

## STUDENT ACCESS INFORMATION AND INSTRUCTIONS

Welcome to the new features of SONISWEB for Lancaster Theological Seminary. On the following pages, you will be guided to the features available to you for the purpose of reviewing your academic and financial records at the Seminary and registering for classes. Additional features will be added as the semester proceeds. Should you have any difficulties with accessing SW, please send a message with a description of the problem to [sonis\\_help@lancasterseminary.edu](mailto:sonis_help@lancasterseminary.edu), with the subject line: SONIS ISSUE.

### Tabs

#### Bio Tab

The Bio tab displays student Biographic information as well as their course history; transfer courses, completed courses with accompanying grades and a listing of their courses currently In Progress. This tab also controls which Icons are available at the top of the screen.

**SonisWeb University**

Navigation icons: Attendance, Pro Bono, Hold, 1093-T, Emer Contact, Health, Bulletin Board, Events, Jobs, Printable, Update Bio, Search, Reminders, Goals

**Secured Student Options for Carson McCullers**

Logout | **Bio** | Billing | Ledger | Schedule | Registration | Degree Audit

Address: 17 Heart Rd.  
Mason, GA 99377

Phone: 777-458-9988

Email: [cmccullers@sonis.com](mailto:cmccullers@sonis.com)

Program: Fine Arts

ID: MC1985289

Campus: Main  
Department: Liberal Arts  
Division: Daytime

Advisor: [Robert Williams Reg.](#)  
[Dorothy Flanagan Reg.](#)

**Transfer Courses Accepted for Credit**

| Course  | Institution                  | Replaces                     | Credits | Grades |
|---------|------------------------------|------------------------------|---------|--------|
| MATH107 | Lourdes College              | MATH101 College Algebra      | 3.00    | B      |
| BIO100  | Nebraska Wesleyan University | ANAT101 Anatomy & Physiology | 3.00    | B      |

Total Transfer Credits: 6.00

**Completed Courses**

| Year/Sem | Course   | Description                   | Session | Section | Mid-Term | Credits | Grades |
|----------|----------|-------------------------------|---------|---------|----------|---------|--------|
| 200405/1 | ENG200   | American Literature           |         | 1       | A        | 3.00    | C      |
| 200405/1 | ECON102  | Macro Economics               |         | 2       | A        | 3.00    | A      |
| 200806/1 | BIO203   | Circulatory System            |         | 1       |          | 4.00    | A      |
| 200806/1 | PSY310   | General Psychology            |         | 1       |          | 3.00    | B      |
| 200806/1 | NU101    | Introduction to Nursing       |         | 1       |          | 3.00    | B      |
| 200806/1 | CHEM 101 | Principles of Chemistry       |         | 1       |          | 3.00    | B      |
| 200806/1 | CHEM101L | Principles of Chemistry Lab   |         | 1       |          | 1.00    | B      |
| 200806/2 | ART101   | Art Appreciation              |         | 1       |          | 3.00    | B      |
|          | ECON101  | Micro Economics               |         | 2       |          | 3.00    | B      |
| 200807/1 | BIO105   | Microbiology                  |         | 1       |          | 3.00    | A      |
| 200807/2 | ART105   | Basic Photographic Technique  |         | 1       |          | 3.00    | B      |
| 200807/2 | REL120   | Comparative Study of Religion |         | 1       |          | 3.00    | C      |
| 200807/2 | ART155   | History of Greco Roman Art    |         | 1       |          | 3.00    | B      |
| 200807/2 | SOC101   | Introduction to Sociology     |         | 1       |          | 3.00    | B      |
| 200807/2 | CVT 111  | Patient Care                  |         | 1       |          | 2.00    | A      |

