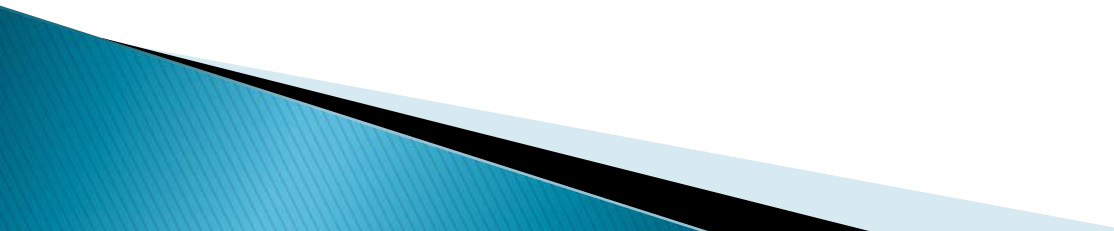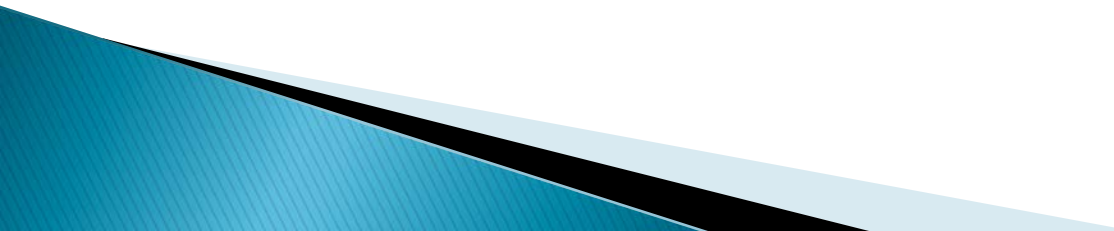# REGISTRAR'S OFFICE & PRISM or Parents

Todd Norris

Registrar
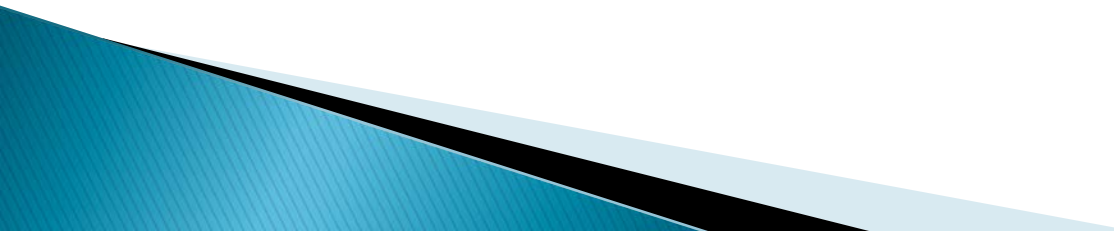
How does our office help your daughter?

▸ Maintain student records

▸ Verify your daughter's enrollment status

▸ Certify for graduation

▸ Protect your daughter's privacy rights
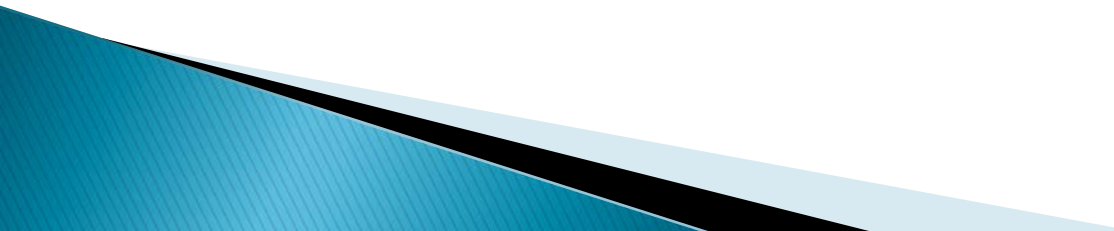
Maintain Student Records

- Schedule of Classes/Registration

- Transfer Credit/Test Credit

- Grades

- Official Transcripts
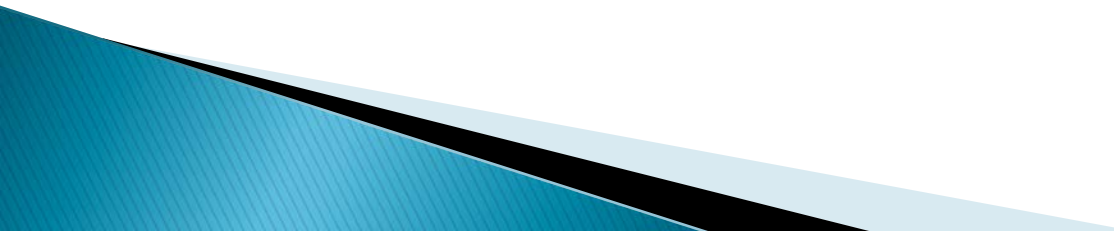
Verify Enrollment

