



Student Guide: Registration Information



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Welcome to MySRU



Find the MySRU Icon in the top right hand corner of every SRU webpage. To access Student Self-Service Banner as an authenticated user, you must successfully log-in with your username and network password in the MySRU portal. The website URL is <http://mysru.sru.edu> at the login screen: Enter your username (abc1234) and network password to launch the portal.



Welcome to the MySRU portal. This is your Home Tab. To Access Self-Service Banner, Choose the "Student Self-Service" Tab

The screenshot shows the MySRU portal home page. At the top left is the "mySRU" logo. To its right is a banner image of students. Below the logo is a "Welcome" message: "Welcome You are currently logged in." A red arrow points from the top text to the "Student Self-Service" tab in the navigation bar. Another red box highlights the "Student Links Tab Page 14" link in the top right. A third red box highlights the "MySRU Help Website Page 15" link. The navigation bar includes: Home, Student Self-Service, Student Links, Library, ROCKmail, MySRU Help, and Logout. The date "March 16, 2011" is in the top right. The main content area has several widgets: "Campus Alerts" (no announcements), "Personal Announcements" (no announcements), "Top of the Rock" (with a keyboard graphic), "The Rocket" (with "The Online Rocket" logo), "Rockpride" (with "SLIPPERY ROCK UNIVERSITY rockpride online" logo), "Weather Channel" (with AccuWeather.com forecast for Slippy Rock, PA: 42°F, cloudy, real feel 39°F, winds W at 9 mph. Extended forecast: Today 48°/34° clear to partly cloudy; Tomorrow 60°/47° partly cloudy, shower late; Friday 59°/38° occasional rain and drizzle; Saturday 46°/28° partly cloudy), "Social Media" (Facebook, Twitter, YouTube, Myspace), and "Emergency Alert Sign-Up" (with a sign-up button and text alert description). The text alert description states: "In an effort to better disseminate emergency information, Slippery Rock University's new 'emergency text messaging' system will alert students, faculty and staff during, and only during, a campus emergency or weather alert. Powered by e2Campus, this system is a mass notification system that can alert you with a text message on your mobile phone, e-mail, wireless PDA, as well as RSS feeds, personalized web pages from Google, My Yahoo and AOL, and the SRU Homepage. Sign up now for this completely voluntary service to receive emergency and weather alerts. There will be no advertising or non-emergency alerts sent to you. You must be registered to receive alerts. Link here to register for SRU emergency alerts".

Welcome to Self-Service Banner

On the **Student Self-Service** tab you will find the channels below. Access all of the **Self-Service Banner** applications by using this channel. Or can access Banner specific channels to access **Registration Tools**, **Financial Aid Requirements**, **Financial Aid Awards** or **Academic Profile**.

The screenshot shows the Student Self-Service Banner interface. The navigation bar includes Home, Student Self-Service, Student Links, Library, ROCKmail, and Desir. The date is April 7, 2011. The main content area is divided into several sections:

- Registration Tools**: Includes links for Registration Status, Banner Class Schedule, and Add or Drop Classes.
- Self-Service Banner**: Includes a link for Banner Self-Service.
- Academic Profile**: Shows a Primary tab and a list of student information: Class Standing: Graduate, Degree: Master of Arts, Level: Graduate, Program: English - Traditional (MA), Admit Term: Fall 2009, Catalog Term: Fall 2006, College: Col Humanities, Fine&Perf Arts, Campus: Slippery Rock University-Main, Major and Department: English - Traditional,English, Minor: Dance.
- Advising (SRU Web)**: Includes links for Undergraduate Catalog, Graduate Catalog, Master Course Schedules & Registration Information, My Rock Audit, Liberal Studies Program, Academic Policies, Academic Calendar, Finals Schedule, Advisement/Registration Forms, University Outcomes for Student Learning and Development, Academic Advising, and Transcript Request.
- Financial Aid Requirements**: Shows the 2011 - 2012 Academic Year Requirements table with columns for Requirements, Fund Source, Term, and Status. The table lists Copy of Birth Certificate, Student and/or Spouse Assets, and Free Application For Federal Student Aid. A dropdown menu for 'Choose Another Year' and a 'Go' button are also visible.
- Financial Aid Awards**: Includes a link for Financial Aid Awards.