\* Not Included in GPA

Total Earned Credits: 43.00    GPA Credits: 43.00    GPA: 3.14

**In Progress Courses**

| Year/Sem | Course  | Description            | Session | Section | Mid-Term | Credits | Grades |
|----------|---------|------------------------|---------|---------|----------|---------|--------|
| 200708/1 | ENG101  | English Composition    |         | 1       |          | 3.00    |        |
| 200708/1 | ART200  | History of Modern Art  |         | 1       |          | 3.00    |        |
| 200708/1 | GRE101  | Introduction to Greek  |         | 1       |          | 3.00    |        |
| 200708/1 | BIO121  | Pathology              |         | 1       |          | 3.00    |        |
| 200910/1 | PSY3882 | Topics in Psychology/1 |         | 1       |          | 3.00    |        |
| 200910/1 | PSY3882 | Topics in Psychology/1 | P1      | 2       |          | 3.00    |        |
| 200910/1 | PSY3882 | Topics in Psychology/1 | P2      | 3       |          | 3.00    |        |

Students can make (permitted) changes to their Bio information such as address, email, phone number, etc. by using the icon called Update Bio. More detailed information on this icon is available later in this manual.

The grades displayed in the Completed Courses section are available only after they have been made official by the registrar.

Advisor name link(s) are available for all active advisors. Students who click on the name link are presented with their Advisor's Office Hours as well as an email link. When the email link is clicked SONISWEB™ produces a page designed to permit the student to create and send an email to their Advisor.

## STUDENT ACCESS INFORMATION AND INSTRUCTIONS

### Billing

The Billing tab displays student billing information.

Students can view past and current billing information by choosing the applicable Year and Semester and then clicking the Change button.

Balance Forwards, Semester Charges, Credits and Current Balance are available on this page. (Important: students will only see billing information that has been officially posted to their account so note that current billing information may not display if the school is using the "Post to Billing" function. The "Pending Awards" link, displays any applicable Year/Semester financial Aid offers along with the ability for the student to Accept/Decline or leave blank the offer. If the student has no offers or has already initiated a response then they are presented with the following message:

### Ledger

Students are permitted to view the full billing history including all charges, credits and awards received to their student account.

| Student Ledger for Robert Frost |             |     |                          |             |                         |                     |
|---------------------------------|-------------|-----|--------------------------|-------------|-------------------------|---------------------|
| Date                            | School Year | Sem | Description              | Charges     | Credits                 | Awards Recvd        |
| 09/15/2006                      | 200607      | 1   | Activity Fee             | \$50.00     |                         | \$50.00             |
| 09/15/2006                      | 200607      | 1   | Tuition for GRE101       | \$1,200.00  |                         | \$1,250.00          |
| 09/15/2006                      | 200607      | 1   | Tuition for REL102       | \$1,200.00  |                         | \$2,450.00          |
| 09/15/2006                      | 200607      | 1   | Tuition for SOC101       | \$1,200.00  |                         | \$3,650.00          |
| 10/15/2006                      | 200607      | 1   | Board of Trustees        |             | \$1,000.00              | \$2,650.00          |
| 10/15/2006                      | 200607      | 1   | St. Teresa's Scholarship |             | \$500.00                | \$2,150.00          |
| 01/15/2007                      | 200607      | 2   | Student Payment          |             | \$200.00                | \$1,950.00          |
| 01/15/2007                      | 200607      | 2   | Activity Fee             | \$50.00     |                         | \$2,000.00          |
| 01/15/2007                      | 200607      | 2   | Tuition for GRE201       | \$1,200.00  |                         | \$3,200.00          |
| 01/15/2007                      | 200607      | 2   | Tuition for REL120       | \$1,200.00  |                         | \$4,400.00          |
| 01/15/2007                      | 200607      | 2   | Tuition for REL200       | \$1,200.00  |                         | \$5,600.00          |
| 01/15/2007                      | 200607      | 2   | Tuition for ART101       | \$1,200.00  |                         | \$6,800.00          |
| 01/15/2007                      | 200607      | 2   | Lab Fee for ART101       | \$100.00    |                         | \$6,900.00          |
| 04/17/2007                      | 200607      | 2   | Student Payment          |             | \$5,000.00              | \$1,900.00          |
| 09/08/2007                      | 200708      | 1   | Tuition for ACC100       | \$1,200.00  |                         | \$3,100.00          |
| 09/17/2007                      | 200708      | 1   | Activity Fee             | \$50.00     |                         | \$3,150.00          |
| 09/17/2007                      | 200708      | 1   | Tuition for ART101       | \$1,200.00  |                         | \$4,350.00          |
| 09/17/2007                      | 200708      | 1   | Lab Fee for ART101       | \$100.00    |                         | \$4,450.00          |
| 09/17/2007                      | 200708      | 1   | On Line Fee for ART101   | \$50.00     |                         | \$4,510.00          |
| 09/17/2007                      | 200708      | 1   | Tuition for ENG101       | \$1,200.00  |                         | \$5,710.00          |
| 09/17/2007                      | 200708      | 1   | Internet Fee for ENG101  | \$100.00    |                         | \$5,810.00          |
| 09/17/2007                      | 200708      | 1   | Tuition for REL200       | \$1,200.00  |                         | \$7,010.00          |
| 09/21/2007                      | 200708      | 1   | Student Payment          |             | \$558.75                | \$6,451.25          |
| 10/22/2009                      | 200910      | 1   | Internet Fee             | \$25.00     |                         | \$6,476.25          |
| 10/22/2009                      | 200910      | 1   | Student Payment          |             | \$25.00                 | \$6,451.25          |
| Total Charges:                  |             |     |                          | \$13,735.00 | Total Payments/Credits: | \$7,283.75          |
|                                 |             |     |                          |             |                         | Balance: \$6,451.25 |