- Report your daughter's status each semester
  - Health/Auto Insurance/Loan Deferment/Scholarship

- National Student Clearinghouse

- Obtaining an Enrollment Verification
  - Your daughter can easily get this from the portal
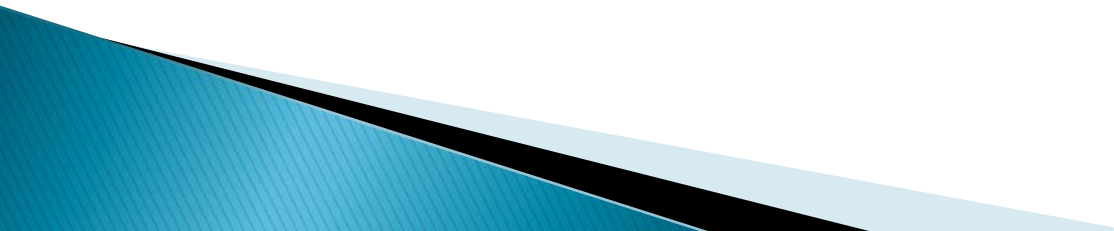
Certify for Graduation

- Monitor progress toward degree

- Order diplomas

- Post awarded degrees to the transcript

- Report earned degrees to the National Student Clearinghouse

Protect Privacy

- FERPA
  - Federal Education Rights and Privacy Act

- Your student's records and your student's rights

- An option for parents

The Portal

- Register for classes
- View grades
- Track progress toward degree
- View unofficial transcript
- Order official transcripts
- Obtain enrollment verification
- Student Accounts (Touchnet)
- Financial Aid
- PRISM for Parents!

page 1 of 3

☐ Show Hidden

Student Records

Academic Calendar

Check-In

☐ Consortium Programs

    NICE Consortium Information

    SMC@ND Co-Exchange Information

    SMC@ND Co-Exchange Application

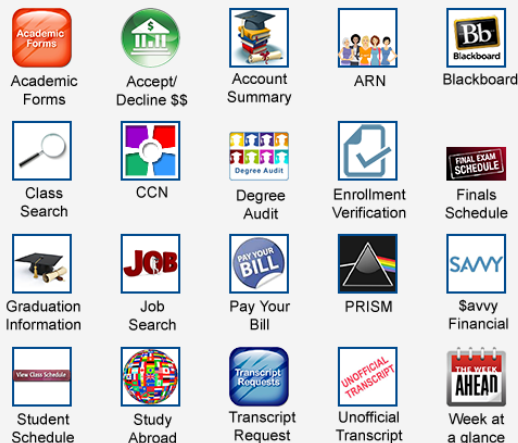Degree Audit

Enrollment Verification

☐ Forms

    Advising Form

    Learning Contract

    SMC@ND Co-Exchange Application

    Study Abroad Advising Form

☐ Grades

    Mid-Semester Deficiencies

    Final Grades

    Unofficial Transcript

☐ Registration

    Add/Drop Classes

    Concise Student Schedule

    Registration Appointment Time

    Dates, Details & Instructions

☐ Schedule of Classes

    Course Search

    Sophia Course Search (User Name: public; Password: saintmarys)

    PDF Schedule of Classes

Summer Session

Test Scores

Textbooks

Transcript Request (via PRISM)

Week at a Glance

Report an Incident

Click on the links below to report any incident on campus:

Make a Maxient Incident Report

Make an Anonymous Crime Report

Make a Title IX Report

Make an EthicsPoint Report

PRISM for Parents
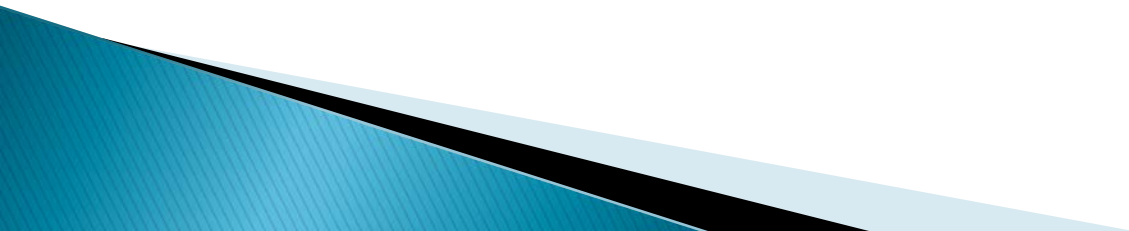
What Parents Can Do on PRISM

- General student information
- Class schedule
- Grades
- Transcript
- Student Account history
- Financial Aid history

You must obtain access from your daughter!

