

JAGCALL

Dial 771-5889

JAGCALL

TELEPHONE REGISTRATION

Hours of Operation

Monday through Sunday - 7:00am to 7:00pm Daily

Limited to 15 minutes per call.

ALL STUDENTS WHO ARE CURRENTLY ENROLLED IN THE UNIVERSITY (INCLUDING FIRST-TIME DEGREE SEEKING GRADUATE STUDENTS) ARE ELIGIBLE TO PARTICIPATE IN TELEPHONE REGISTRATION.

All students, new and transfer, will be assigned a Personal Identification Number (PIN). This number will consist of your birth month / birthday / birth year. For example, if your birthday is February 14, 1978, your PIN will be 021478. The security of your PIN is very important. For your protection, please change your PIN immediately upon access to JAGCALL. Continuing students should use the PIN used previously. You are personally responsible for the security of your PIN. Those who incur problems with their assigned number may go to the Registrar's Office with a picture I.D. to obtain another one.

UNDERGRADUATE STUDENT RESPONSIBILITIES

If you are eligible for telephone registration, you must first be cleared by your assigned advisor.

- You are personally responsible for knowing all requirements established for your degree and for adhering to all published regulations of the University. It is your responsibility to learn these regulations and to satisfy your degree requirements. Your advisor or mentor may not assume that responsibility. Any substitution, waiver, or exemption from any established departmental or college requirement or academic standard may be accomplished only with the recommendation of the dean of your college/school and approval of the Vice Chancellor for Academic Affairs.
- The billing address on file will be used to mail all correspondence to you from the University. Thus, to assure receipt of official notifications, it is imperative that you provide your current address and telephone number.
- You should follow course sequences and prerequisites, as listed in the approved department and college curriculum plans.
- You are responsible for initiating regular meetings with your assigned advisor each academic term, over the course of your program of study at the University. It is also your responsibility to bring any concerns or problems encountered first to the attention of your advisor.
- You must ensure that an official record of all transfer credits from other institutions have been submitted to the Office of the Registrar. All transfer credits must be submitted to the Office of the Registrar no later than 45 days after the beginning of the term following the one in which the credits were earned.

GRADUATE STUDENTS RESPONSIBILITIES

Every graduate student must be assigned an advisor in his/her academic department. At the time of admission, the student in consultation with the Department Chairperson and the Graduate Coordinator, shall select an advisor. Once assigned an advisor, the student is to meet with his/her advisor at least three times per semester for review of progress and advisement. A Plan of Study is to be formulated at the beginning of the first semester in Graduate School by the advisor and student, signed by the advisor, submitted to the Graduate School for review. The signed original will be filed with the student's graduate records. The advisor shall maintain appropriate records which indicate the progress of the advisee fulfilling requirements of the graduate degree. Applications for candidacy will be processed by the advisor through appropriate channels to the Office of the Graduate School. Even though advisors are appointed to assist graduate students in every practicable way, it is the personal responsibility of each graduate student to know the rules, standards, and requirements as stated in the current University catalog and to observe all regulations, and to meet all requirements of the Graduate School, the respective graduate programs and Southern University.

Students who wish to take graduate course(s) under a non-degree (non-matriculated) status, must seek advice and permission from the academic department offering those courses.

PERSONAL IDENTIFICATION NUMBER (PIN)

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JAGCALL TELEPHONE REGISTRATION INSTRUCTIONS

STEP 1. **See your advisor!**

STEP 2. **Complete the JAGCALL Registration Worksheet for each term that you plan to enroll. Be sure you have selected alternate classes, in case your first selection is closed or canceled.** If your class is closed, contact the department offering the course.

All prerequisites and co-requisites will be enforced! If you have a prerequisite problem, you need to see your advisor!

Remember that you will be limited to fifteen (15) minutes per telephone call. However, there is no limit to the number of times you can access JAGCALL. Please have all of your worksheet completed BEFORE DIALING JAGCALL. If the JAGCALL line is busy, please call back later. If the system does not respond, call the Registrar's Office during normal working hours.

STEP 3. **Use a touch-tone telephone**

To register, DIAL 771-5889. Please do not use a rotary-type telephone, as those will not work with JAGCALL. Please have all of your worksheets completed BEFORE DIALING JAGCALL.

STEP 4. **Press 1 for Registration Information**

Listen Carefully to JAGCALL Instructions. The JAGCALL voice will guide you through each step.

STEP 5. **If this is your first time using JAGCALL, press 3 to change your PIN, otherwise press 1 to enter your course selections.**

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ATTENTION! STUDENTS CANNOT CROSS-REGISTER VIA TELEPHONE. YOU MUST GO TO THE REGISTRAR'S OFFICE IN W.W. STEWART HALL.

