

Welcome to LDSBC Online



Log in to LDSBC Online using your
W00XXXXX number and password.

ADDING CLASSES

Click on: SA Self Service
Learner Services
Academics
Enroll in a Class

Choose the term for which you would like to register.

PeopleSoft®

Home > SA Self Service > Learner Services > Academics > Enroll in a Class

Enrollment

Select Enrollment Term

You are eligible to view and/or modify enrollment information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
1997 Spring Quarter	Quarter Undergraduate	LDS Business College
1997 Winter Quarter	Quarter Undergraduate	LDS Business College
1996 Fall Quarter	Quarter Undergraduate	LDS Business College
1996 Summer Quarter	Quarter Undergraduate	LDS Business College
1996 Spring Quarter	Quarter Undergraduate	LDS Business College
2008 Winter Semester	Undergraduate	LDS Business College
2007 Fall Semester	Undergraduate	LDS Business College
2007 Summer Term	Undergraduate	LDS Business College

[Return to Academics](#)

Click: Add Classes

Home > SA Self Service > Learner Services > Academics > Enroll in a Class

Enrollment

View My Schedule **Semester you are registering for.**

Your Name
Undergraduate LDS Business College

Our records indicate that you are not enrolled in any classes for this term.
To enroll in classes for this term, click **ADD CLASSES**.
To select a different term, click **RETURN TO TERM SEARCH**.

Go to: [Add Classes](#) [Printer Friendly Page](#) [Select a Different Term](#)
[Return to Academics](#)

There are two ways to add a class:

OPTION A-Using the Class Number

If you know the four-digit class number, simply enter it in the “Class Nbr” column. The Class Nbr. Can be located on the class schedule.

If you do not know the Class Nbr., proceed to **OPTION B.**

OPTION B-Searching for a Class

Click on the magnifying glass next to the “Class Nbr” column.

Enter the subject (ACC, BUS, ID, etc.) [If you do not know the subject, click on the magnifying glass next to the subject box, click the lookup button and choose the subject you need.]

Enter the catalog number (101, 117, 230) [If you do not know the catalog number leave it blank]

Make sure the box next to “Open Classes Only” is checked.

Click the Search button

Choose the course you would like to enroll in.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status	
1020	ART 106	01	3.00	ABC/NC Grading	Pending	Delete
1239	SS 105	01	3.00	ABC/NC Grading	Pending	Delete
1043	ENG 101	02	3.00	ABC/NC Grading	Pending	Delete
			0.00		Pending	Delete
			0.00		Pending	Delete
			0.00		Pending	Delete
Add Another Class						

Once you have found all the courses you would like to add, click the submit button.

Check the “Add Status” column to see if all your classes were added. You will see one of the following three statuses.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status	
1018	ART 101	01	3.00	ABC/NC Grading	Errors found	Delete
1003	ACC 101	02	3.00	ABC/NC Grading	Success	Delete
1128	ENG 101	05	3.00	ABC/NC Grading	Success/Messages	Delete

[Add Another Class](#)

Submit

- Success This means you are enrolled in the course.
- Success/Messages This means you are enrolled, but there is additional information for you. Click on “Success/Messages” to see the additional information
- Errors Found This means you are not enrolled. Click on “Errors found” to see what the problem is and how to resolve it.

DROPPING CLASSES

Click on: SA Self Service
Learner Services
Academics
Enroll in a Class

Choose the term for which you are dropping classes.

PeopleSoft®

Home > SA Self Service > Learner Services > Academics > Enroll in a Class

Enrollment

Select Enrollment Term

You are eligible to view and/or modify enrollment information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
1997 Spring Quarter	Quarter Undergraduate	LDS Business College
1997 Winter Quarter	Quarter Undergraduate	LDS Business College
1996 Fall Quarter	Quarter Undergraduate	LDS Business College
1996 Summer Quarter	Quarter Undergraduate	LDS Business College
1996 Spring Quarter	Quarter Undergraduate	LDS Business College
2008 Winter Semester	Undergraduate	LDS Business College
2007 Fall Semester	Undergraduate	LDS Business College
2007 Summer Term	Undergraduate	LDS Business College

[Return to Academics](#)

Click: Drop/Update Classes

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes [Refresh Class Schedule](#)

ACC 101	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 1003	02	Dis/Lec	Elementary Accounting I	ABC/NC Grading		3.00	Enrolled
	10:00AM	11:00AM	Mon,Wed,Fri			LDS Business College 503	01/07/2008 - 04/09/2008
			Instructor:	Finlinson,Kitt R.			
ENG 101	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 1128	05	Dis/Lec	Intro. to College Writing	ABC/NC Grading		3.00	Enrolled
	12:20PM	1:20PM	Mon,Wed,Fri			LDS Business College 707	01/07/2008 - 04/09/2008
			Instructor:	Dunkley,Karen G. Hales,Karen K Ravneng,Bente H			

Go to: [Add Classes](#) [Drop / Update Classes](#) [Swap Classes](#) [Printer Friendly Page](#) [Select a Different Term](#)
[Return to Academics](#)

Click the down arrow button under the action column and choose “drop” for each class that you want to drop.

*Action	Subject / Catalog#	Section	Enrollment Status	Units	Grading Option	Update Status
-Select enrollment action-	ACC 101	02	Enrolled	3.00	ABC/NC Grading	Pending
-Select enrollment action-	ENG 101	05	Enrolled	3.00	ABC/NC Grading	Pending

Go to: [View My Schedule](#) [Add Classes](#) [Swap Classes](#) [Return to Term Search](#)

Click submit.