Demonstration of PRISM for Parents

Student View

Saint Mary's College
NOTRE DAME · INDIANA

Personal Information   **Alumnae and Friends**   **Student**   **Financial Aid**   **PRISM for Parents**

Search [   ] Go   Search [   ] Go

SITE MAP   HELP   EXIT

Main Menu

Welcome, **Marian (1) G. Madeleva**! Last web access on Aug 20, 2009 at 05:31 pm

Personal Information
View or update your address(es), phone number(s), e-mail address(es); View name change, marital status & social security number change information; Change your PIN.

Alumnae and Friends
Find a classmate; Review your online directory information; Change your address(es), phone number(s), e-mail address(es); Take a survey; Update your employment information; Make a gift to Saint Mary's; Send a message to the Alumnae Relations Office.

Student
Register; View your academic records

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Answer a Survey
Look up available surveys; answer an available survey.

PRISM for Parents
Parent access to student information.

Return to Homepage

RELEASE: 8.2

Back Forward | Reload Stop Home | https://inban.saintmarys.edu:444/pprdss/twbkwbis.P_GenMenu?name=bmenu.P_ParentMenu | us news and world report

Parent Access Menu | XM Radio - Listen Online

Saint Mary's College
NOTRE DAME · INDIANA

Personal Information   **Alumnae and Friends**   **Student**   **Financial Aid**   **PRISM for Parents**

Search [   ] Go   Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Parent Access Menu

Select Parent
Authorize Information

View Authorization History

Frequently Asked Questions for Parents

Frequently Asked Questions for Students

Comments on PRISM for Parents
Send your comments or suggestions for improving the PRISM for Parents feature to the registrar.

Link to National Student Clearinghouse (parents only)
Parents may request current or past enrollment verifications through the National Student Clearinghouse for a nominal fee. Click on "Verify Now" on the left hand side and follow the instructions provided by the Clearinghouse.

FACTS - Tuition Management Plan

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                                                    SUNGARD HIGHER EDUCATION

Back   Forward   Reload   Stop   Home

https://inban.saintmarys.edu:444/pprdss/web4parent.P_SelectParent

us news and world report

Select Parent   XM Radio - Listen Online

Saint Mary's College
NOTRE DAME · INDIANA

Personal Information   **Alumnae and Friends**   **Student**   **Financial Aid**   **PRISM for Parents**

Search [   ] Go   Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Select Parent

IMPORTANT: By participating in this activity, I acknowledge that I have exclusive control over the electronic viewing of my information to those utilizing the PRISM for Parents application, and this is my authorization to release selected information to the parent(s)/guardian(s) listed below.

Select a parent from the list below and click on Submit. If your parent's name is not displayed then click on the following e-mail link: PRISM for Parents

- Provide us with the corrected (or missing) parent information. Include in your e-mail their full name, mailing address, and phone #.
- Please include your SMC ID number and your full name.
- You will be contacted via e-mail when this information has been updated and/or corrected.

Select a Parent: [Mary (mom) Madeleva ▼]   Submit

None
Joseph (dad) J. Madeleva
Mary (mom) Madeleva

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Done   inban.saintmarys.edu:444

File   Edit   View   History   Bookmarks   Tools   Help

Back   Forward   Reload   Stop   Home   https://inban.saintmarys.edu:444/pprdss/web4parent.P_AuthPackage   G us news and world report

Authorize Student Information   XM Radio - Listen Online

Authorize Student Information

Parent User ID and PIN Information

- If this parent is an Alum or SMC Employee he/she will already have a Banner User ID and PIN and should continue to use both.

- If this parent is <u>NOT</u> an Alum or SMC Employee, you will need to provide him/her with the <u>User ID</u> listed below and the initial PIN based on the following:
    - If a birthdate is listed below, the initial PIN will be that date in the format MMDDYY (January 15, 1980 = 011580).
    - If there is no birthdate listed, the intial PIN will be the last 6 digits of the User ID.
- If any information is incorrect please notify the Registrar.

Student information is only available to your parent if you enable the page using this secure web application. A checked box indicates that the page is enabled. Changes take affect immediately.

