Slippery Rock University

Student Guide to Registration

Banner 9

SRU Scheduler

Revised 09/29/2026

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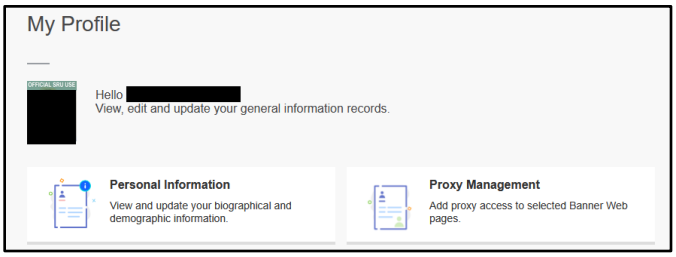
MySRU - PERSONAL INFORMATION PAGE LINK



Click on the ***MyProfile*** card in **MySRU,** in the left navigation menu, select the *Personal Information Page*. Please review your personal information and any proxy permissions previously given to verify everything is up to date.

PERSONAL INFORMATION

From this page you will have access to the information you are permitted to change:

- Phone number(s)
- Emergency contact(s)
- Email address(es)
    - **Note:** If you need to edit a specific email address type you must first delete the current one, then add the correct email address under that email address type
- Address(es)
    - A permanent home address is required of all students. You will not be able to delete your permanent home address
    - When entering a new address as of a specific date, you will first need to put an end date on the prior address
- Chosen or preferred first name or gender identification

PROXY MANAGEMENT

For security purposes, the SRU student must initiate the process to set up account proxy access. Students can designate multiple people as proxy. Once assigned, the Proxy will be able to view student information based on the permissions chosen by the SRU student such as mid-term grades, final grades, student class schedule, student account information, and financial aid information.

Please go to this page for further instruction: sru.edu/family/parent-portal.

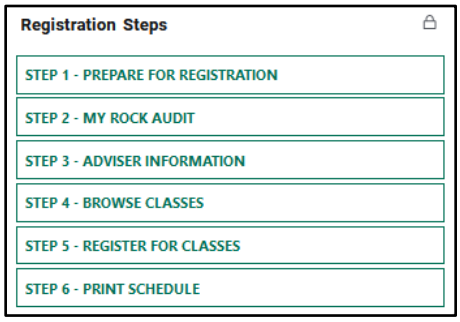
INSTRUCTION MODE DESCRIPTIONS

Below is a list of instruction modes that could be used in the Master Class Schedules. Not all modes are offered every semester.

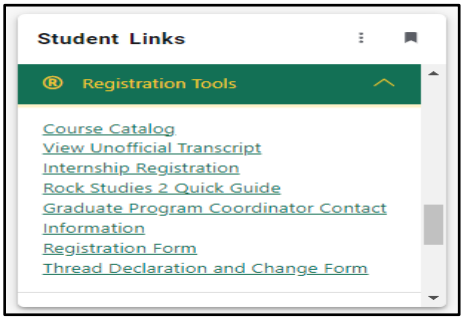
Code	Description	Definition
TR	Traditional F2F	Face-to-face instruction: This delivery of instruction in real time, with the faculty member and students physically present in the same classroom.
OS	Online Synchronous: 100%	Synchronous distance education: is the remote delivery of all instruction to individual students who participate simultaneously, in real time.
OL	Online only: 100%	Asynchronous distance education: is delivered remotely in which the faculty member and all students participate entirely remotely, but not simultaneously.
BL	Blended/Hybrid: 51-79% online	Blended/Hybrid: is a course that combines face-to-face instruction with distance education elements, whose content is taught between 51 - 79% online.
30	Blended/Hybrid: 30-50% online	Blended/Hybrid: is a course that combines face-to-face instruction with distance education elements, whose content is taught between 30 - 50% online.
80	Blended/Hybrid: 80-99% online	Blended/Hybrid: is a course that combines face-to-face instruction with distance education elements, whose content is taught between 80 - 99% online.
SM	Simultaneous Modalities	Simultaneous modalities: is a course that is offered via two or more modalities, and students select the specific modality by which they will attend the entire course by no later than the end of the drop/add period.
HF	Hyflex	Hyflex: is a course offered via two or more modalities, and students may choose modalities for each class period. The use of Hyflex must be strictly limited to unique circumstances.
MI	Mixed Remote	Mixed remote: is a course delivered entirely by distance education, using a combination of non-simultaneous, synchronous and asynchronous instruction, as indicated in the course syllabus.
MH	Multi-classroom Synchronous home	Multi-classroom synchronous - home: is a course delivered simultaneously to multiple locations to students who are in a classroom(s) on a different campus/other teaching location participating via remote technology in real time while the faculty member may be teaching other students present in the same classroom.
MR	Multi-classroom Synchronous remote	Multi-classroom synchronous - remote: is a course delivered simultaneously to multiple locations to students who are in a classroom(s) on a different campus/other teaching location participating via remote technology in real time while the faculty member may be teaching other students present in the same classroom.