Check the “Update Status” to make sure it was successful.

*Action	Subject / Catalog#	Section	Enrollment Status	Units	Grading Option	Update Status
Drop	ACC 101	02	Enrolled	3.00	ABC/NC Grading	Errors found

If the status says “Success,” then you have been dropped from the class.

If the status says “Errors found,” click on “errors found” to find out why you are unable to drop the class and how to resolve the issue.

NOTE: You may not drop all of your classes online. If you want to drop all of your classes you need to notify the school in writing.

VIEW YOUR ENROLLMENT APPOINTMENT

(See when you can enroll)

Click Home
SA Self Service
Learner Services
Academics
View Enrollment
Appointment

Choose the term you would like to view

PeopleSoft®

Home > SA Self Service > Learner Services > Academics > View Enrollment Appointment

View Enrollment Appointment

Select Term

Term	Academic Career	Institution
1997 Spring Quarter	Quarter Undergraduate	LDS Business College
1997 Winter Quarter	Quarter Undergraduate	LDS Business College
1996 Fall Quarter	Quarter Undergraduate	LDS Business College
1996 Summer Quarter	Quarter Undergraduate	LDS Business College
1996 Spring Quarter	Quarter Undergraduate	LDS Business College
2008 Winter Semester	Undergraduate	LDS Business College
2007 Fall Semester	Undergraduate	LDS Business College
2007 Summer Term	Undergraduate	LDS Business College

[Return to Academics](#)

Enrollment Appointment

View Details **2008 Winter Semester**

Undergraduate LDS Business College

Session: 1 Regular Academic Session Appointment Nbr: 0002

Start Date/Time: 10/29/2007 - 12:00AM **End Date/Time:** 01/11/2008 - 11:59PM

Units Limits	For the Term	For this Session	For this Appointment
Maximum	25.00	25.00	25.00
No GPA Units	25.00	25.00	25.00
Audit Units	25.00	25.00	25.00
Waitlist Units	25.00	25.00	18.00

[Select a Different Term](#) [Return to Academics](#)

Here you will see when you can start registering. It also shows the last date you can add or drop courses online.

VIEW YOUR GRADES

Click Home
SA Self Service
Learner Services
Academics
View My Grades

Choose the term you wish to view.

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Academics](#) > [View My Grades](#)

View My Grades

Select Term

Term	Institution	Academic Career
1997 Spring Quarter	LDS Business College	Quarter Undergraduate
1997 Winter Quarter	LDS Business College	Quarter Undergraduate
1996 Fall Quarter	LDS Business College	Quarter Undergraduate
1996 Summer Quarter	LDS Business College	Quarter Undergraduate
1996 Spring Quarter	LDS Business College	Quarter Undergraduate

[Return to Academics](#)

Grades will be posted on this page within a week of the last day of classes.

View My Grades

Undergraduate LDS Business College

	Class Nbr	Sect	Course Title	Component	Grading Basis	Official Grade	Units Earned
ACC 101	1003	02	Elementary Accounting I	Dis/Lec	ABC/NC Grading		3.00
ART 101	1018	01	Survey of Art History	Dis/Lec	ABC/NC Grading		3.00
COM 122	1034	02	Interpersonal Comm.	Dis/Lec	ABC/NC Grading		3.00
HIST 170	1213	02	American Civilization	Dis/Lec	ABC/NC Grading		3.00
IT 120	1219	01	Integrated Computer Applicatio	Dis/Lec	ABC/NC Grading		3.00
REL 211	1255	04	New Testament I	Dis/Lec	ABC/NC Grading		2.00

Term Statistics					
Courses Attempted	Units In Progress	Units Taken Toward GPA	Units Passed Toward GPA	Grade Points	Current GPA
	17.000	0.000	0.000	0.000	0.000

Cumulative Statistics				
Total In Progress - GPA	Total Taken Toward GPA	Total Passed Toward GPA	Total Grade Points	Cumulative GPA
17.000	0.000	0.000	0.000	0.000

VIEW YOUR TRANSFER CREDIT

(What transferred over from your other schools)

- Click Home
- SA Self Service
- Learner Services
- Academics
- View Transfer Credit Report

This screen will show what courses transferred over and what they transferred over as.

View Transfer Credit Report									
Course Credits			No Test Credits			No Other Credits			
						View All	First	1 of 1	Last
Model Nbr:	1		Posted						
Academic Institution:	LDS Business College				Credit Source Type:	Manual			
Academic Career:	Undergraduate				Source Institution:	Ricks College			
Academic Program:	General Studies								
Academic Plan:	Visiting Student								
Transfer Term	Group	External Subject / Catalog Nbr	Units Taken	Grade Input	Status	Equivalent Subject / Catlg Nbr	Units Transferred	Grade	
2007 Fall Semester	1	MATH 100A	1.00		Posted	MAT 90	1.000		
2007 Fall Semester	2	REL 241	2.00		Posted	REL 241	2.000		
2007 Fall Semester	3	SPAN 101	4.00		Posted	LAN 101	4.000		
2007 Fall Semester	4	ENG 260	3.00		Posted	ENG 250	3.000		
2007 Fall Semester	5	ENG 111	3.00		Posted	ENG 112	3.000		
2007 Fall Semester	6	HIST 120	3.00		Posted	HUM GE	3.000		

If you transferred credit from more than one institution use the arrows to see the different institutions.

This screen will also show any AP Credit you have received.

If you have transfer credit that does not show and you have requested that your transcript be sent, check with the admissions office to see if the College has received the official transcript.