Student:	**Marian (1) G. Madeleva**
Parent:	**Mary (mom) Madeleva**
Address:	1234 Main Street South Bend, IN 46614
Phone:	
User ID:	321321321 ⟵ Write this # down!
BirthDate:	

[Submit]   [Submit All Disabled]   [Submit All Enabled]

☐ Registrar - Student Information   View student information

☐ Registrar - Schedule by Day and Time   View class schedule by day and time

☐ Registrar - Schedule with Course Detail   View detailed class schedule

Done   inban.saintmarys.edu:444

File   Edit   View   History   Bookmarks   Tools   Help

Back   Forward   Reload   Stop   Home   https://inban.saintmarys.edu:444/pprdss/web4parent.P_AuthPackage   us news and world report

| Authorize Student Information | XM Radio - Listen Online |

BirthDate:

| Submit | | Submit All Disabled | | Submit All Enabled |

☐ Registrar - Student Information   View student information

☑ Registrar - Schedule by Day and Time   View class schedule by day and time

☑ Registrar - Schedule with Course Detail   View detailed class schedule

☐ Registrar - Midterm Grades   View midterm grades by term

☑ Registrar - Final Grades   View final grades by term

☐ Registrar - Academic Transcript   View transcript information

☐ Registrar - Academic Holds   View holds that can prevent the student from registering for classes, or viewing grades and viewing or receiving transcripts

☑ Student Accounts - Summary   View billing account summary

☑ Student Accounts - Summary by Term   View billing account summary by term

☐ Student Accounts - Tax Notification   View tax notification

☐ Student Accounts - View Statement and Payment History   View Statement and Payment History

☐ Financial Aid - Award History   View financial aid award history

☑ Financial Aid - Award Messages   View messages about the student's financial aid awards

☑ Financial Aid - Award Payment Schedule   View financial aid award payment schedule

☐ Financial Aid - Academic Progress   View Academic Progress (for financial aid only)

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Demonstration of PRISM for Parents

Parent View

www.saintmarys.edu/prism

Saint Mary's College
NOTRE DAME · INDIANA

Enter Secure Area
General Financial Aid
Campus Directory
Class Schedule
Course Catalog
Transfer Courses Articulation

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Back   Forward   Reload   Stop   Home   https://inban.saintmarys.edu:444/pprdss/twbkwbis.P_GenMenu?name=bmenu.P_ParentMenu   us news and world report

Parent Access Menu   XM Radio - Listen Online

Saint Mary's College
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Personal Information   **PRISM for Parents**

Search [   ] Go   Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Parent Access Menu

Select Student

View Information

View Authorization History

Frequently Asked Questions for Parents

Frequently Asked Questions for Students

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Link to National Student Clearinghouse (parents only)
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FACTS - Tuition Management Plan

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File   Edit   View   History   Bookmarks   Tools   Help

Back   Forward   Reload   Stop   Home   https://inban.saintmarys.edu:444/pprdss/web4parent.P_SelectStudent   us news and world report

