	Instructor	4/13/0	Available	3/4/2010-4/24/2010
Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor	Seating	Status	Term Period																											
<input checked="" type="checkbox"/>	UC	03030	03030	<a href="#">Click for details</a>	Online	Instructor	10/13/0	Available	1/11/2010-3/3/2010																											
<input checked="" type="checkbox"/>	XC	03030	03030	<a href="#">Click for details</a>	Online	Instructor	4/13/0	Available	3/4/2010-4/24/2010																											
B6028	Solutions to Organizational Challenges	3.00	Capstone	Available	4																															

Go to Page:  GO Displaying 1-10 of 271 Course(s) Next

### Selected Courses

Please click the Proceed to Final Step button to register for your courses. VIEW COURSES PROCEED TO FINAL STEP

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B6022	BLA	3.0	03015	Blended/In-Residence Courses	Williams	5/15/0	Registered		1/11/2010-3/3/2010

Classes - Selected: 1 Reserved: 0 Registered: 1 Audited: 0 Waitlist: 0  
 Credits - Selected: 3.00 Reserved: 0.00 Registered: 3.00 Audited: 0.00 Total: 3.00 of 3.00

Quick Add  
 Enter course code and section to add to Selected Courses.  
 Course Code:   
 Section:   
 ADD

https://portal.argosy.edu/secure/Student/Reg/OnlineRegWrap.aspx Internet

Start | Inbox - Microsoft O... | Home Page - Micros... | Document1 - Micros... | Argosy University - ... | Argosy University... 8:49 AM

Step 13: Click on the **plus** symbol to add a course

The screenshot displays the 'Registering For 2010 Spring Semester' interface. On the left is a 'Course Search' panel with filters for Term Period, Display, Sort by, Areas of Study, Keyword, Code, Type, Level, and Instructor. Below this is a 'Quick Add' section. The main area shows 'Search Results - All Courses' with a table listing courses like B6024, B6025, and B6028. A detailed view for B6025 shows two sections: UC 03030 and XC 03030. A 'Select' button with a plus icon is highlighted by an arrow. Below the search results is a 'Selected Courses' section with a table containing one entry: B6022, BLA, 3.0, 03015, Blended/In-Residence Courses, Williams, 5/15/0, Registered. At the bottom, a summary shows: Classes - Selected: 1, Reserved: 0, Registered: 1, Audited: 0, Waitlist: 0; Credits - Selected: 3.00, Reserved: 0.00, Registered: 3.00, Audited: 0.00, Total: 3.00 of 3.00.

The bottom of the image shows the Windows taskbar and browser address bar. The address bar contains the URL: https://portal.argosy.edu/secure/Student/Reg/OnlineRegWrap.aspx. The taskbar includes icons for Start, Internet Explorer, and several open applications: 'Inbox - Microsoft O...', 'Home Page - Micros...', 'Document1 - Micros...', 'Argosy University - ...', and 'Argosy University...'. The system clock shows 8:50 AM.

Step 14: Once the course is add it should appear at the bottom of the screen

**Note:** Clicking the plus symbol **DOES NOT** mean you are registered for the course.

You must proceed to the final step and register to be fully enrolled in the course.

The screenshot shows the 'Registering For 2010 Spring Semester' interface. It includes a progress bar with steps: 1. Select, 2. View, 3. Register. The 'Course Search' section on the left has filters for Term Period (\*All\*), Display (All Courses), Sort by (Default), Areas of Study (None), Keyword, Code, Type (\*All\*), and Level (\*All\*). A calendar shows days from Monday to Sunday with checkboxes for selection. The 'Selected Courses' table below shows two courses: B6022 (Blended/In-Residence Courses) and B6025 (Online). A summary at the bottom indicates 2 classes selected, 0 reserved, 1 registered, and 0 audited, totaling 6.00 credits.

