Student Guide to Registration

Revised: 10/10/2018
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The registration process is open to all new and currently enrolled students at SRU.

To be eligible to register, a student must be in good standing with the university and their student status must be active.

If either of these is preventing you from registration, contact Academic Records and Registration at 724-738-2010 for assistance.

**Registration Tab**: provides students with the registration process in six steps

- **Registration Tools portlet** lists many resources to assist students in the registration process such as the registration worksheet; liberal studies quick guide; unofficial transcript

- **The Course Information portlet** contains a view of the students schedule, RockOnline (D2L) and a link to Textbooks

- **Days Till Graduation portlet** is based on the number of accumulated credits and is an unofficial graduation date timeline

- **Registration Help portlet**
  - Student Guide to Registration
  - Finding Textbooks
Registration Status - Check your eligibility to register

- Click on Step 1
- Select a Term and Submit
- If you are eligible to register, your **Time Ticket** will indicate the time and date you may begin to register for your classes and have all green check marks.

**You may register during the following times**

<table>
<thead>
<tr>
<th>From</th>
<th>Begin Time</th>
<th>To</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 05, 2016 08:00 am</td>
<td>Nov 17, 2016 11:59 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **HOLDS:** If you have holds or other reasons which prevent you from registration, this information will appear as follows:

  - You have no Holds which prevent registration.
  - Your Academic Standing is Good Standing which permits registration.
  - Your Student Status permits registration.
  - Your Class for registration purposes is Senior 1.

- To view the holds on your record, click the “View Holds” link at the bottom of the registration status page to see detailed information.

- Contact the person/office listed under “Hold Type” for information on how to have the “Hold” removed from your account, which will make you eligible to register.
• **Registration Permits and Overrides**: If you have been given permission by an instructor to register for a closed course, this information is located in the bottom section of the registration status box with specific course information for the permit/override which includes the type of permit/override; CRN; Subject; Course

• **The override does not automatically register** YOU MUST ADD this course to your schedule

• Please see instructions on page 14 for an explanation on how to register for the closed course in which you have been given permission

Note: Your MyProfile tab also displays your registration status and hold information in a location that is easily available to you at all times
BEFORE ENTERING THE AUDIT

YOU MAY NEED TO UNBLOCK POP-UPS or CHANGE YOUR BROWSER

- Click on Step 2
- My Rock Audit is the official list of all requirements for graduation and is designed to provide you with an easy to understand, clearly defined pathway toward degree completion
- My Rock Audit is a summary of your degree requirements which include university requirements, liberal studies requirements, major requirements
- To access the student manual on how to navigate the audit report, click on HELP-Student (highlighted as shown below in yellow)
- If you have problems or questions about your audit:
  - Contact your academic advisor – See Step 3
  - Contact Academic Records and Registration @ 724-738-2010
  - Email questions to myrockaudit@sru.edu
ADVISEMENT

Who is your Academic Advisor?

- If you are a new transfer/readmitted student, you will be assigned an advisor at the beginning of your first SRU semester by your academic department.
- If you are a current student, you have an assigned academic advisor based on your declared major(s) and minor(s). The first major advisor appears under Step 3.

Note: You can also find your advisor on your MyProfile tab.

To view advisors for first major, second major(s) or minor(s) please click on Step 2 MyRockAudit. If no advisor is listed go to the academic department for the major/minor in question.

You must meet with your advisor to obtain your Registration Pin Number (RPIN) number to register for classes (spring and fall semesters only) (exception for Post-Bac’s and Graduate students).
- The RPIN is your passcode to registration.
- Contact your advisor to make an appointment to discuss course options for the next semester – the advisor’s name is hyperlinked to email. If you do not have an advisor, please contact Academic Services at 724-738-2012.
Look Up Classes: provides you with the available courses for registration by term.

- Click on Step 4
- Select by Term and Submit

There are two ways to search for current offered courses: Course Search or Advanced Search

- Select a **Subject** in the Subject box if you are looking for a **specific course**
- Click on **Course Search** at bottom of page
LOOK UP CLASSES continued

Course Search (continued)

- Once a subject or subjects is selected, a list of the offered courses for that subject will appear for the selected term
- Click on View Sections to see specific sections offered for the chosen course

![Look Up Classes](image)
LOOK UP CLASSES continued

CRN (Course Registration Number)
- The CRN identifies the course during registration
- Click on the CRN to learn more information about the course
- Cap = The maximum enrollment for the course (see below)
- Act = The number of students currently enrolled (see below)
- Rem = The remaining number of seats available for the course (see below)

After clicking the CRN, you will see the course information.
For course description, click on View Catalog Entry
You also have an opportunity to email the professor of the course by clicking the envelope.
LOOK UP CLASSES - Advanced Search

Look Up Classes
• Click on Step 4
• Select by Term and Submit

Advanced Search is an option to view ALL or by individual subjects with varying criteria such as:
• Attribute
• Instructor
• Times
• Days of the week
**LOOK UP CLASSES - Advanced Search**

To select ALL subjects, hold SHIFT and use your down arrow to highlight.

To select MULTIPLE subjects, hold CONTROL and use your mouse to highlight specific subjects.

You can search for classes using some or all of the following parameters:

- Subject
- Course Number
- Title
- Schedule Type
- Instructional Method
- Credit Range
- Campus
- Course Level
- Instructor
- Attribute Type
- Date or Time

**Attribute Types** above includes the following:

- Liberal Studies Goal or Enrichment Areas
- Basic Requirements
- Developmental Course
- Computer Competency
- Courses Taught in Foreign Language
- Honors Courses
- International Study Abroad
ADD/DROP CLASSES

- The first time you enter the portal to register for classes each term you will see the **Registration PIN Verification** (contact your Academic Advisor for this PIN).
- Any day thereafter, during the current registration term, you will **NOT** need this PIN again.
- The time stamp you see MUST MATCH your assigned registration start time and date before entering your PIN.
- If this is **NOT** the case, refresh the page, before you begin.