Select Student   XM Radio - Listen Online

Saint Mary's College
NOTRE DAME • INDIANA

Personal Information   **PRISM for Parents**

Search [   ] Go   Search [   ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT
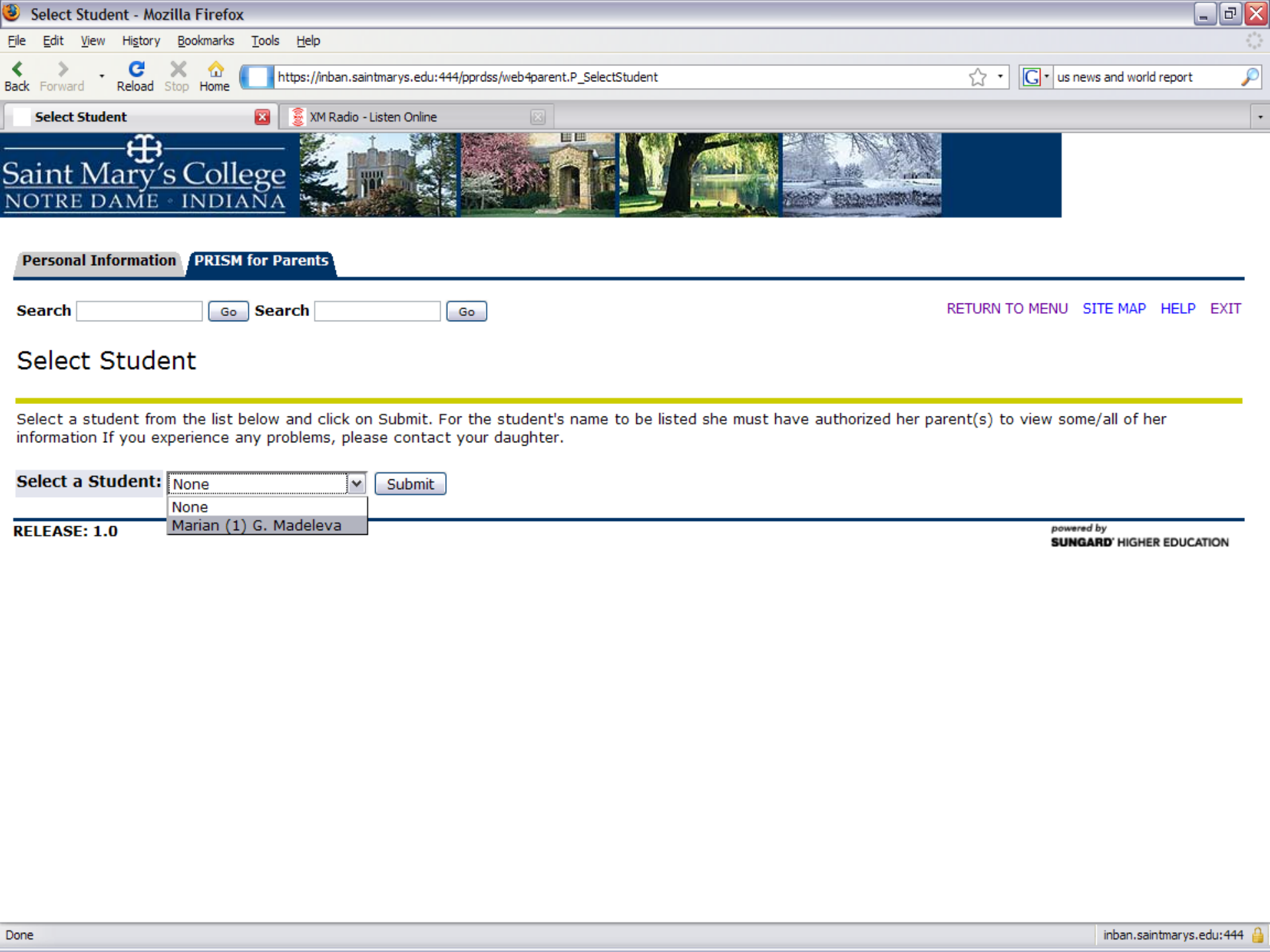
Select Student

Select a student from the list below and click on Submit. For the student's name to be listed she must have authorized her parent(s) to view some/all of her information If you experience any problems, please contact your daughter.

Select a Student: [None ▼] [Submit]

None
Marian (1) G. Madeleva

RELEASE: 1.0

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If you have more than one daughter at SMC and only one shows up in the drop-down box, then the other daughter has not authorized you to see any information—yet!

File   Edit   View   History   Bookmarks   Tools   Help

Back   Forward   Reload   Stop   Home   https://inban.saintmarys.edu:444/pprdss/twbkwbis.P_GenMenu?name=bmenu.P_ParentMenu   us news and world report

Parent Access Menu   XM Radio - Listen Online

Saint Mary's College
NOTRE DAME · INDIANA

Personal Information   **PRISM for Parents**

Search [   ] Go   Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Parent Access Menu

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FACTS - Tuition Management Plan

RELEASE: 8.2

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File Edit View History Bookmarks Tools Help

Back Forward Reload Stop Home | https://inban.saintmarys.edu:444/pprdss/web4parent.P_ShowPackage | us news and world report

View Student Information | XM Radio - Listen Online

Saint Mary's College
NOTRE DAME · INDIANA

Personal Information | **PRISM for Parents**

Search [   ] Go Search [   ] Go

View Student Information

Select a page from the list below.

Pages authorized by Marian (1) G. Madeleva

Registrar - Schedule by Day and Time   View class schedule by day and time

Registrar - Schedule with Course Detail   View detailed class schedule

Registrar - Final Grades   View final grades by term

Registrar - Academic Transcript   View transcript information

Student Accounts - Summary   View billing account summary

Student Accounts - Summary by Term   View billing account summary by term

Financial Aid - Award Messages   View messages about the student's financial aid awards

Financial Aid - Award Payment Schedule   View financial aid award payment schedule

[Select another Student | View Authorization History]

Done   inban.saintmarys.edu:444

Website and Contact Details

▸ Instructions for Prism for Parents:
- www.saintmarys.edu/registrar/students/prism

▸ Questions?
- Email us at registrar@saintmarys.edu
- or call at (574) 284-4560