

# CAMPUSNEXUS: BJU STUDENT PORTAL GUIDE

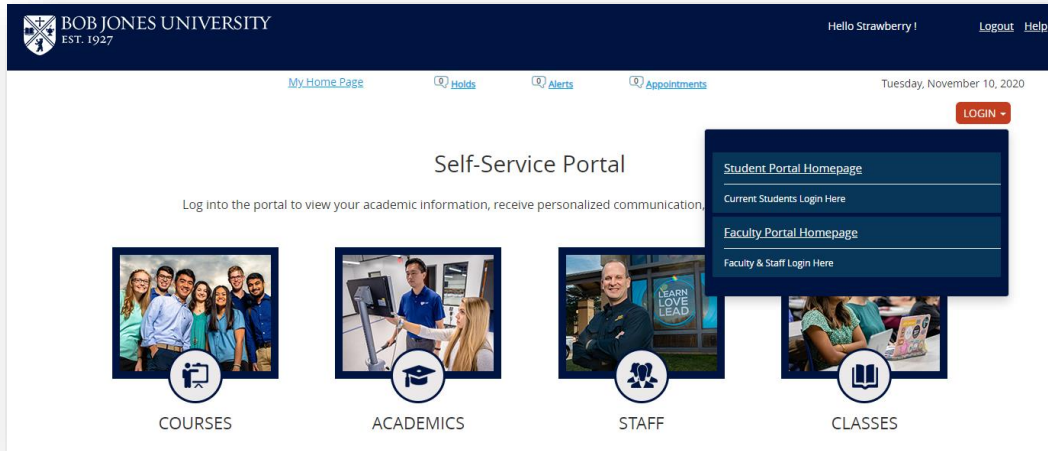
This guide contains an overview of how to register for courses, view schedules, and access important information about grades and finances.

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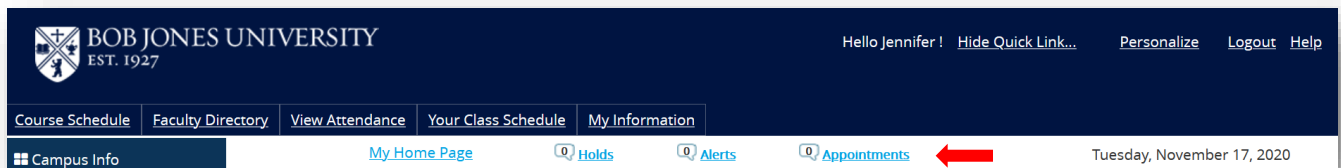
## STUDENT PORTAL LOGIN

1. Go to [studentportal.bju.edu](http://studentportal.bju.edu) and click **Login**.
2. Select **Student Portal Homepage**.



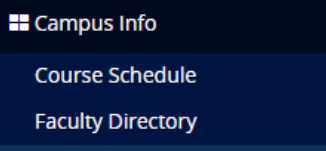
3. Enter your BJU credentials when prompted.

## MY HOME PAGE



- Be alert to any **Holds**, **Alerts**, and **Appointments** notices at the top of the page. Click the link to view them.
- Click **Personalize** to choose which tiles are displayed on your Home Page.
- **Show Quick Links** will place important links at the top of the page.

## CAMPUS INFO



The Campus Info folder provides information about courses offered at BJU and features a faculty directory.

## COURSE SCHEDULE

1. In the left-hand menu click **Campus Info** to expand your choices.
2. Click **Course Schedule**.
3. Search using a variety of filters to find the course you need. You can even search by the days and times a course meets.
4. After specifying the details for your search, click **Search** to see the results.

My Home Page   Holds   Alerts   Appointments

### Course Schedule Search

Select the appropriate Campus and Term. Use the following search criteria to narrow your focus when searching for a course.

Course Schedule Search

---

#### Course Details

Campus: MAIN Campus

Term: Fall 2020

Keyword:

Mon  Tue  Wed  Thu   
Fri  Sat  Sun

Course:

Section:  Open    Open & Closed

Earliest Start Time: 12:00 am

Latest Start Time: 11:00 pm

Course Type: \*All\*

5. If the results list is a long one, use the **Search** box to find what you are looking for. (See image below).
6. In the Course Schedule column, select **Click for Details** to view more information about a course, including any course and test prerequisites.

