I. **Logging on to TheLOO** (page 2)

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IX. **Contact Support - TheLOO** (page 12)
1. Click on The Loo from Tougaloo College’s website - www.tougaloo.edu

2. Type in your User Name (First initial of first name and last name. e.g. John Doe = jdoe) and Password (First two initials of first name, first two initials of last name + last four digits of Student ID e.g. Jane Doe, 12345678 = jado5678). Please change your password as soon as possible.
II. Registering for a Course(s)

1. After logging in, click on the “Students” tab. Then, click on the “Online Registration” link.

2. Click on “Add/Drop Courses”.
3. Verify the term is for the current year. Then type the course code in the boxes. When you have entered all of your courses for the semester, click the “Add Course(s)” button (e.g. Start typing the first letter in the name of the course and a dropdown menu should appear. It will auto-populating the course codes that are available).

4. After adding the course successfully, the course will appear below the “Awaiting Advisor Approval” section. Once your advisor approves the course, it will move from the “Awaiting Advisor Approval” section to the “Your Schedule (Registered)”. To cancel the course registration, click the check next to your course and select the “Cancel Selected Approval Request(s)” button.
If the course is listed in the “Awaiting Advisor Approval” section, your printed schedule will list the course as reserved (R) rather than current (C). You WILL NOT be enrolled into the course until the course is listed in the current status on your schedule. You may need to notify your advisor or the Dean of your division, if your course(s) have not been approved. Or, you may need to notify the Registrar Office or Bursar Office if you receive error other messages, such as HOLDS on your student account.

To alert your advisor that you have courses awaiting their approval, click on the link to “Send an approval request”. See screenshot above.

IMPORTANT NOTE:  To alert your advisor that you have courses awaiting their approval, click on the link to “Send an approval request”.  See screenshot above.
III. Viewing Grades

1. After logging on, click on the “Schedule and Grades” section, then click on Grade Report.

2. Verify the Term

3. Click on “View Final Grade Report” or “View Midterm Grade Report”
1. After logging on, click on the “Schedule and Grades” section, then click on Student Schedule.

**NOTE:** Under the “Schedule and Grades” section, you can also view “Academic Information”, “Unofficial Transcript”, and “GPA Projection” information.
1. After logging on, click on the “Billing” section, then click on “My Account Balances” for your balance or “Course and Fee Statement” to generate an itemized view of your charges.

STUDENT ACCOUNTS $0.00 Credit

Grand Total $0.00 Credit

Make a Payment

Course and Fee Statement
VI. Viewing Financial Aid Awards

1. After logging on, click on the “Financial Aid” section, then click on “Financial Aid Awards” for your financial aid information. **NOTE:** To be awarded financial aid, scholarships and work-study, you must fill out your FAFSA ([www.fafsa.gov](http://www.fafsa.gov)).
1. After logging on, click on the “Student Life” section, and then click on “View your residence information”.
1. After logging on, click on the “Personal Info” link, and then click on the “Biographical Info” tab under the “My Info” section.

2. Click on the pencil symbol next to “Name, Address, and Personal Details”.

3. Make modifications as needed.
Office of Information Technology

The Office of Information Technology exists to bring information technology into the classroom; to develop faculty, students and staff who are familiar with the use of information technology; to integrate information technology into the planning, administrative, operational and academic activities of the College; to link and integrate the information technology infrastructure of the campus; and to provide responsive technical support to students, faculty, staff and community users.

Helpdesk Office Hours:

Monday - Friday: 8am – 5pm

Contact Information

We are here to help you! Feel free to call, email, visit, or write the Office of Information Technology.

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Phone: 601-977-7822

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