Student Guide to Registration

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TABLE OF CONTENTS

○ WELCOME TO MySRU
  ○ Registration Tab .......................................................................................... 3

○ REGISTRATION STEPS
  ○ Registration Status
    ○ Eligibility to Register... ................................................................. 4
    ○ HOLDS.................................................................................................. 5
    ○ Registration Permits and Overrides... ........................................... 5
  ○ My Rock Audit............................................................................................ 6
  ○ Meet with Advisor
    ○ Who is your Academic Advisor.................................................... 7
  ○ Look Up Classes
    ○ Course Search.................................................................................... 8-9
    ○ CRN – Course Registration Number... ...................................... 10
    ○ Number of Seats Available for Registration............ 10
    ○ Advanced Search ............................................................................. 11-12
    ○ Registration Pin Number (RPIN)... ............................................. 13
    ○ Registration Worksheet.................................................................. 13-14
  ○ Concise Student Schedule
    ○ How to Print a Student Class Schedule ...................................... 15

○ FREQUENTLY ASKED QUESTIONS ...................................................... 16
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 student 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

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
From: Apr 05, 2016 08:00 am  To: Nov 17, 2016 11:59 pm

☑ 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.
```

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

```
⚠ You have no Registration Time Ticket. Please contact the registration administrator.

⚠ You have Holds which will prevent registration.
☑ Your Academic Standing is Good Standing which permits registration.
⚠ Your Student Status prevents registration.
Your Class for registration purposes is Senior 2.
```

- 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

```
View Holds

Please note that some holds are sensitive and may not display on this page.

<table>
<thead>
<tr>
<th>Administrative Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Type</td>
</tr>
<tr>
<td>Parking Office</td>
</tr>
</tbody>
</table>
```

• **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

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**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. Post Baccalaureate students do not use the My Rock Audit.
- My Rock Audit is a summary of your degree requirements which includes 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
**ADVICEMENT**

**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.

**Student View**

<table>
<thead>
<tr>
<th>Student</th>
<th>Degree</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bachelor of Arts (BA)</td>
<td>2.935</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Colleges</th>
<th>Major GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College of Liberal Arts</td>
<td>3.637</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification</th>
<th>Major</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td></td>
<td>3.000</td>
</tr>
<tr>
<td>U-History, U-English, U-Sociology, U-Sign</td>
<td>4.000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Undergraduate</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major 1 Adv</th>
<th>Concentration</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Zirns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major 2 Adv</th>
<th>Pre-Prof Advising Area</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Panz</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- You must meet with your advisor to obtain your Registration Pin Number (RPIN) in order to register for classes (spring and fall semesters only) (Post-Bac and Graduate students do not need an RPIN).
- 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
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 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

Select Term or Date Range

Search by Term:
None
Submit Reset

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

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)

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/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</th>
<th>Crse</th>
<th>Sec</th>
<th>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</td>
<td>153</td>
<td>03</td>
<td>Undergraduate</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</td>
<td>394</td>
<td>01</td>
<td>Undergraduate</td>
<td>0.000</td>
<td>Standard Letter</td>
<td>Sport Marketing</td>
</tr>
<tr>
<td>Registered Web on Feb 17, 2011</td>
<td></td>
<td>10098</td>
<td>PHYS</td>
<td>317</td>
<td>01</td>
<td>Undergraduate</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</td>
<td>101</td>
<td>01</td>
<td>Undergraduate</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.
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

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**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.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Classification:</th>
<th>Junior 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>College:</td>
<td>College of Business</td>
<td></td>
</tr>
<tr>
<td>Major and Department:</td>
<td>Marketing, School of Business</td>
<td></td>
</tr>
<tr>
<td>College:</td>
<td>College of Business</td>
<td></td>
</tr>
<tr>
<td>Minor:</td>
<td>Management (BSBA Majors)</td>
<td></td>
</tr>
<tr>
<td>Minor:</td>
<td>Information Systems</td>
<td></td>
</tr>
</tbody>
</table>

<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>2329</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>Contion</td>
</tr>
<tr>
<td>1187</td>
<td>CPSC 322 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 455 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 Google Chrome.
   If you run on Mac, use Firefox or Google Chrome.

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