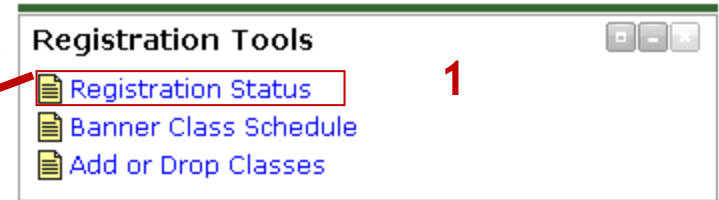
Callouts with red boxes and arrows point to specific features:

- Access your Degree Audits**: Points to the Library tab in the navigation bar.
- Access all Course Schedules and Registration Info**: Points to the Master Course Schedules & Registration Information link in the Advising section.
- Access Liberal Studies Requirements**: Points to the Liberal Studies Program link in the Advising section.

Look for more Self-Service Banner applications coming this Fall 😊

Registration Status

1. To see when you are eligible to register for classes, click Registration Status from your Registration Tools channel in Student Self-Service Tab.



2. If you have holds that prevent you from registering, you will see a yellow ⚠ caution sign. Click the "VIEW HOLDS" link at the bottom of this page to see detailed information.

You may register during the following times **2**

From	Begin Time	To	End Time
Mar 02, 2011	08:00 am	Sep 02, 2011	11:59 pm

⚠ You have Holds which will prevent registration.

- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Junior 1.

[[View Holds](#) | [Add or Drop Classes](#)]

3. Contact the person/office listed under "Hold Type" for information on how to remove the hold from your account, which will make you eligible to register

Administrative Holds **3**

Hold Type	From Date	To Date
Bookstore	Mar 16, 2011	Dec 31, 2099

4. If you are eligible to register you will have no Holds, your Academic Standing & Student Status permits and you will see **three green ✓ checkmarks.**

Registration Status **4**

If you have a hold that prevents you from registering, please click the "view holds" link at the bottom of this page. If your "academic standing" or "student status" prevents you from registering, please contact Academic Advising.

You may register during the following times

From	Begin Time	To	End Time
Mar 02, 2011	08:00 am	Sep 02, 2011	11:59 pm

✓ You have no Holds which prevent registration.
 ✓ Your Academic Standing permits registration.
 ✓ Your Student Status permits registration.

Your Class for registration purposes is Junior 1.

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course
Class Level Override	9800	MGMT	354 Human Resources Management
Prerequisite/Coreq Override	9554	ENGL	103 College Writing II

Callouts:
 - This displays when you are eligible to register (points to the registration times table).
 - If you have been given permission by an instructor to register for a closed course, this is where you will see the override (points to the 'Prerequisite/Coreq Override' row).

Registering for Classes

1. You can Register for classes by choosing **“Add or Drop Classes”** from your Registration Tools channel (located in the top left hand corner of the Student Self-Service tab in MySRU).

2. You will then be prompted to **Select a Term** for which you wish to register. Use the down arrow to choose the semester, and then click Submit.

3. If you are not currently eligible to register for classes, you will see this screen that informs you of when you will be eligible to register.

4. If you are eligible to register, you will see the screen below. Enter your **Registration PIN (RPIN)** (formally known as RAC Code) into the PIN field to access registration.

The screenshot shows the 'Registration Tools' menu with three options: 'Registration Status', 'Banner Class Schedule', and 'Add or Drop Classes'. The 'Add or Drop Classes' option is highlighted with a red box. Below this is the 'Registration Term' screen, which has a 'Select a Term:' dropdown menu set to 'Fall 2011' and a 'Submit' button. Below that is the 'Add or Drop Classes' screen, which displays a message: 'You may register during the following times:' followed by a table with columns 'From', 'Begin Time To', and 'End Time'. The table contains the following data:

From	Begin Time To	End Time
Apr 11, 2011	09:00 am	Sep 02, 2011 11:59 pm

The screenshot shows the 'Registration PIN Verification' screen. It contains a message: 'Please enter your Registration PIN to access registration. The Alternate PIN is your Registration PIN.' Below this is a text input field labeled 'Alternate PIN:' and a 'Submit' button. A red callout box points to the input field with the text 'Alternate PIN = Registration PIN (RPIN)'. At the bottom left, it says 'RELEASE: 8.3'.

