

OPEN (Online Park Enrollment Network)

Students should access their personal information including transcripts, grades, audits, financial aid, class schedule, etc., by logging on to <http://www.park.edu>, clicking on “Student Information,” and then clicking on OPEN. Students will be able to register themselves online after consulting with their advisor. Faculty Advisors, Office of the Registrar Staff or the Graduate Admission Staff will also be available to input registrations.

Students will be mailed their LOGIN and PIN (Personal Identification Number) from the Graduate School in order to gain on-line access. In the event the student needs to gain their LOGIN and PIN again, a photo ID must be presented if inquiring in person; or identifying questions will be asked for those inquiring by phone. Complete instructions for access are listed below:

- How to use OPEN

Obtain login (ID) and password (PIN) from the Graduate School.

Point the web browser to <https://www.park.edu/open/frame.asp>,

Click on “Student On-Line Access”.

Enter student login and password then click on OK.

At the bottom of the page are the Current Option Settings. PLEASE MAKE SURE THE OPTIONS ARE SET CORRECTLY. The program is “GRAD.” The sessions are either FAP for Fall 16-week course; F1P for Fall I 8-week course; F2P for Fall II 8-week course; SPP for Spring 16-week course; S1P for Spring I 8-week course; S2P for Spring II 8-week course; U3P for Summer 2-week course; or U1P for Summer 8-week course. The year is 2005 or 2006. If you want to change the program, session, or year, click on the “Set Options” button. Make the changes and click on “Submit Options” button.

Click once on any option – to view degree audit, view transcript, view personal information, view financial aid, view schedule, or view the course catalog for specified session chosen.

Any screen can be printed. It is recommended that you print your degree audit before visiting your advisor.

Clicking once on the “MENU” button will take you back to the previous menu. You can receive the same result by clicking on the “BACK” button on the browser.

After visiting the advisor and receiving clearance to register, click on “REGISTRATION.” Enter the course number (All capital letters, no spaces), e.g., PA511. In the section box, enter the section code listed in the schedule. If you do not know the course number or section number, click on the appropriate “?” box and a listing of all the courses for the specified session will appear, if you know the prefix, i.e., “ED”, then click on the “?” box and all the available “ED” courses for the specified session and year will be listed. Click on the circle by the course desired and then click on “SELECT”.

Click on “ADD” and the course will appear and state that it has been added. If you have not met pre-requisites or a class is full, the class will not be added and you must visit with the **Program Director (BUTTON)** from your major area.

Continue adding all classes in the same manner. If you make a mistake after adding a course, click on the circle by the course number, and then click on the “DROP” button.

Confirmation {paying for the class(es)}, is five working days prior to the beginning of each semester/term. Confirmation may be done in the Office of Graduate Studies or at any time after registering for classes. If you chose to confirm by credit card, you may do so through OPEN.

When you have completed viewing personal information, “EXIT” the browser to insure the privacy and security of personal information.

If the advisor has not cleared you for registration, the “REGISTRATION” option will not appear on the screen.

The use of this process does NOT constitute automatic confirmation.

The use of a student user ID and password to access the computer system is the equivalent of a legal signature and creates the same obligations for the student. The student will be responsible for any and all future registration(s) by accessing the computer with the assigned ID number. All transactions on the computer system constitute official records recognized by the institution. All appeal decisions related to policy or procedures will be based on the computer system transaction records.

- User Login and Password

Please contact the **Graduate Office (BUTTON)** in case you forgot your password at (816) 842-6182 ext. 5525, or gradschool@park.edu.