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
ASP100	Skills for Success	3.00	Lecture	Available	4	
ASP100-GRND	Skills for Success	3.00	Lecture	Available	2	
B6023	Strategic and Operational Planning	3.00	Lecture	Available	2	
B6024	Information Management	3.00	Lecture	Available	4	
B6025	Management Decision Models	3.00	Lecture	Available	2	
B6028	Solutions to Organizational Challenges	3.00	Capstone	Available	4	
B6102	Economic Analysis	3.00	Lecture	Available	1	

Select	Action	Course	Sec	Cr	Campus	Method	Instructor	Seating	Status	of Study	Term Period
<input checked="" type="checkbox"/>		B6022	BLA	3.0	03015	Blended/In-Residence Courses	Williams	5/15/0	Registered		1/11/2010-3/3/2010
<input checked="" type="checkbox"/>		B6025	UC	3.0	03030	Online	Instructor	10/13/0	Selected		1/11/2010-3/3/2010

Classes - Selected: 2 Reserved: 0 Registered: 1 Audited: 0 Waitlist: 0  
Credits - Selected: 6.00 Reserved: 0.00 Registered: 3.00 Audited: 0.00 Total: 6.00 of 6.00

The screenshot shows the Windows taskbar with several open applications: Start, Internet Explorer, and Argosy University. The browser address bar displays the URL: https://portal.argosy.edu/secure/Student/Reg/OnlineRegWrap.aspx. The system clock shows 8:51 AM.

Step 15: Click on **Proceed to the Final Step**

The screenshot shows the 'Registering For 2010 Spring Semester' interface. It includes a progress bar with steps 1 (Select), 2 (View), and 3 (Register). The 'Search Results - All Courses' table lists various courses. The 'Selected Courses' table shows two courses selected: B6022 (Blended/In-Residence Courses) and B6025 (Online). A red arrow points to the 'PROCEED TO FINAL STEP' button in the 'Selected Courses' section.

**Search Results - All Courses**

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
ASP100	Skills for Success	3.00	Lecture	Available	4	
ASP100-GRND	Skills for Success	3.00	Lecture	Available	2	
B6023	Strategic and Operational Planning	3.00	Lecture	Available	2	
B6024	Information Management	3.00	Lecture	Available	4	
B6025	Management Decision Models	3.00	Lecture	Available	2	
B6028	Solutions to Organizational Challenges	3.00	Capstone	Available	4	
B6102	Economic Analysis	3.00	Lecture	Available	1	

**Selected Courses**

Select	Action	Course	Sec	Cr	Campus	Method	Instructor	Seating	Status	of Study	Term Period
<input checked="" type="checkbox"/>		B6022	BLA	3.0	03015	Blended/In-Residence Courses	Williams	5/15/0	Registered		1/11/2010-3/3/2010
<input checked="" type="checkbox"/>		B6025	UC	3.0	03030	Online	Instructor	10/13/0	Selected		1/11/2010-3/3/2010

Classes - Selected: 2 Reserved: 0 Registered: 1 Audited: 0 Waitlist: 0  
Credits - Selected: 6.00 Reserved: 0.00 Registered: 3.00 Audited: 0.00 Total: 6.00 of 6.00

Step 16: Click on **Register/Unregister**

The screenshot shows the Argosy University online registration interface. At the top, the browser window title is "Argosy University -- Web Page Dialog". The page header reads "Registering For 2010 Spring Semester". Below the header, a progress bar indicates three steps: "1 Select", "2 View", and "3 Register". The "Student Information" section contains two columns of data:

Student	Student ID	8000
Address	Student Status	Active
	Enrollment ID	
	Enrollment Status	Open
	Program	Business Administration (MBA)
	Start Date	5/5/2008

Below the student information, a red message states: "Please click the Register / Unregister Courses button to submit your schedule." To the right of this message are two buttons: "RETURN TO VIEW COURSES" and "REGISTER / UNREGISTER". An arrow from the text "Step 16: Click on Register/Unregister" points to the "REGISTER / UNREGISTER" button.

The "Adding Classes" section follows, with the text "The following classes will be added to your schedule." Below this is a table of selected classes:

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study	Term Period
<a href="#">B6025</a>	UC	3.0	03030	Instructor	10/13/0	Selected		1/11/2010-3/3/2010

The browser's address bar shows the URL: "https://portal.argosy.edu/secure/Student/Reg/OnlineRegWrap.aspx". The taskbar at the bottom includes the Start button, several open applications (Inbox, Home Page, Document1, Argosy University), and the system clock showing 8:52 AM on 11/17/2009.