## STUDENT ACCESS INFORMATION AND INSTRUCTIONS

### Schedule

The Schedule tab displays current, past and future schedules.

- School Year/Semester** – controls the year and semester of the displayed Schedule.
- Course link** – when the student clicks on this link the course information page displays. In this link, students are able to view uploaded documents and view course announcements posted by the professor.
- Course Description** – if the course description is underlined as shown (next to Acc100 – Introduction to Accounting) the student can click on the link to initiate the course evaluation survey. Official final grades will not be visible until the online evaluation has been completed and submitted.
- Semester Official Grade Report** – permits students to see a culmination of the semester Official Grades, including GPA and total credit counts.

| Course                   | Section | Sess. | Description                       | Times           | Start    | End      | Location | Credits | MidTerm | Final |
|--------------------------|---------|-------|-----------------------------------|-----------------|----------|----------|----------|---------|---------|-------|
| <a href="#">ACC100</a>   | 1       |       | <u>Introduction to Accounting</u> | WED 8:00-8:55am | 09/01/08 | 12/15/08 | JEM101   | 3.00    |         |       |
| <a href="#">CHEM 101</a> | 1       |       | Principles of Chemistry           | TUE 2:00-2:55pm | 09/01/08 | 12/15/08 | S300     | 3.00    |         | B     |
| <a href="#">SOC101</a>   | 1       |       | Introduction to Sociology         | THU 7:00-7:55am | 09/01/08 | 12/15/08 | JEM104   | 3.00    |         | C     |

Viewing: 2008/09 Semester: Fall Total Credits Attempted: 9.00  
GRADES IN RED ARE UNOFFICIAL

| Course                | Section | Sess. | Description             | Credits              | Points             | Grade |
|-----------------------|---------|-------|-------------------------|----------------------|--------------------|-------|
| CHEM 101              | 1       |       | Principles of Chemistry | 3.00                 | 9.00               | B     |
| * Not included in GPA |         |       |                         | Earned Credits: 3.00 | Semester GPA: 3.00 |       |

### Registration

As long as there are no restrictions or holds placed on the student's account, online registration is available to students. (See also #4)

The following explains the multiple functions available on the Registration page:

- School Year/Semester** - controls the year and semester of the displayed Registration courses.
- Select Beginning Course Letter** – use the alpha letters to display the course names that begin with that letter. For example, clicking on the “A” displays the course names that begin with A. Clicking on the link View All (slow load ~ 69 Total Courses) displays all the courses in one long list from A to Z.