MySRU – REGISTRATION TOOLS

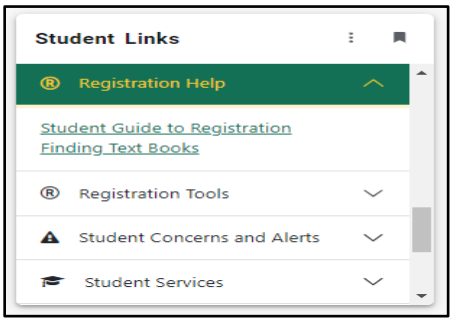
The **Registration Steps** card provides students with the registration process in six steps. To be eligible to register, a student must be in good standing with the university and their student status must be active. If either of these is preventing you from registration, contact Academic Records and Registration at 724-738-2010 or academic.records@sru.edu for assistance. Each registration step will be described in more detail below.



The **Student Links** card has a *Registration Tools* menu that lists many resources to assist students in the registration process, such as: Registration Form/Worksheet; Rock Studies 2 Quick Guide; and Unofficial Transcript.



The **Student Links** card has a *Registration Help* menu where you can find this PDF *Student Guide to Registration* and a *Finding Text Books* quick guide.



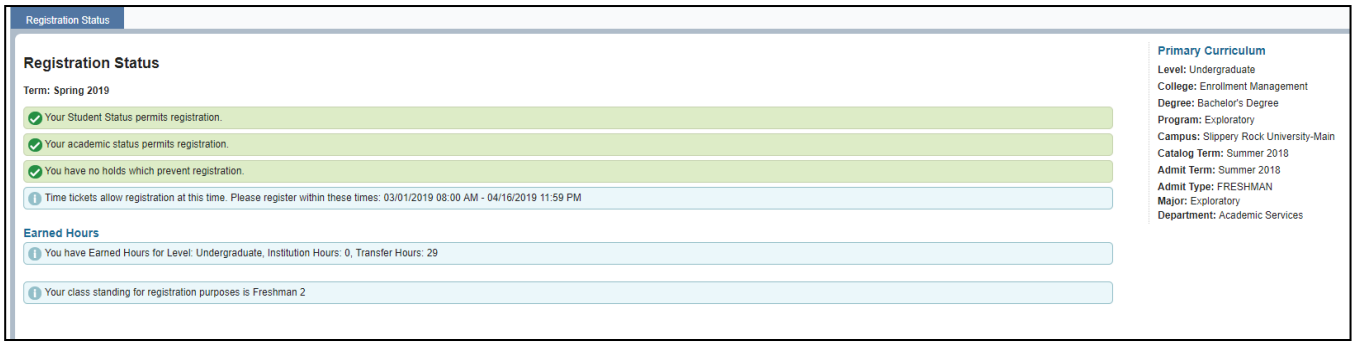
Note: A Prepare For Registration step-by-step video can be found on the ***Student Links*** card under the *Helps & Tutorials* menu.