![Registration PIN Verification](image)

- Based on your search criteria in Step 4, you will see course information as shown below.
- If you are able to check a box to the left of the CRN, the course is open.
- Click the “Register” button and the checked course will be added to your schedule **OR**
- Click the “Add to Worksheet” button (which will add the CRN(s) to your worksheet below).

![Course Information](image)

- If you chose the **Add to Worksheet** button, the CRN(s) will automatically populate to the screen below. Otherwise, you can add courses (CRN’S) manually.
- Once your are done, simply click “**Submit Changes**” to add the courses to your schedule.

![Add Classes Worksheet](image)
ADD/DROP CLASSES continued

• To drop a course from your schedule simply choose “Drop Web” from the drop down located in the Action column of the Add or Drop Classes screen.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal- During Term on Feb 21, 2011</td>
<td></td>
<td>10036</td>
<td>HIST 153 03</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Twentieth Century World</td>
</tr>
<tr>
<td>Drop/Delete on Mar 02, 2011</td>
<td></td>
<td>9013</td>
<td>SPMT 394 01</td>
<td>0.000</td>
<td>Standard Letter</td>
<td>Sport Marketing</td>
</tr>
<tr>
<td>Registered Web on Feb 17, 2011</td>
<td>None</td>
<td>10098</td>
<td>PHYS 317 01</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Space Science</td>
</tr>
<tr>
<td>Drop/Delete on Mar 04, 2011</td>
<td>Drop Web</td>
<td>8391</td>
<td>FREN 101 01</td>
<td>0.000</td>
<td>Standard Letter</td>
<td>French Language and Culture I</td>
</tr>
</tbody>
</table>

• To add another course while on this screen is to add classes to the worksheet.
• Add the CRN and “Submit Changes” to save the change.
• If you have been given permission by an instructor as explained on page 5, to register for a closed course, please enter the CRN on the worksheet below. “Submit Changes” is the same as “Save”. Registration for a closed course can only be done by directly entering the CRN into the worksheet.

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset
Print Schedule

- Select Step 6
- Select Registration Term
- A Concise Student Schedule will open

Registration Term

Select a Term: Fall 2016
Submit

RELEASE: 8.7.1

Concise Student Schedule

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Name:
Classification:
Undergraduate
Junior 2
Level:
College:
College of Business
Major and Department:
Marketing, School of Business
College of Business
Minor:
Management (BSBA Majors)
Minor:
Information Systems

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Level</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2220</td>
<td>COMM 318 02</td>
<td>Professional Presentation</td>
<td>3.000</td>
<td>U</td>
<td>M</td>
<td>5:00 pm - 7:30 pm</td>
<td>Eisenberg Classroom Bldg. 206</td>
<td>Wilson</td>
</tr>
<tr>
<td>2229</td>
<td>CPSC 130 01</td>
<td>Introduction to Computing and Programming</td>
<td>3.000</td>
<td>U</td>
<td>TR</td>
<td>9:30 am - 10:45 am</td>
<td>Adv Technology &amp; Science Hall 230</td>
<td>Conlon</td>
</tr>
<tr>
<td>1187</td>
<td>CPSC 323 02</td>
<td>Data Base Systems</td>
<td>3.000</td>
<td>U</td>
<td>TR</td>
<td>11:00 am - 12:15 pm</td>
<td>Adv Technology &amp; Science Hall 224</td>
<td>Hulick</td>
</tr>
<tr>
<td>2150</td>
<td>MGMT 456 02</td>
<td>Management and Society</td>
<td>3.000</td>
<td>U</td>
<td>TR</td>
<td>2:00 pm - 3:15 pm</td>
<td>Eisenberg Classroom Bldg. 302</td>
<td>Jordan</td>
</tr>
<tr>
<td>2923</td>
<td>MIS 365 02</td>
<td>Management Information Systems</td>
<td>3.000</td>
<td>U</td>
<td>MWF</td>
<td>2:00 pm - 2:50 pm</td>
<td>Eisenberg Classroom Bldg. 320</td>
<td>Kyshakevych</td>
</tr>
<tr>
<td>2291</td>
<td>MRKT 335 01</td>
<td>Retail Management</td>
<td>3.000</td>
<td>U</td>
<td>TR</td>
<td>3:30 pm - 4:45 pm</td>
<td>Eisenberg Classroom Bldg. 322</td>
<td>Orvis</td>
</tr>
</tbody>
</table>

Total Credits: 18.000
1. **What is Banner?**
   Self-Service Banner is the name of the student information system used by students, faculty, staff and advisers in a secure web environment.

2. **Which browser do I use?**
   If you run on Windows (PC), use Internet Explorer, Firefox, or Safari. If you run on Mac, use Firefox or Safari.

3. **How do I access MySRU from the internet**
   [https://mysru.sru.edu](https://mysru.sru.edu) OR click on located on [www.sru.edu](http://www.sru.edu)

4. **What information do I need to login to the Portal?**
   You will need your SRU username and network password. Policy prohibits access to the system by anyone other than the authorized user.

5. **Does the Portal Time Out?**
   Yes.....during registration, open the add/drop link (Step 5) and use this open tab during the registration session to avoid timing out. You may still navigate, but keep the tab open.

6. **HELP Desk Contact Information**
   - **Location**: 104 Maltby Center
   - **Hours**: Monday - Friday 8-4:30
   - **Phone**: 724-738-4357 (HELP) or campus extension x4357
   - **Email**: helpdesk@sru.edu