School Year: 200910 Semester: Fall Submit

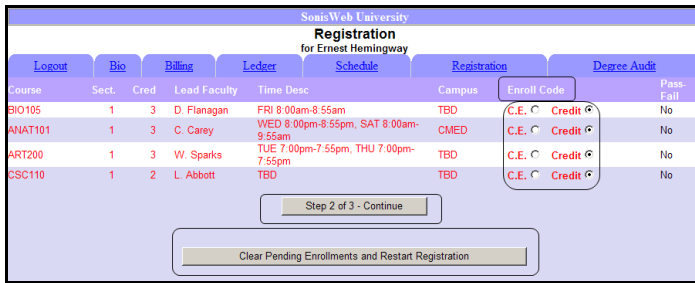
for Ernest Hemingway  
Currently registering under degree *B.A.* at SonisWeb University

Select Beginning Course Letter  
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |  
[View All \(slow load ~ 69 Total Courses\)](#)

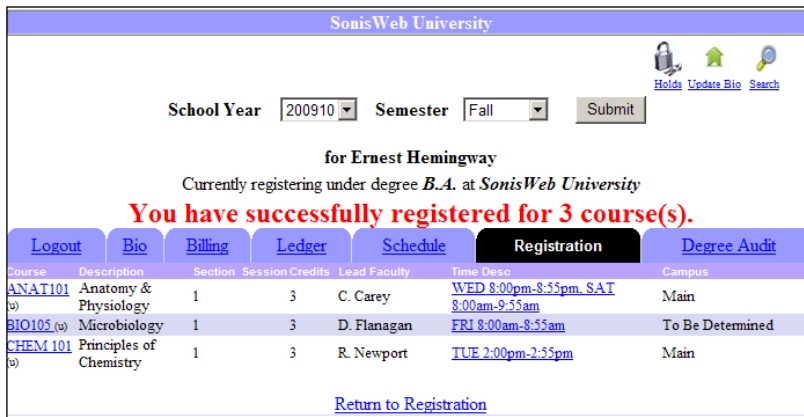
Course Offerings (Click on Spaces link to begin steps.)

| Course  | Description                  | Section | Session | Credits | Lead Faculty | Time Desc   | Campus           |
|---------|------------------------------|---------|---------|---------|--------------|---|------------------|
| ANAT101 | Anatomy & Physiology         | 1       |         | 3       | C. Carey     | WED 8:00pm-8:55pm, SAT 8:00am-8:55am                          | Main             |
| ART101  | Art Appreciation             | 1       |         | 3       | W. Sparks    | MON 10:15am-11:00am   | Main             |
| ART101  | Art Appreciation             | 10      |         | 3       | W. Sparks    | TBD   | Chapel Hill      |
| ART105  | Basic Photographic Technique | 1       |         | 3       | R. Rainwater | TUE 6:00pm-6:55pm, THU 6:00pm-6:55pm                          | To Be Determined |
| ART155  | History of Greco Roman Art   | 1       |         | 3       | L. Abbott    | WED 11:00am-11:55am, FRI 11:00am-11:55am, SAT 11:00am-11:55am | Main             |
| ART200  | History of Modern Art        | 1       |         | 3       | W. Sparks    | TUE 7:00pm-7:55pm, THU 7:00pm-7:55pm                          | To Be Determined |

## STUDENT ACCESS INFORMATION AND INSTRUCTIONS

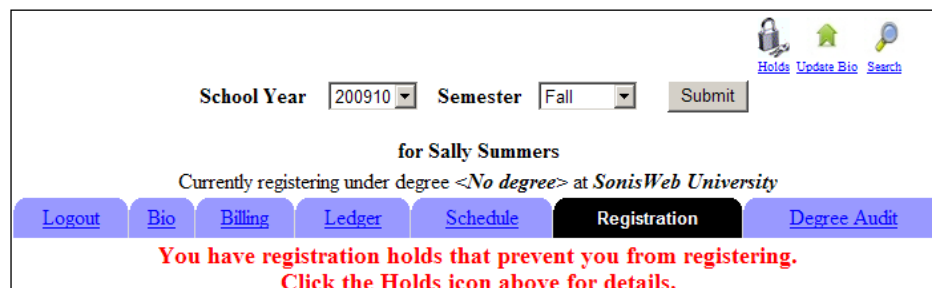


3. **Course Offerings** (Click on the link **Enroll Now** link below to begin steps.) – begins the registration process. Each time a course link is clicked on, the course is added to the student’s personal registration “shopping cart.” Students should continue “shopping” until they have chosen all their courses. Students will have the option of viewing/printing a “Pre-bill” that shows tuition and fees expected to be charged should no further changes be made to the registration.