Results for Term: Fall 2020

## Denotes a class where Pass/Fail is Required.

Show  entries

Showing 1 to 917 of 917 entries

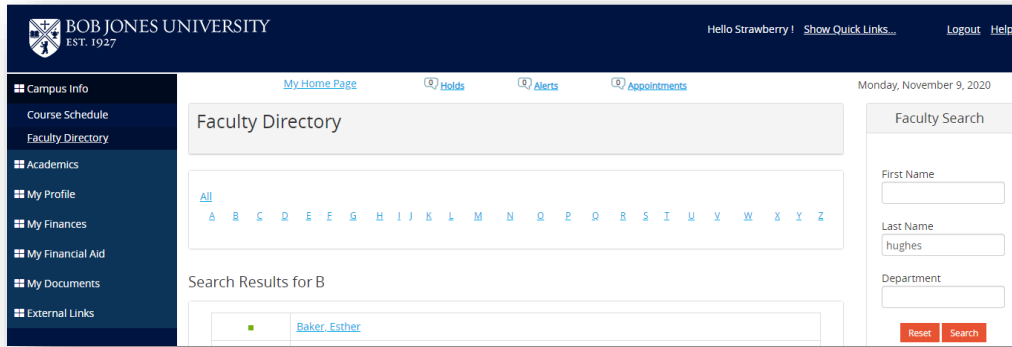
Previous  Next

Course	Course Title	Section	Term Period	Credits	Course Schedule
Ac 103.2	Introduction to Accounting I	3	8/18/2020 to 11/24/2020	3.00	<a href="#">Click for Details</a>
Ac 203.1	Principles of Accounting I	92Online	8/18/2020 to 11/24/2020	3.00	<a href="#">Click for Details</a>
Ac 203.1	Principles of Accounting I	1	8/18/2020 to 11/24/2020	3.00	<a href="#">Click for Details</a>

## FACULTY DIRECTORY

The Faculty Directory provides information such as the office number and email address of faculty.

1. Under **Campus Info**, click **Faculty Directory** in the left-hand menu.
2. Use the alphabetical index to search for faculty members by their last name or use the **Faculty Search** box at the right of the page to search for faculty by First Name, Last Name, and Department.



## ACADEMICS



The Academics folder provides access to course registration, attendance, class schedule and grades related information.

## REGISTRATION

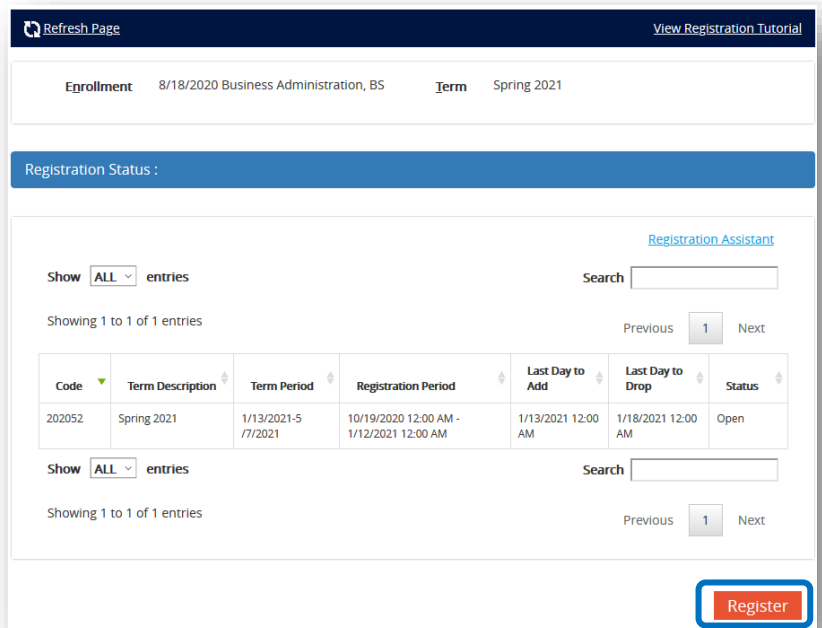
In the left-hand menu choose **Academics**, and then choose **Registration**.

**NOTE:** If registration is closed, you will see a notice advising you of that fact. Check with the Registrar's Office at the Hub if you have questions.