Contact your Academic Advisor for you Registration PIN

Registration: Add or Drop Classes

4. Your **Current Schedule** will show on the screen, and there is an **Add Classes Worksheet** at the bottom of the form. To Add course(s), type the **CRN (Course Reference Number)** into the available block(s), and then click the **Submit Changes** bar when done.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Withdrawal- During Term on Feb 21, 2011		10036	HIST	153	03	Undergraduate	3.000	Standard Letter	Twentieth Century World
Drop/Delete on Mar 02, 2011		9013	SPMT	394	01	Undergraduate	0.000	Standard Letter	Sport Marketing
Registered Web on Feb 17, 2011	None	10098	PHYS	317	01	Undergraduate	3.000	Standard Letter	Space Science
Drop/Delete on Mar 04, 2011		9391	FREN	101	01	Undergraduate	0.000	Standard Letter	French Language and Culture I

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 1.000
Maximum Hours: 18.000
Date: Mar 10, 2011 03:33 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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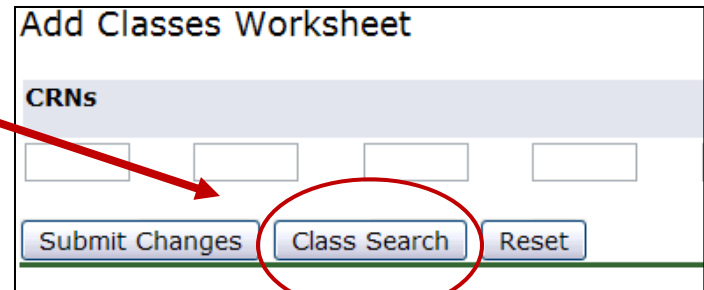
This is your class schedule. When you register for classes, they will appear here. You will not get a confirmation

Registration: Finding CRN (Course Reference Number)

If you don't know what the course **CRNs** are, click on the **Class Search** bar at the bottom of the page.

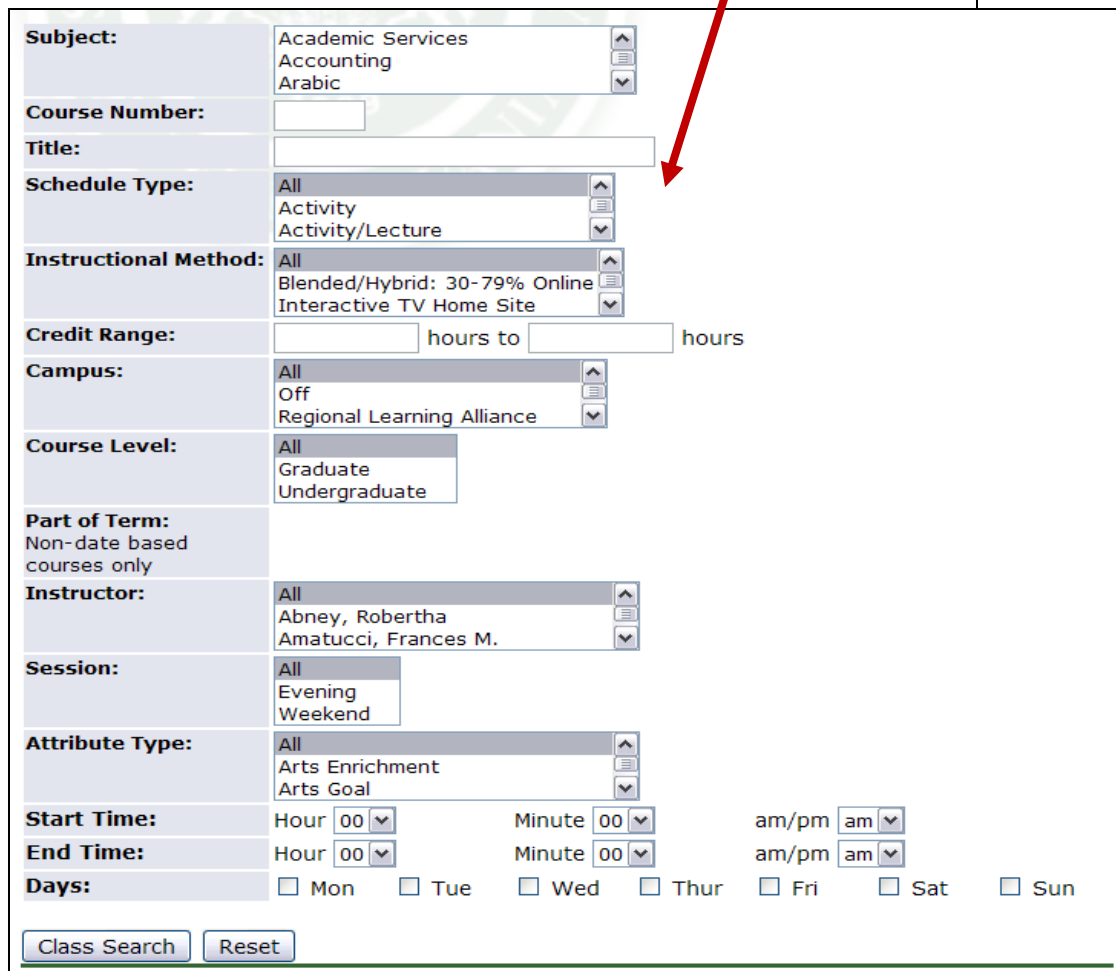
Use any combination of the selection fields, and click on the **Class Search** bar to search. You must choose at least **one Subject**.