When the registration process has been successfully completed, the screen will show the courses for which you have registered and the statement letting you know that “You have successfully registered for \_\_\_ courses.”

4. If you get a message that there is a “Registration Hold,” click on the “Holds” icon at the top of that message module to see what the hold is and whom to contact to have it explained and/or removed.



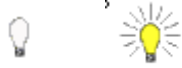
### Icons you may see at the top of your BIO page

Certain icons will appear depending on the Tab page being displayed. The following is an explanation of the functions tied to their respective icons.

**STUDENT ACCESS INFORMATION AND INSTRUCTIONS**

The following icons will appear when the **Bio** tab page is displayed:

**Reminders**



[Reminders](#) or [Reminders](#) The difference between the way this icon displays depends on whether there are unread reminders (lighted bulb) or not(unlit bulb) in the My Reminders page. New reminders are sent from faculty or administration or are created by the students themselves. Click the icon to view/read/delete or create reminders.

| Date ▲   | Reminder Type | From               | Reminder   |
|----------|---------------|--------------------|--|
| 12/03/09 | Personal      | Hemingway , Ernest | <a href="#">Remember to bring Journal to class on Wednesday.</a> |
| 02/22/07 | General       | Moisan , John      | <a href="#">Classes will not be held on February 19th due to</a> |

- Reminders that have been read appear in gray text.
- New reminders marked as unread appear in bold text.
- The reminder link is clicked to view/delete the reminder.
- Add A Reminder button is clicked to create a new reminder for yourself.

**Update My Reminder**

To: Ernest Hemingway      Reminder Type: Personal  
 From: Ernest Hemingway      Date: 12/03/2009  
 Memo: Remember to bring Journal to class on Wednesday.

Mark As Read       Mark As Unread       Delete

**Add A Reminder**

To: Ernest Hemingway      Reminder Type: General  
 From: Ernest Hemingway      Date:

Memo:

[RETURN](#)

**Search**

This icon is used to initiate the search for other people within the database. Other people can only be found if they have enabled “publishing” in their Update Bio page.

- Use the radio button to identify what type of person you are searching for.
- Only Alumni can be found using the Graduation Year dropdown
- The search results page will list all persons who meet the search criteria.

**Search**

Student       Alumni       Faculty       Staff

Last Name:

First Name:

State:

Graduation Year:

## STUDENT ACCESS INFORMATION AND INSTRUCTIONS



### Update Bio [Update Bio](#)

Editable fields are shown as text fields.

If you wish to receive emergency text messaging, your cell phone number (with area code) along with the "Cell Phone Provider" must be listed and the "Text Me Flag" must be enabled.

**Pin** – this is where the student's personal PIN can be edited.

**Profile** - this area is provided to permit students to enter some personal information about themselves. If Publish Profile checkbox is enabled in the Search Display Options area below, the information can be viewed by others searching for them in the database.

**Search Display Options** – if any of these checkboxes are enabled the student is permitting that data to be viewed by others searching for them in the database. It is the student's prerogative to decide what information s/he would like to be made available to the Seminary community.

### Printable



[Printable](#) This icon, when clicked on from within the Bio tab display page, produces a printable copy of the student's course history; basically an unofficial transcript.

### Emergency Contacts



[Emer Contacts](#) This icon permits students to enter information regarding their emergency contacts. At the point that the contact information is submitted it can no longer be edited or deleted by the student; only by the registrar upon written authorization from the student. The student can add multiple emergency contacts and can make current contacts inactive.

| Name           | Relationship | Primary No.  | Alternate No. | Inactive                 |
|----------------|--------------|--------------|---------------|--------------------------|
| Beatrix Potter | Great Aunt   | 860-343-1222 |               | <input type="checkbox"/> |

Once a new contact has been submitted it will appear on the Emergency Contact page. Use the "Add New Contact" button to create a new contact. Use the "Update Inactive Records" button to save the setting if the "inactive" checkbox has been enabled on an existing contact.