Step 17: Once fully registered for a course it should appear in the **Course Schedule** area

The screenshot shows the 'Registering For 2010 Spring Semester' page. It includes a progress bar with steps: 1. Select, 2. View, 3. Register. The 'Student Information' section displays fields for Student ID, Student Status, Enrollment ID, Enrollment Status, Program, and Start Date. The 'Course Schedule' section contains a table with the following data:

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study	Term Period
<a href="#">86022</a>	BLA	3.0	03015	Williams	5/15/0	Registered		1/11/2010-3/3/2010
<a href="#">86025</a>	UC	3.0	03030	Instructor	11/13/0	Registered		1/11/2010-3/3/2010

Below the table is the 'Attendance and Withdrawal Policy' section, which refers to the academic catalog. A 'Print Page' link is visible in the top right of the content area.

Step 18: Print this page for your records

## How to Print an Unofficial Transcript

After Logging in to your Student Portal

Step 1: Click on **Academics**

The screenshot shows the Argosy University Student Portal in Internet Explorer. The browser's address bar displays <https://portal.argosy.edu/Secure/Student/student.aspx>. The page features the Argosy University logo at the top left and a navigation menu on the left side. The 'Academics' link in this menu is highlighted with a black arrow. Other menu items include 'Campus Info', 'My Profile', 'My Account', 'My Finances', 'My Career', and 'Online Classroom'. The main content area includes a 'My Calendar' section for November 2009, a 'News' section with a photo of two men, and a 'Document Center' section. The 'Document Center' displays a table with one document: 'FA - GRAD PLUS Entrance Interview' with a 'Due Date' column. The right sidebar shows the date 'November 17, 2009' and sections for 'Message Center', 'At a Glance', and 'Advisors'. The browser's taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Microsoft O...', 'Home Page - Micros...', 'Document1 - Micros...', and 'Argosy University - ...'. The system clock shows 8:55 AM.

Step 2: Click on **Degree Audit**

The screenshot shows the Argosy University student portal. The browser window title is "Argosy University - Microsoft Internet Explorer". The address bar shows "https://portal.argosy.edu/Secure/Student/student.aspx". The page features the Argosy University logo and a navigation menu on the left. The "Academics" menu is expanded, showing options like "Online Registration", "View My Grades", "View Attendance", "Degree Audit", "My Class Schedule", "GPA Calculator", "Academic Calendar", and "Library". The "Degree Audit" link is highlighted. Other sections on the page include "My Calendar" (showing a calendar for November 2009), "News" (with a photo of two men), "Document Center" (with a note about Adobe Acrobat Reader), and "Message Center" (showing notifications for holds, alerts, and appointments). The footer includes "Version: 10.4.2.1002" and various links like "Home", "Logout", "Help", "Site Index", "Campus Contacts", "Privacy Policy", and "Feedback Form". The taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft O...", "Home Page - Micros...", "Document1 - Micros...", "Argosy University - ...", and "Argosy University...". The system clock shows "8:55 AM".