For more detailed instructions about Class Search see page 10.



Add Classes Worksheet

CRNs



Subject: Academic Services
Accounting
Arabic

Course Number:

Title:

Schedule Type: All
Activity
Activity/Lecture

Instructional Method: All
Blended/Hybrid: 30-79% Online
Interactive TV Home Site

Credit Range: hours to hours

Campus: All
Off
Regional Learning Alliance

Course Level: All
Graduate
Undergraduate

Part of Term: Non-date based courses only

Instructor: All
Abney, Robertha
Amatucci, Frances M.

Session: All
Evening
Weekend

Attribute Type: All
Arts Enrichment
Arts Goal

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Registration: Class Search Results

When you enter your search terms, this is what the results page will look like. You can select one or many courses to add to your worksheet (see the next page for more detailed instructions).

This student searched for all the courses available that would fulfill the **Arts Enrichment Liberal Studies Requirement**.

Art																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10280	ART	105	01	SRU	3.000	Basic Studio Drawing	TR	05:30 pm- 08:15 pm	16	0	16	30	0	30	Tricia Bishop (P)	08/29- 12/17	ART 100	Arts Enrichment
<input type="checkbox"/>	10285	ART	105	02	SRU	3.000	Basic Studio Drawing	MWF	09:00 am- 11:50 am	16	0	16	30	0	30	Katherine L. Mickle (P)	08/29- 12/17	ART 100	Arts Enrichment
<input type="checkbox"/>	10295	ART	106	01	SRU	3.000	Basic Studio Painting	TR	02:00 pm- 04:45 pm	16	0	16	25	1	24	Heather E. Hertel (P)	08/29- 12/17	ART 101	Arts Enrichment
<input type="checkbox"/>	10308	ART	107	01	SRU	3.000	Basic Studio Photography	TR	09:30 am- 12:15 pm	16	0	16	25	0	25	Katherine L. Mickle (P)	08/29- 12/17	ART 015	Arts Enrichment
<input type="checkbox"/>	10533	ART	108	01	SRU	3.000	Basic Studio Printmaking	MWF	09:00 am- 11:50	8	0	8	25	0	25	TBA	08/29- 12/17	ART 006	Arts Enrichment

Registration: Adding Classes to Worksheet/Schedule

When you see the list of classes that meet your search criteria, check the box in front of the CRN to choose the course.

After selecting all the classes you wish, you can either:

- click the **Register** button (which will add the class(es) to your schedule) or
- click the **Add to Worksheet** button (which will add the CRN(s) to your worksheet).

<input checked="" type="checkbox"/>	9938	ACSD 110	05	SRU	3.000	Beginning Algebra	TR	08:00 am-09:15 am	35	2	33	0	0	0	Annette R. Salsovic (P)	08/29-12/17	ECB 305	Basic Requirement and Developmental Course
-------------------------------------	------	----------	----	-----	-------	-------------------	----	-------------------	----	---	----	---	---	---	-------------------------	-------------	---------	--

If you click **Register**, the selected classes will now appear as part of your Current Schedule (shown on page 7 of this guide).