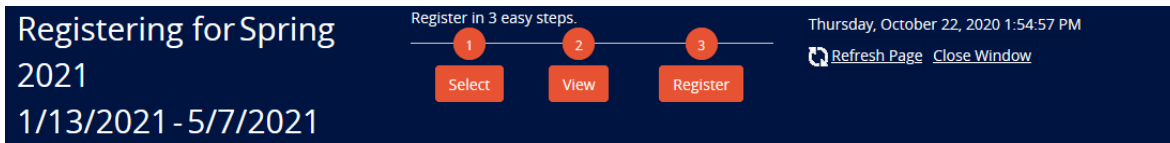
- The current enrollment period is displayed by default. If more than one term is available, you can select it from the **Term** dropdown list.
- The **Registration Status** section provides information concerning the current term.

To begin registering for courses, click the **Register** button.

- The registration page opens in a separate window. **NOTE:** If the window does not open, ensure that the browser pop-up blocker is turned off for this site.



- Registration is a three-step process: Select, View, and Register. You can click these buttons at the top of the window to navigate forward and backward in the registration process.







## SEARCH FOR COURSES

- In the **Course Search** tab of the Search Courses & Quick Add section, set your search filters to narrow your search to the courses you need.
  - Display:** Required or Elective
  - Type:** All or a specific type of course such as Lecture, Lab, or Private Instruction
  - Level:** Sorts courses by their numerical catalog classification (100, 200, 300, etc.)
  - Course Code:** Searches for a specific course number entry such as Ma 105
  - Meeting Days:** Returns results for courses that meet on the days you select
  - Class Starts and Class Ends:** Searches for classes that begin or end at specific times
- Press the **Search** button to begin your search or **Reset** to start over with different filters.

## SELECT YOUR COURSES

- In the courses search results, find the course you need, noting the times it meets. You can also see the instructor's name, the availability status and number of seats available.

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Availability	Shift
	<a href="#">Ac 204.1</a>	Principles of Accounting II	91Online	No scheduled meetings	3.00	BJU	NA	NA	Martin, Kris	Available	20 of 20	NA
	<a href="#">Ac 204.1</a>	Principles of Accounting II	1	9:00AM-9:50AM	3.00	BJU	AL-AI 315	NA	Bryson, Jeffery	Available	30 of 30	NA
	<a href="#">Ac 204.1</a>	Principles of Accounting II	2	10:00AM-10:50AM	3.00	BJU	AL-AI 315	NA	Bryson, Jeffery	Available	30 of 30	NA
	<a href="#">BA 215.1</a>	Introduction to Human Resources Management	1	8:00AM-8:50AM	3.00	BJU	AL-AI 102	NA	Adams, Jeffrey	Available	22 of 22	NA

- Select the course by clicking the add icon in the **Add** column.
- Continue searching for and selecting all the courses you need.
  - If there are prerequisites, a pop-up box will inform you of what course(s) you are required to take first.
  - If you attempt to register for the same course twice, you will receive a notice that you have reached your maximum number of attempts for the course.
  - If a course conflict is found such as two courses meeting at the same time, a pop-up box will inform you and prompt you to remove the course.

**Prerequisites**  
Below is a list of your prerequisites.

**Course Prerequisite**  
((1 out of 1[MA 090.1]))

You are required to take 1 of the following courses.

Code	Description	Min Grade Point
MA 090.1	<a href="#">Math Preparatory Modules</a>	

**Test Prerequisite**  
You are required to take and meet the minimum requirement for 1 of the following tests:

Description
ACT Mathematics: 20

You are required to take and meet the minimum requirement for 1 of the following tests:

Description
\$AT - Math: 55

\*The minimal optional prerequisites to be met is: 1

Ok

**Course Conflict - BG 101.1** [Close](#)

The following courses conflict with the added course. You will not be able to complete registration on Step 3 while conflicts exist.

**BA 215.1**  
Keep the added course ?

[Yes](#) [No](#)

## VIEW COURSE SELECTIONS

1. In the **Select Courses** section, verify your list of courses and click the **View** button to see your schedule.

**Selected Courses** [?](#) [-](#)

Please click the Register / Drop button to complete the registration process. [View](#) [Register / Drop](#)

Show **ALL** entries Search

Showing 1 to 4 of 4 entries Previous **1** Next

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Status	Shift
<input checked="" type="checkbox"/>	A	<a href="#">AC 204.1</a>	Principles of Accounting II	91Online	No scheduled meetings	3.0	BJU	NA	NA	Selected	NA
<input checked="" type="checkbox"/>	A	<a href="#">BA 215.1</a>	Introduction to Human Resources Management	2	No scheduled meetings	3.0	BJU	AL-AI 314	NA	Selected	NA

2. The **View** step displays your schedule along with a list of selected courses. Verify that there are no errors in your selections.

