

# Advising & Registration Summer 2023

## Summer 2023 - LOGIN TO SLATE APPLICATION

Slate by Technolutions (eku.edu) <https://application.eku.edu/manage/>

Log in with your Active Directory Log in

College Widget on Homepage

**Summer 23 Orientation** [Edit](#)

[Summer 23 Orientation Health Sciences Registered/Attended](#)  
[Summer 23 Orientation All Registered/Attended](#)

[Summer 23 Pre-Advising Survey - Health Sciences](#)  
[Summer 23 Pre-Advising Survey - ALL](#)

[App Update Change of Major Requests](#)

**Orientation Resources**  
[Help Doc](#) - How to use this widget and navigate your lists. Practice schedule for student-athletes.  
[Advising & Registration](#) (for students)  
RAC for all Orientation Sessions: 111111

[Upload Schedules](#) - csv file  
[The Loop](#) - individual registration

## QUERIES Summer 2023

### Summer 23 Orientation College Registered/Attended

- A list of students who have registered or attended Orientation based on college of major (Max SGASTDN).

### Summer 23 Orientation All Registered/Attended

- A list of all students who have registered or attended Orientation

### Summer 23 Pre-Advising Survey - College

- Pre-Advising survey college results based on Max SGASTDN.

### Summer 23 Pre-Advising - ALL

- Pre-Advising survey results of everyone registered/attended orientation

## App Update Change of Major Requests

- Students who are registered or attended Orientation who have submitted the App Update form.

## Printer Info

The Summer Generic Log in for computers has been provided by IT:

**username \ password**

new\_student | Spring@EKU2023

## Mass Registration Instructions:

1. Access list of Surveys and Students for upcoming orientation.
2. Email students who have indicated they want to change their major ([See Major Change Process](#))
3. Review students to create course schedules. (grouping students by Major or requirements might be helpful)
  - Run a Degree Works audit for each student to check for program requirements and recorded credit.
4. Create a schedule with CRN numbers for each student.

### **\*\* Helpful Hints\*\***

- Design schedules for students who have completed their pre-advising survey first to attempt to help with course placement.
- Keep a record of the planned schedule with course names and times for help with troubleshooting later!
- Provide at least one course in the CSV format then other courses can be added from the Add/Drop Screen on a students Loop page
- Provide Lab CRN prior to course CRN. (CHE 111L prior to CHE 111)
- Provide Support Course CRN prior to course CRN ( MAT 105P prior to MAT 105)
- Provide MAT 112A section before MAT 111A in CSV (upload first and separate from MAT 112B and MAT 111B)

12551	GSD	101	3	Foundations of Learning	TR	08/17-12/12	12:30 pm-01:45 pm
11635	PSY	200	3	Introduction to Psychology	MWF	08/17-12/12	11:15 am-12:05 pm
10645	ENG	101	3	Reading, Writing, & Rhetoric	TR	08/17-12/12	02:00 pm-03:15 pm
14068	VTS	200	3	Intro to Veterans Studies	TR	08/17-12/12	03:30 pm-04:45 pm
14121	MAT	106P	1	Quantitative Support: MAT 106	TR	08/17-12/12	11:00 am-11:50 am
13830	MAT	106	3	App Math: Social Choice	MWF	08/17-12/12	10:10 am-11:00 am

5. Once the list is completed, transfer ID and CRNS to CSV. (transpose function in Excel is helpful here or Advisor Template) **\*\*no more than 10 students per CSV\*\***

EKU_ID	CRN_1	CRN_2	CRN_3	CRN_4	CRN_5	CRN_6	CRN_7	CRN_8	CRN_9	CRN_10
9E+08	12551	11635	10645	14068	14121	13830				
9E+08	11962	11533	14406	12043	10268	11583				

6. Save file as CSV
7. Go to myEKU -**EKU eForms Auto-registration Upload**
8. Upload CSV (select “Choose File” and select saved CSV. Press “Upload”)
9. You will receive an on screen output of Failed Registrations and Successful Registrations.
10. For “Failed Registrations”, you can select an alternate class by **Clicking Add/Drop** (CRN entry or Search). Once you indicate the new course, hit register. A pop-up will appear and indicate if the new CRN registration was successful/failure.
11. You can check all Successful Registrations by clicking the ID number.
12. You will receive a notification page with all registration Success and Failure. You can click on each student record within this page.

13. Once the student is registered in at least one class you can also make changes or add courses using the add/drop link on a students Loop page.