If you click **Add to Worksheet**, the CRN(s) will be automatically filled in the Classes Worksheet (bottom portion of Add or Drop Classes screen). You will need to click “Submit Changes” before the classes will be added to your schedule.

Add Classes Worksheet

CRNs

<input type="text" value="9122"/>	<input type="text" value="9099"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Registration: Dropping Courses from Class Schedule

You can drop a course from your schedule, by choosing “Drop Web” from the drop down menu that appears in the middle (under **Action**) of the Add or Drop Classes screen.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Withdrawal- During Term on Feb 21, 2011		10036	HIST	153	03	Undergraduate	3.000	Standard	Letter	Twentieth Century World
Drop/Delete on Mar 02, 2011		9013	SPMT	394	01	Undergraduate	0.000	Standard	Letter	Sport Marketing
Registered Web on Feb 17, 2011	None Drop Web	10098	PHYS	317	01	Undergraduate	3.000	Standard	Letter	Space Science
Drop/Delete on Mar 04, 2011		9391	FREN	101	01	Undergraduate	0.000	Standard	Letter	French Language and Culture I

As always, when you are done making changes, you need to click **Submit Changes** at the bottom of the screen.

Add Classes Worksheet

CRNs

Submit Changes **Class Search** **Reset**

Registration: Class Schedule Search

You can search for classes by choosing “**Look up Classes**” from your Registration Tools channel on the Student Self-Service Tab.

OR, you choose “**Class Search**” at the bottom of the Add or Drop Classes screen (page 7).

Attribute Types include the following:

- Liberal Studies Goal or Enrichment Areas
- Basic Requirement
- Developmental Course
- Computer Competency
- Course Taught in Foreign Language
- Honors Course
- International Study Abroad

Class Schedule Search

Subject:	Academic Services Accounting Arabic
Course Number:	
Title:	
Schedule Type:	All Activity Activity/Lecture
Instructional Method:	All Blended/Hybrid: 30-79% Online Interactive TV Home Site
Credit Range:	hours to hours
Campus:	All Off Regional Learning Alliance
Course Level:	All Graduate Undergraduate
Part of Term:	Non-date based courses only
Instructor:	All Abney, Robertha Amatucci, Frances M.
Session:	All Evening Weekend
Attribute Type:	All Arts Enrichment Arts Goal
Start Time:	Hour 00 Minute 00 am/pm am
End Time:	Hour 00 Minute 00 am/pm am
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun

You MUST select at least ONE subject.

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

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

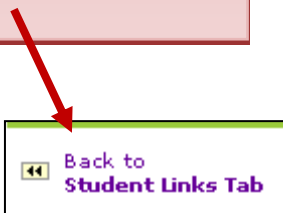
You can search for classes using some or all of the following parameters:

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

Student Links Tab (in the MySRU portal)

On the **Student Links** tab you will find these channels. These links are tailored to your needs at the University.

***NOTE:** Links to SRU web pages will not open in a new window. They will load in a new frame WITHIN the portal. When you want to return to the **Student Links tab**, you will see a link in your top left hand corner (above the SRU web page) that will take you back to the portal.



Home Student Self-Service Student Links Library ROCKmail Desire2Learn (D2L) MySRU Help April 7, 2011

Technology

- Desire2Learn (D2L)
- Distance Education
- H & I Drive
- Citrix
- IT Support Services
- Password Help
- SRU Alerts

First Year & Transitional Experiences

- MapWorks
- Tutoring
- FYRST Seminar
- Learning Communities
- Academic Advisement - Exploratory Studies
- Academic Services Department
- Writing Center
- Services for Students with Disabilities
- Retention Services

Academics

- Majors, Minor, & Certificates
- Academic Departments
- Colleges
- Department Chairs
- Graduate Admissions
- Honors Program
- Distance Education
- Study Abroad
- Career Services
- Enrollment Verification
- Commencement

Student Services

- Master Calendar
- Financial Aid
- Student Accounts
- Bookstore
- Academic Records
- Health Services
- Dining Services
- Police, Parking, & Safety
- Counseling Center
- Student Conflict Resolution Services
- University Union
- ID Card Office
- Child Care
- Rock Dollars
- Student Consumer Information
- Students' Rights Under FERPA

Residence Life

- Office of Residence Life
- My Housing
- Living Learning Communities
- Off Campus Housing
- Residence Student Computer Help Desk

Get Involved!