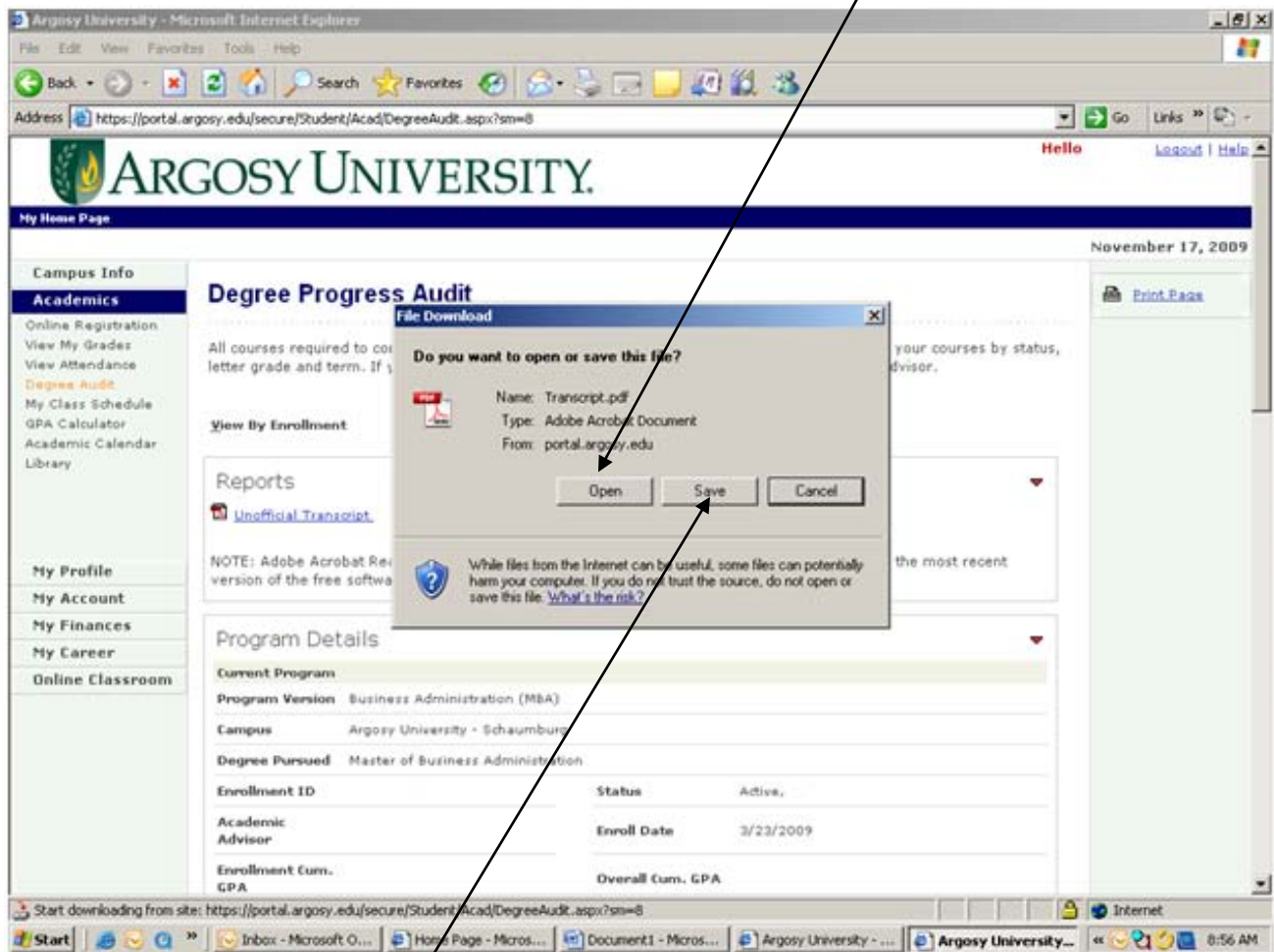
Step 3: Click on **Unofficial Transcript**

The screenshot shows the Argosy University website in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://portal.argosy.edu/secure/student/Acad/DegreeAudit.aspx?sm=8>. The page header includes the Argosy University logo and the text "Hello [User Name] Logout | Help". The main content area is titled "Degree Progress Audit" and includes a navigation menu on the left with options like "Campus Info", "Academics", "My Profile", "My Account", "My Finances", "My Career", and "Online Classroom". The "Academics" section is active, showing "Degree Progress Audit" and a "View By Enrollment" dropdown menu set to "5/5/2008 Business Administration (MBA)". Below this, there is a "Reports" section with a link for "Unofficial Transcript". A note below the link states: "NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)". The "Program Details" section is also visible, showing information such as "Current Program: Business Administration (MBA)", "Campus: Argosy University - Schaumburg", "Degree Pursued: Master of Business Administration", "Enrollment ID", "Status: Active", "Academic Advisor", "Enroll Date: 3/23/2009", "Enrollment Cum. GPA", and "Overall Cum. GPA". The taskbar at the bottom shows several open applications, including "Inbox - Microsoft O...", "Home Page - Micros...", "Document1 - Micros...", "Argosy University - ...", and "Argosy University...". The system clock shows "8:55 AM".

Step 4: Click on **Open** to view

**Note:** You must have adobe reader to view this PDF. If you do not have adobe Reader you can download it for free at [www.adobe.com](http://www.adobe.com).