**Main Menu** | **Personal Information** | **Student Services & Financial Aid** | **Faculty S**

Search

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ar J (9018 ) - Registrations for Spring 2023 (202320)

Register student for a new class

CRN:  [\(search\)](#)

Spring 2023 Schedule

CRN	Reg. Status	Course	Title	Meet	Action
22327	Registered (RE)	GSD 101	Foundations of Learning	MWF 10:10-11:00	<a href="#">Drop</a>

Change Student or Term

Student ID:  Reg. Term:

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College of Science   Coordinator Instructions   Financial Aid   Graduate Proc

**Summer 21 Orientation**

**Pre-Advising Survey**  
[Summer 21 CS Pre-Advising Survey](#) - Based on students confirmed major. Students who have confirmed a major different than SGASTDN should be emailed the [App Update form](#) to request change of major.  
[Summer 21 ALL Pre-Advising Surveys](#)

**Orientation Lists**  
[Summer 21 Orientation CS Registered/Attended](#)  
[Summer 21 Orientation ALL Registered/Attended](#)

**Orientation Resources**  
[Help Doc](#) - How to use this widget and navigate your lists.  
[Orientation Advising Info](#) (for advisors)  
[Advising & Registration](#) (for students)  
RAC for all Orientation Sessions: ORRAC

**Communication Timeline**  
- [Table View](#)  
- [Calendar View](#)

## QUERIES Summer 2022

Summer 22 Orientation

Summer 22 Orientation College Registered/Attended

A list of all students who have registered or attended Orientation based on college of major (SGASTDN). This could be different than the College Pre-Advising Survey based on major change status.

Summer 22 Orientation ALL Registered/Attended

A list of all students who are registered or attended Orientation.

Pre-Advising Survey

#### Summer 22 College Pre-Advising Survey

Based on major students confirm on their Pre-Advising Survey. Students who select a major different than their current major (SGASTDN) should be emailed the [App Update Form](#) to request a change of major.

#### Summer 22 ALL Pre-Advising Surveys

A list of all Pre-Advising Surveys completed.


#### App Update Change of Major Requests

Students who are registered or attended Orientation who have submitted the App Update form.

## **RUNNING QUERIES**

Click on the link in your widget

A new window will open



All Queries

## Summer 21 Orientation Registered Science


Folder: CS Queries / Orientation  
 User: [Matt Schumacher](#)  
 Base: Prospects  
 Execution Mode: Retrieve all records each time query is run  
 Filters: ( MAX SGASTDN College Code 1 IN Science OR MAX SGASTDN Program 1 IN Pre-Engineering, Pre-Optometry, Pre-Optometry, Pre-Pathology Assistant, Pre-Pharmacy, Pre-Phy... )  
 Event Registration Status: Event IN 08/12/2021 OR70, 08/03/2021 OR65, 08/03/2021 OR65, 07/29/2021 OR60, 07/29/2021 OR6...  
 Tag: NOT IN AGS

Matching Rows: 126  
 Description: Based on SGASTDN program.

**Run Query**

Slate by Technolutions (Eastern Kentucky University)

Click on "Run Query"



All Queries > Summer 21 Orientation Registered Science

## Summer 21 Orientation Registered Science

Output:

**Export**

Rows 1-100 of 126 Prev Next

EKU ID	Orientation Date/Time	Registration Status	Name	First	Last	College	Department	Program	Pre-Advising Survey
	021-05-18T09:00:00	Registered				AC	AC	Pre-Engineering	
	021-05-18T09:00:00	Registered				SC	BIOS	Biology - BS	
	021-05-18T09:00:00	Registered				SC	BIOS	Biology - BS	
	021-05-18T09:00:00	Registered				SC	CHEM	Forensic Science - BS	
	021-05-18T09:00:00	Registered				SC	CHEM	Forensic Science - BS	
	021-05-18T13:00:00	Registered				SC	BIOS	Biology - BS	
	021-05-18T13:00:00	Registered				SC	BIOS	Biology - BS	
	021-05-18T13:00:00	Registered				SC	BIOS	Biomedical Sciences - BS	
	021-05-20T10:00:00	Registered				AC	AC	Pre-Veterinary Science	
	021-05-20T10:00:00	Registered				AC	AC	Pre-Veterinary Science	
	021-05-20T10:00:00	Registered				SC	BIOS	Biomedical Sciences - BS	
	021-05-20T10:00:00	Registered				SC	BIOS	Biomedical Sciences - BS	
	021-05-20T10:00:00	Registered				SC	BIOS	Biomedical Sciences - BS	
	021-05-20T10:00:00	Registered				SC	CHEM	Chemistry - BS	
	021-05-20T10:00:00	Registered				SC	CHEM	Forensic Science - BS	