- Division of Student Life
- Center for Student Involvement and Leadership
- Office of Multicultural Development
- Clubs, Organizations, Greek Life
- Student Government Association
- Women's Center
- Student Employment

Campus Recreation

- The ARC
- Club Sport Teams
- Intramurals
- Outdoor Adventures
- Intercollegiate Athletics

MySRU Help Website

[Home](#) [Student Self-Service](#) [Student Links](#) [Library](#) [ROCKmail](#) [Desire2Learn \(D2L\)](#) [MySRU Help](#)

On this website (also accessible from the Faculty & Staff link from the homepage) you will find all training materials and helpful information about MySRU and SSB.

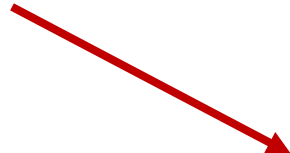



Slippery Rock University > Academics > IATS > MySRU Help

Click here for more guides like the one you are reading.



Click here to read about the features that are coming soon to MySRU.



	MySRU Help	SPOTLIGHT
<p>Home</p> <p>Faculty & Staff Training Sessions</p> <p>Student Training Guides</p> <p>Faculty & Staff Training Guides</p> <p>INB Access (On Campus Only)</p> <p>Reporting Tools (On Campus Only)</p> <p>Project Timeline</p> <p>Coming Soon for Students</p> <p>Coming Soon for Faculty & Staff</p> <p>Academic Policies & Processes (Beginning Fall 2011)</p> <p>Frequently Asked Questions</p> <p>Feedback</p>	<p>Important Banner Notes for Faculty & Staff</p> <p>MySRU, the university's web portal, is a new way to think about websites. MySRU is customized to bring you targeted information you need based on your role within the University.</p> <p>Imagine a website that:</p> <ul style="list-style-type: none">• Knows who you are with respect to the university• Delivers content to you based on who you are• Provides access to Course Registration, Financial Aid, Student Services, Course Management Utilities, and other day-to-day essentials• Acts as a one-stop shop for all your online resources at the SRU <p>That's the vision behind MySRU.</p> <p>SRU phased in Sungard's Luminis product which is an online gateway known as a "portal." It is being implemented as part of the larger Banner project.</p> <p>MySRU is the university's web portal (online gateway) that provides improved and personalized access to online, internal SRU information and web services (E-Mail, Web, Banner Self-Service Applications, Banner Self-Service Reporting, Enrollment Portal, etc.) for faculty, staff and students. Desire to Learn (D2L) and the Employer Self-Service applications use a log on established by PASSHE.</p>	<p></p> <p>Have feedback about MySRU? We'd love to hear your comments!</p> <p>Click here to provide us with your feedback.</p> <p>*NOTE: When navigating through MySRU, please allow an ample amount of time for each new page to load. If you receive any prompts to login again, simply log out and log back in.</p>

Frequently Asked Questions


1. What is Self-Service Banner?

Self-Service Banner is the self service (Web based) product used by students, faculty, staff and advisors. A secure web product, Self-Service Banner retrieves and records data directly to and from the Banner database, based upon the user's role in Banner. All information is live and in real time. Self-Service Banner provides information in an easy-to-read format that is available from any computer connected to the Internet.

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 Student Self-Service Banner on the Internet?

Click the MySRU Icon  located in the top right hand corner of Slippery Rock University's Homepage. If problems occur, please use the following hyperlink: [https:// mysru.sru.edu](https://mysru.sru.edu)

4. What information do I need to login to Student Self-Service Banner (SSB)?

You will need your SRU username and network password. Policy prohibits access to the system by anyone other than the authorized user.

5. Is there a time limit on Student Self-Service Banner (SSB)?

Yes. For your protection, if your Self-Service Banner (SSB) session has more than 60 minutes of inactivity, your session will be terminated.

6. What if I get lost or stuck in Student Self-Service Banner (SSB)?

If you are having trouble or need to exit Student Self-Service Banner (SSB), always click on the EXIT button on the top right of the page. Any data that you entered on the page will be lost.

7. Who do I call for help?

Contact the IATS Help Desk

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