View Selected Courses

Week schedules may vary. Select week to navigate  
Calendar View

Week: Week 3: 1/27/2021 ~ 2/2/2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am				COM 101.1 8:00a-8:50a A			
9am							
10am							

Selected Courses

Please click the Register / Drop button to complete the registration process.

Show 10 entries Search:

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Building & Room	Location	Status
<input checked="" type="checkbox"/>	A	<a href="#">AC 204.1</a>	Principles of Accounting II	91Online	No scheduled meetings	3.0	BJU	NA	NA	Selected
<input checked="" type="checkbox"/>	A	<a href="#">BA 215.1</a>	Introduction to Human Resources Management	2	No scheduled meetings	3.0	BJU	AL:AI 314	NA	Selected
<input checked="" type="checkbox"/>	A	<a href="#">COM 101.1</a>	Fundamentals of Speech	1	No scheduled meetings	3.0	BJU	FA:FA 318	NA	Selected
<input checked="" type="checkbox"/>	A	<a href="#">MKT 205.1</a>	Principles of Marketing	2	No scheduled meetings	3.0	BJU	AL:AI 201	NA	Selected

Showing 1 to 4 of 4 entries Previous 1 Next

- If you have forgotten to add a course, click the **Select** button to return to the selection step.
- If you find you have selected the wrong course, clear the check box in the **Select** column so that it will not be carried over to the final step of the registration process. The Status column should indicate “Not Selected.”

Selected Courses

Please click the Register / Drop button to complete the registration process.

Show 10 entries Search:

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Building & Room	Location	Status
<input checked="" type="checkbox"/>	A	<a href="#">COM 101.1</a>	Fundamentals of Speech	20	MWF 1:00PM- 1:50PM	3.0	BJU	FA:FA 218	NA	Selected
<input type="checkbox"/>	A	<a href="#">TH 360.1</a>	Bible Doctrines	5	MWF 2:00PM- 2:50PM	3.0	BJU	AL:Lec B	NA	Not Selected
<input checked="" type="checkbox"/>	A	<a href="#">UNI 101.4</a>	Pathways	1	MWF 8:00AM- 8:50AM	3.0	BJU	AL:AI 106	NA	Selected

Showing 1 to 3 of 3 entries Previous 1 Next

## REVIEW AND CONFIRM COURSE SELECTIONS

1. Click the **Register/Drop** button.
2. Review your selections. Courses you deselected should have “Not Selected” in the **Status** column.

- If you have conflicts or still have changes to make, click the **Return to View Courses** button or the **View** button at the top of the page.
  - Deselect and select courses as needed to make corrections.
3. If you are sure your schedule of courses is correct, click the **Register/Drop All** button. **This action cannot be undone by you until drop/add period opens.**

The screenshot shows the 'Register' interface with a table of selected courses. The table has the following data:

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Instructor	Status	Last Day to Drop	Term Period	Shift
<a href="#">COM 101.1</a>	Fundamentals of Speech	20	MWF 1:00PM- 1:50PM	3.0	BJU	FA:FA 218	Field, Stephen	Selected	1/19/2021 12:00 AM	1/13/2021-5/7/2021	NA
<a href="#">UNI 101.4</a>	Pathways	1	MWF 8:00AM- 8:50AM	3.0	BJU	AL:AI 106	Weier, Rebecca	Selected	1/19/2021 12:00 AM	1/13/2021-5/7/2021	NA
<a href="#">TH 360.1</a>	Bible Doctrines	5	MWF 2:00PM- 2:50PM	3.0	BJU	AL:Lec B	Crockett, Nathan	Not Selected	1/19/2021 12:00 AM	1/13/2021-5/7/2021	NA

Buttons at the bottom: **Return to View Courses** (left) and **Register / Drop All** (right).

Your courses will now display as “Registered.” If you need to register for additional courses, you can repeat the registration steps outlined above, but you cannot drop courses for which you have registered.