To download to Excel click on “Export”

All Queries > Summer 21 Orientation Registered Science

### Summer 21 Orientation Registered Science

Output: Excel Spreadsheet

Export

Rows 1–100 of 126 [Prev](#) [Next](#)

EKU ID	Orientation Date/Time	Registration Status	Name	First	Last	College
901525258	2021-05-18T09:00:00	Registered				AC
901735772	2021-05-18T09:00:00	Registered				SC
901735438	2021-05-18T09:00:00	Registered				SC
901706462	2021-05-18T09:00:00	Registered				SC
901725172	2021-05-18T09:00:00	Registered				SC
901760625	2021-05-18T13:00:00	Registered				SC

## VIEWING RECORDS

Click on a record and review their information or survey results in a reader friendly window.

Row Preview Prev Next X

Record [Lookup Record](#)

EKU ID 901. ....1

First K. .

Last W. r

Email k. . . . . er@icloud.com

EKU Email ke . . . . . r3@mymail.eku.edu

Mobile +1 859- . . . -5

MAX SGASTDN College Code 1 CL

MAX SGASTDN Department 1 ANSW

MAX SGASTDN Program 1 BSW\_SCWK

Form Submitted 2020-11-17T11:45:29

Have you completed/are you currently enrolled in Yes

Please list the courses you have taken/are takin EDTP 201

Have you taken/are you taking any Advanced Place Yes

Close

You can use the next button to look at the next record

Click “Lookup Record” to view more information such as Transcripts



Displaying row #4 in [Summer 21 Orientation Registered Science](#)

Applicant

Dashboard | Timeline | UG | Fall 2021 | ... Decided | UG | Fall 2020 | ... Decided | Profile | **Materials** | Financial Aid | EKU Information

EKU Information

EKU ID: [Redacted]

First Generation: N/A

Student Type: Transfer

Race: White


Application Holds: N/A

Residency: In State Resident

Registered Indicator: [Redacted]

Campus: [Redacted]

Hawesville, KY  
KY-02 Louisville & Western



275 Baker Ln  
Hawesville, KY 42348-5391

Connect: [Redacted]

EKU Email: delaney\_ray35@mymail.eku.edu    SIS Stamp: 20200813 06:08

Biographic

Female  
Born 07/28/2001, age 19  
Citizen of United States  
White

Tags

- Adult Learner
- AGS
- Confidential
- Deceased Indicator
- ELS Student
- Test Record

### Transcripts

Displaying row #1 in [Spring 21 OR Advising Survey - CLASS](#)

Applicant 42 [Redacted]

Dashboard | Timeline | UG | Fall 2021 | ... Decided | Profile | **Materials** | EKU Information

Date ▲	Description	Record	User
11/12/2020	Transcript (Official) [Redacted] High School	Folio	Angela
09/03/2020	Slate Application Upon Submission	UG   Fall 2021   On-Campus   BS...	
09/03/2020	Transcript (Official) [Redacted] High School	Folio	Tonia

**Materials**

- [Restore Material](#)
- [Portfolio](#)

Any transcript received will show here

Click on the Transcript then click Display to view Transcript

## MAJOR CHANGES

If a student lists Confirm Major as a major different than their SGASTDN major, reach out to the student. Verify with the student that they do want to change their major and send them the App Update form. Admissions Processing receives the request and routes to the Registrar's Office to make the change. Remember that the App Update Form is only for students for whom you have not yet created a schedule. Students registered in classes will need to use the Major Change Form in the BEC Student Portal.

### Example Email to Student

Hello Student!

On your Pre-Advising Survey you indicated your major as \_\_\_\_\_. I wanted to reach out to you to confirm that major change. Within that major there are some concentration options:

Concentration 1

Concentration 2

I wanted to provide you the options and see if you had any questions about the major.

If you are ready to official change you major please complete the following update form:

Link to application update.

