The registration process is open to 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
  o If either of these is preventing you from registration, contact Academic Records and Registration at 724-738-2010 for assistance
• **Registration Steps** provides students with the registration process in six steps
• **Registration Tools** lists many resources to assist students in the registration process such as: the registration worksheet; liberal studies quick guide; unofficial transcript
• **Registration Help**
  o *Student Registration Information*
  o *Finding Textbooks*
PREPARE FOR REGISTRATION

REGISTRATION STATUS - CHECK YOUR ELIGIBILITY TO REGISTER

- Click on Step 1
- Select a Term and Continue
- 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 checkmarks

HOLDS

If you have holds, or other reasons which prevent you from registration, the information will appear as follows:

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.
PREPARE FOR REGISTRATION continued

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 for the course. **YOU MUST ADD** this course to your schedule

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 adviser – See Step 3
  - Contact Academic Records and Registration at 724-738-2010
  - Email questions to academic.records@sru.edu
ADVISER INFORMATION

WHO IS YOUR ACADEMIC ADVISER?

- If you are a new freshman/new transfer/readmitted student, you will be assigned an adviser at the beginning of your first SRU semester by your academic department.
- If you are a current student, you have an assigned academic adviser based on your declared major(s) and minor(s). All of your advisers appear under Step 3 – My Profile tab.
- If no adviser is listed, go to the academic department for the major/minor in question.

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If you are a new freshman/new transfer/readmitted student, you will be assigned an adviser at the beginning of your first SRU semester by your academic department.

Your advisers are also located under Step 2, My Rock Audit.

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

- The RPIN is your registration PIN.
- Contact your adviser to make an appointment to discuss course options for the next semester – the adviser’s name is hyperlinked to email from My Rock Audit. If you do not have an adviser, please contact Academic Services at 724-738-2012.
Browse Classes: provides you with the available courses for registration by term

- Click on Step 4
- Select a Term and Continue

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

**Course Search**

- Select a **Subject** in the Subject box and enter **Course Number** if you are looking for a specific course
- Click on **Search** below Keyword box
- Once a subject or subjects is selected, a list of the offered courses for that subject will appear for the selected term
- If you would like to see the entire master class schedule, do not enter anything in the Subject or Course Number fields. Just click “Search”
• You can click on course title to get more detailed information, including a course description
BROWSE CLASSES continued

- The default for course display is 10 per page but you can increase the number of courses listed by up to 50 per page
- You can shorten or lengthen columns by hovering your cursor over the line and sliding the column left or right
- The CRN identifies the specific course section for that semester
- The Status column indicated the maximum number of seats available and number of seats remaining from the maximum
- If the section is closed it will be indicated in red

Advanced Search

Enter Your Search Criteria
Term: Spring 2019

Subject: 

Course Number: 

Keyword: 

Search Clear Advanced Search

- Click Advanced Search
BROWSE CLASSES continued

- A window will pop-up with search options

<table>
<thead>
<tr>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
</tr>
<tr>
<td>Keyword</td>
</tr>
<tr>
<td>Instructor</td>
</tr>
<tr>
<td>Subject and Course Number</td>
</tr>
<tr>
<td>Keyword (With All Words)</td>
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<tr>
<td>Keyword (With Any Words)</td>
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<tr>
<td>Keyword (Exact Phrase)</td>
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<tr>
<td>Keyword (Without The Word)</td>
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<td>Attribute</td>
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<td>Buildings</td>
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<td>College</td>
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<td>Departments</td>
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<td>Instructional Methods</td>
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<tr>
<td>Schedule Type</td>
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<tr>
<td>Duration</td>
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<tr>
<td>Part Of Term</td>
</tr>
</tbody>
</table>

- Click on criteria you would like to search on and click “Search” at bottom of page.
• The first time you enter the portal to register for classes each term you will see the Registration PIN Verification (contact your Academic Adviser for this PIN)
• Enter your PIN and click “Continue”

• 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
• The registration screen is split into three parts. If you would like to change the size of each part, please click on small arrows in center of screen

• You can register by either searching for classes from the “Find Classes” tab or by entering CRN’s from the “Enter CRN’s” tab
REGISTER FOR CLASSES continued

- If you use the “Find Classes” tab, search courses by Subject and/or course number.
- When you find a course to register, click the “Add” button on the right side of page. The course will then appear in your “Shopping Cart” on the bottom right side of page with the Action “Pending”
- If you would like to remove a course from your “Shopping Cart”, click the down arrow under “Action” and click “Remove”
- When you are ready to register, click “Submit”. The course will be added to your schedule.

- If there is a restriction preventing you from registering for a course, you will see a warning message at top right side of screen.

- If you would still like to register for this course, you must ask the instructor if he/she will permit you to register for this course with a Permit/Override
REGISTER FOR CLASSES continued

- You must also remove the course from your “Shopping Cart” by clicking “Submit”

- If you would like to register using the “Enter CRN’s” tab, click “Enter CRN’s”
- Begin to enter CRN’s for courses you wish to register. Once you are finished entering CRN’s, click “Add to Summary”. This will add the courses to your “Shopping Cart”

- Follow the same steps as you would by using the “Find Classes” option to register for your courses
PRINT OR EMAIL SCHEDULE

- Select Step 6
- Your schedule for current term should appear on screen
- If you would like to print a copy of your schedule, click the printer icon on right side of page
- If you would like to email a copy of your schedule to yourself or others, click the email icon on right side of page
FREQUENTLY ASKED QUESTIONS

• What is Banner?
  o Self-Service Banner is the name of the student information system used by students, faculty, staff and advisers in a secure web environment

• Which browser do I use?
  o If you run Windows (PC), use Internet Explorer, Firefox, or Google Chrome. If you run on Mac, use Firefox or Google Chrome

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

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

• Does the Portal Time Out?
  o Yes…. during registration, open Register for Classes (Step5) and use this open tab during the registration session to avoid timing out. You may still navigate, but keep the tab open

• HELP Desk Contact Information
  o Location: 105 Maltby Center
  o Hours: Monday – Friday 8-4:30
  o Phone: 724-738-4357 (HELP) or campus extension x4357
  o Email: helpdesk@sru.edu