The screenshot shows the 'Course Schedule' interface with a table of registered courses. The table has the following data:

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Instructor	Status	Last Day to Drop	Term Period	Shift
<a href="#">COM 101.1</a>	Fundamentals of Speech	20	MWF 1:00PM- 1:50PM	3.0	BJU	FA:FA 218	Field, Stephen	Registered	1/19/2021 12:00 AM	1/13/2021-5/7/2021	NA
<a href="#">UNI 101.4</a>	Pathways	1	MWF 8:00AM- 8:50AM	3.0	BJU	AL:AI 106	Weier, Rebecca	Registered	1/19/2021 12:00 AM	1/13/2021-5/7/2021	NA

Buttons at the top right: **Close Window** and **Return to View Courses** (with a refresh icon).

Text below the table: Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Note that registration statuses can be identified by four color codes.

Color	Registration Status
Yellow	The course is registered or pending to be registered.
Green	The course is selected for registration. The chosen course is not waitlisted nor reserved and does not conflict with any other courses in your program.
Red	The course has a scheduling conflict (classes overlap). Pending classes do not conflict with pending drop classes.
Orange	The course was on a wait list that has been resolved. The course is now reserved for registration.

4. Click the **Print Page** button to print your registration details and schedule. Be sure to expand all sections of the page which you wish to print.



- Click the Export to Calendar button to download a calendar file (event.ics).

## VIEW ATTENDANCE

Attendance is recorded each day by your instructor and posted to CampusNexus, usually within 24 hours. Under **Academics** in the left-hand menu, click **View Attendance** to search for your attendance record.

- Select the correct enrollment and term.
- Choose the week for the attendance report you wish to view. Your posted attendance will display under **Published Hours**. Any discrepancies should be reported to your instructor.

Weekly Attendance

Choose Week: Week 2: 8/24/2020 - 8/30/2020

Published Hours  
Hours accounted for scheduled classes attendance.

Show ALL entries Search

Showing 1 to 8 of 8 entries Previous 1 Next

Course	Course Title	Course Start/End Date	Day	Date	Attendance	Make up Hours
<a href="#">BA 203.2 (2)</a>	Principles of Management	8/18/2020 to 11/24/2020	Tuesday	8/25/2020 12:00PM	Not Posted	
<a href="#">BA 109.2 (2)</a>	Business Spreadsheet Analysis	8/18/2020 to 11/24/2020	Monday	8/24/2020 10:00AM	Not Posted	

## UNOFFICIAL TRANSCRIPT

You can download an unofficial transcript as a PDF document.

- Under **Academics** in the left-hand menu, click **Unofficial Transcript**.
- Click the “Unofficial Transcript” PDF link to download the file.

Academics

- Registration
- View Attendance
- Unofficial Transcript**
- Your Class Schedule
- GPA Calculator
- Additional GPA

Student Unofficial Transcript

View By Enrollment

Unofficial Transcript

## YOUR CLASS SCHEDULE

Once you have registered for courses, you can view your class schedule any time.

- Under **Academics** in the left-hand menu, click **Your Class Schedule**.
- For a PDF copy you can download and print, click **Schedule Report**. (Make sure the correct term is selected in **View by Term**.)
- Classes that do not have a scheduled day or time—such as online classes offered by SCOPE—appear first.

My Class Schedule

Your current class schedule is displayed below. Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

[Student Schedule Report](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term: Fall 2020

Classes without Scheduled Time/Day

Show ALL entries

Showing 1 to 1 of 1 entries

Course	Course Title	Course Start/End Date	Last Day To Withdraw	Status	Reason	Action
AC 203.1	<a href="#">Principles of Accounting I</a>	8/18/2020 to 11/24/2020	12/12/2020			

Show ALL entries

Showing 1 to 1 of 1 entries

- Regular in-person classes appear in the weekly calendar grid at the bottom. (Classes can also be viewed by list.)

9:00a						
9:30a						
10:00a		BA 109.2 Career			BA 109.2 Career	
10:30a						
11:00a						
11:30a						
12:00p	BA 203.2 Burkholder				BA 203.2 Burkholder	
12:30p						
1:00p						
1:30p						

## GPA CALCULATOR

- Under **Academics** in the left-hand menu, click **GPA Calculator**.
- View your current credits and GPA.