<https://application.eku.edu/register/appupdate>

### Application Update - Major Change steps (example for advisors to send to students if needed)

Follow the link:

[App Update form](#)

1. You will log in with your Application Portal Information
2. Directory Information will populate  
Name, ID, Email, Birthdate, phone number
3. Under I am: You will select your student type from the following

**A First Time College Student**  
**Applicant**  
**A Transfer Student**  
**A Readmit**  
**Applicant Visiting**  
**Student**

4. Under I want to change: You will select one of the following

**My Application Term**

**My Intended Major or Campus**

5. Select if you will be on **campus or online**

6. Provide a short **reason for change**.

7. Select your **Major** from the drop down

8. Select your **Concentration** from the drop down

9. Select **Yes or No** To signify if you have attended another institution since EKU?

10. Agree to the Statement

11. You will receive a communication that you change is in process

## Fall 2023 Practice Schedules (Kate Johnson)

TEAM	PRACTICE HOURS	EXCEPTIONS/EVENING CLASSES
Football	MWF-no classes after 1:25pm T/R- no classes after 2pm	Tuesday and Wednesday - No night classes
Baseball	Monday - Friday b/t 2-5pm.	Would like to do our very best to have no class begin prior to 11am each day. Any night classes in the fall would preferably fall on Monday or Wednesday.
M. Basketball	M-F 3:30pm-6:00pm	No night Classes if possible
W. Basketball	M-F 12:30pm-3:30pm	NO - T/TR 8am Classes if possible
M. Golf		classes ok before 1pm.
W. Golf	M-F 2pm-6:00pm	No Classes After 2pm on Tues/Thurs No classes after 12:20pm on Friday
Softball	M-F 2pm-6pm	No 8 am classes if possible
M&W Track/CC	XC Men and Women- M/F 6am-9:30am; 3:30pm-6pm  Track- M-F-2pm-5pm	No 8am classes
Volleyball	M-F 9:00am-12pm	No Thursday night classes. No 8am class
Beach Volleyball	M-F 1pm-5pm	
Soccer	T-F 7am-10:00am	Monday -Off day
W-Tennis	1-5pm	Class ok between 9am-12pm and after 5pm

M-Tennis 1-5pm

Class ok between 9am-12pm and after 5pm

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### Spring 23 Orientation

[All Students - Spring 23 Orientation](#)

[OACS Students - Spring 23 Orientation](#)

[Application Update Form](#)

## RUNNING QUERIES

Click on the link in your widget

A new window will open

## Spring 2023 - Allison Bullins Portal Email:

Good Friday Afternoon –

I wanted to let you know that the first Spring Orientation invitation has gone out. Since this afternoon, we've already had 4 people complete the Orientation.

Here is the link for the Portal: [https://application.eku.edu/portal/virtual\\_orientation](https://application.eku.edu/portal/virtual_orientation)

Each college will get an email once a student has completed that email. An example of the email is below.

**Message**

Sender "Eastern Kentucky University" <orientation@eku.edu>  
 Recipient btadvising@eku.edu  
 CC  
 Subject A New Spring Business Student  
 Preheader

Send Test Message  
 Submit Form Test

Hello,  
 A new Spring Business Student has completed Virtual Spring Orientation.

{{sys-first}} {{sys-last}}  
 {{sys-field-eku\_id}}  
 {{sys-email}}  
 {{sys-field-cs\_program\_1}}, {{sys-field-cs\_college\_1}}  
 Did this student take AP Classes? {{ap\_classes\_yes\_or\_no}}  
 Did this student take Dual Credit Classes? {{dc\_courses\_yes\_or\_no}}

We have added queries to your Orientation widget with links to all students, students within your college, and a link to the application update form in the event that students change their major. Each student's RAC number is 222222. The RAC number is in the queries and in the email that your college receives.

**Message**

Sender "Eastern Kentucky University" <orientation@eku.edu> Reply To orientation@eku.edu  
 Recipient {{sys-email}}  
 CC  
 Subject {{sys-first}}, thanks for completing EKU's Virtual Orientation  
 Preheader

Send Test Message  
 Submit Form Test

Hi {{sys-first}},

Thanks for completing Virtual Orientation! This is the first step to beginning classes at EKU for the Spring. Next, you will hear from your advisor within two weeks of completing this survey to be advised and registered for classes.

Please keep in mind that EKU will be closed for Thanksgiving from November 23rd to November 25th and will be closed for the holidays from December 15th to January 3rd. This may delay the response from your advisor.

If you are still waiting to hear back from your advisor in two weeks (not including the time the university is closed), please respond to this email or reach out to [orientation@eku.edu](mailto:orientation@eku.edu).

Please let us know if we can assist you with anything else. We look forward to seeing you on campus in the Spring!

EKU Orientation Team  
[orientation@eku.edu](mailto:orientation@eku.edu)

We have tried to be transparent about the timeline with students. Below is the email they are receiving. We encourage advisors to reach out to their students when they can.

Please let me know if you have any questions.

Thanks,

**Allison Bullins, Interim Director, Student Experience & Events**

**(she, her, hers)**