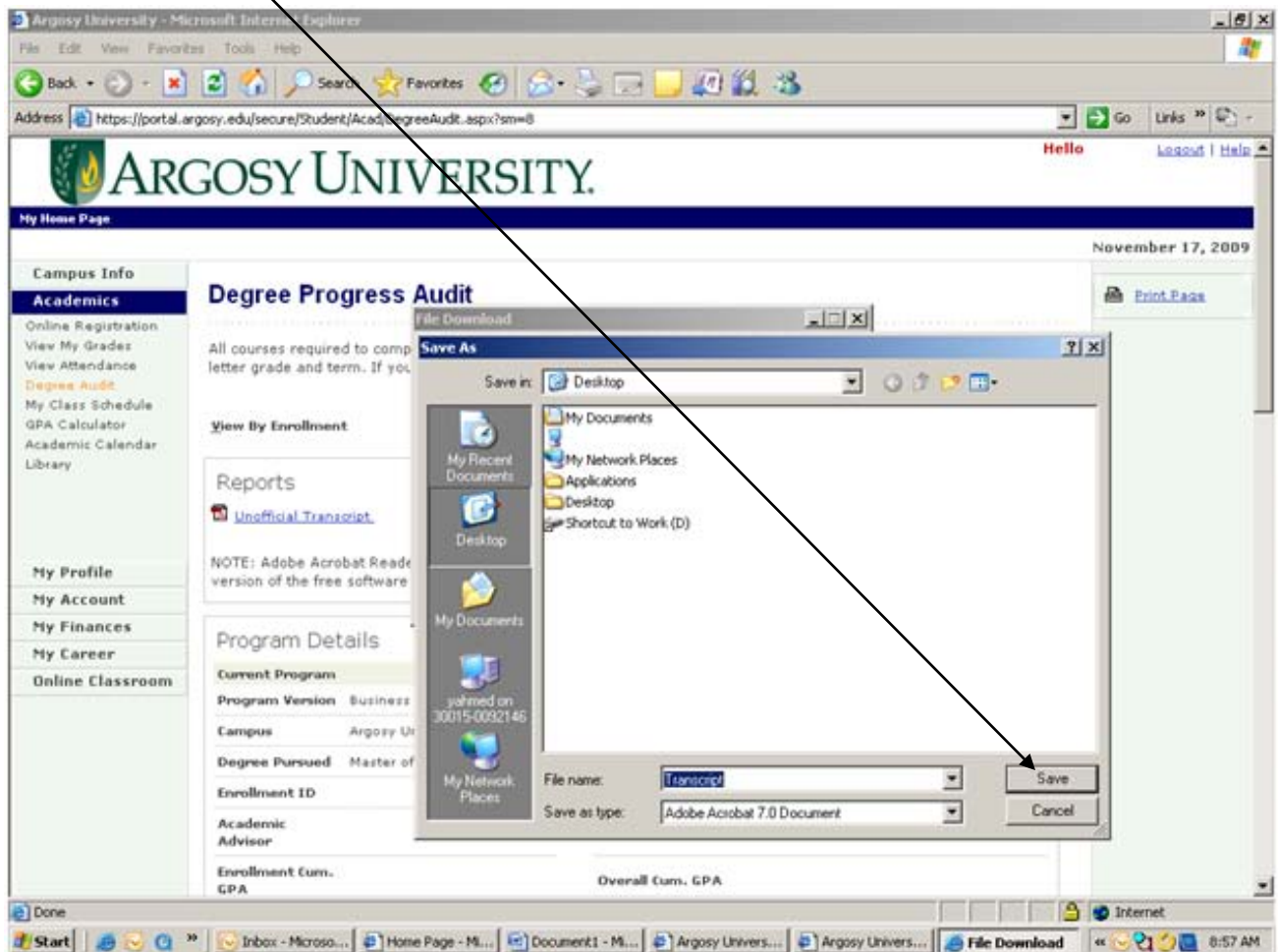
**Note:** After you open the file you can print a copy for your records or Save a copy on your desktop.



Step 5: To save click on **Save**

Step 6: Create a file name and select a place to save your transcript.

Step 7: Click on **Save**



## **Questions and Comments**

If you have any questions or concerns about the online registration guide please contact Evelyn Humphries at 847.969.4983 or the 8<sup>th</sup> floor front desk.