View By Enrollment 8/18/2020 Business Administration, BS

Total Grade Credits (prior to this term)	6.00
Total Grade Points (prior to this term)	15.00
Cumulative GPA (prior to this term)	2.50

- Enter grades you expect to earn for the current semester to find your estimated GPA.

Showing 1 to 5 of 5 entries Previous **1** Next

Course	Course Title	Term Period	Credits	Grade	Grade Points		
BI 205.1	Old Testament Literature & Interpretation	8/18/2020 to 11/24/2020	3.00	A	12.00		
BA 203.2	Principles of Management	8/18/2020 to 11/24/2020	3.00	B	9.00		
BA 109.2	Business Spreadsheet Analysis	8/18/2020 to 11/24/2020	3.00	A	12.00		

- Click the **Calculate GPA** button at the bottom of the page to see a Projected/Estimated Cumulative GPA.

Calculate GPA

Projected/Estimated Cumulative GPA 3.14

## ADDITIONAL GPA

Additional GPA details for your review.

## VIEW MY GRADES

The **View My Grades** link may be enabled later under **Academics**. In the meantime, you can view all your current grades in Canvas. On the Canvas Dashboard, click **View Grades** at the bottom of the right-hand panel to see your grades. If using the list view, click the grade book icon at the top of the page. Click individual course links to view all grades in a course.

To download a record of your final grades, see **Unofficial Transcript** on [page 9](#) of this document.

## CANVAS

This page provides a link to the Learning Management System

## MY PROFILE

- My Profile
- [My Message Center](#)
- My Information
- My Ferpa
- RAVE
- Password Change

The **My Profile** folder provides information you need to know.

Click **My Profile** to expand your selections.

## MY MESSAGE CENTER

Click **My Message Center** to see Alerts, Holds, and Appointments.

- **Holds** need to be resolved immediately since they may affect registration for courses, financial aid, or release of your grades.
- **Alerts** warn you about other tasks or items that need your attention.
- **Appointments** let you know that someone needs to talk to you. Appointments may also be made through other applications. Do not assume you have no appointments just because none are displayed here.

## MY INFORMATION

You can see what kind of information BJU has on file for you.

- **Personal**—Verify your personal information. If something needs to be changed, click the **Request Change** button at the bottom of the page.
- **Addresses**—Verify your address and request any changes as needed.
- **SMS**—Enable SMS messaging if desired. Click **Edit** and enter a mobile phone number. Select **Yes** to enable and then, accept the SMS Messaging Disclaimer.

## MY FERPA

The My FERPA page permits you to change your FERPA settings and download related documents.

Click **My FERPA** in the left-hand menu and select an option from the dropdown: **Opt in, Consent, Ferpa Documents**. Contact the Registrar's Office if you have questions.

- **Opt in**—Select any directory information you wish to share and click **Save**.
- **Consent**—Manages the distribution of FERPA documents by letting you give consent to share them.
  1. Select **Show only Active Documents**.
  2. Click the **Edit** link to modify the information for a person in the content list.
  3. Click **Add Person** to add another name to the Consent form.
  4. Click **Save**.
- **FERPA Documents**—Download available files

## MY FINANCES

### My Finances

Account Information

[Bill Pay](#)

See your account details and access the payment portal.

## ACCOUNT INFORMATION

- Next to **Select Enrollment**, choose **All** or a specific enrollment.
- **Account Details** provides a list of charges, payments, and the current balance.
- View receipts by clicking the blue links in the **Transaction Details** column.
- Click through pages using the **Previous** and **Next** links.
- Click the tabs to find other financial information, such as, Payment Schedule and Estimated Tuition Discounts.

## BILL PAY

This page provides a link to the payment portal (ACI). For more information, see the payment guide.

## MY FINANCIAL AID

### My Financial Aid

Award Letter

FAFSA

FAFSA Verification

View information related to financial aid awards: loans, grants and scholarships.

## AWARD LETTER—FINANCIAL AID PACKAGE

Provides access to your financial aid package. Click the **View** link to see your package.

## FAFSA

Provides a link to <https://studentaid.gov/>.

## FAFSA VERIFICATION

Provides a link to Financial Aid Office

## MY DOCUMENTS

### My Documents

Document Center

Click **Document Center** where you will find documents or links to documents posted here for you. You can also upload documents for review.