PREPARE FOR REGISTRATION

STEP 1

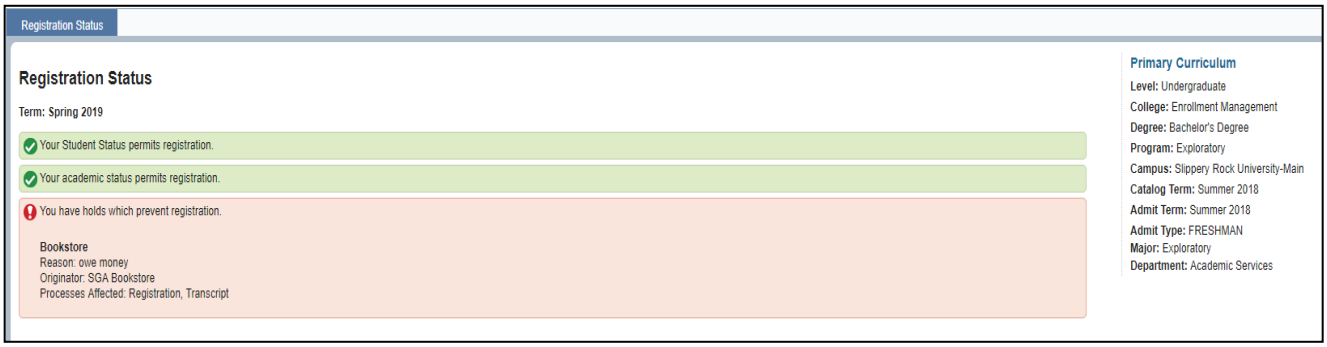
REGISTRATION STATUS - CHECK YOUR ELIGIBILITY TO REGISTER

- 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:

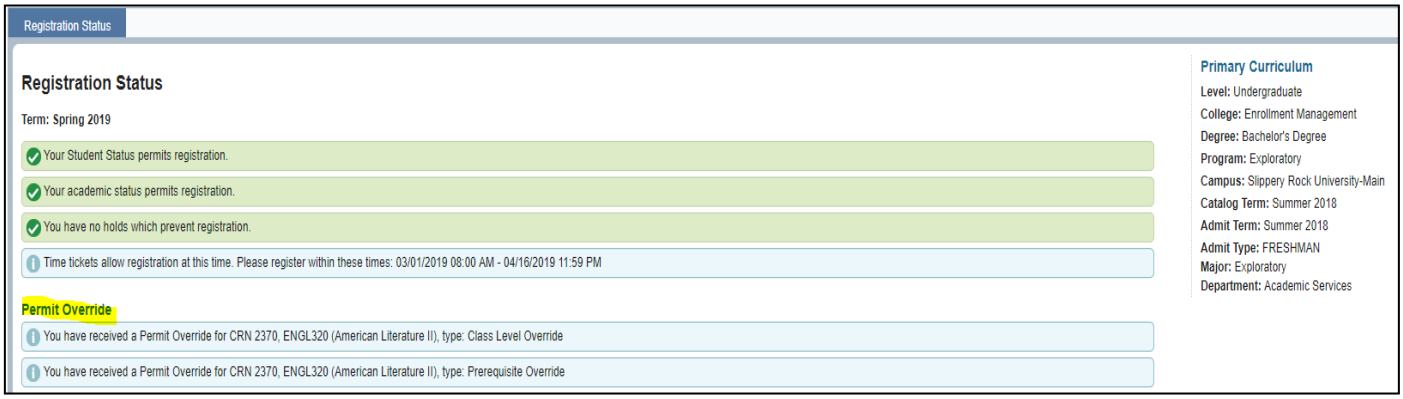


- Contact the person/office listed under “Hold Type” for information on how to have the “Hold” removed from your account, which will make you eligible to register.

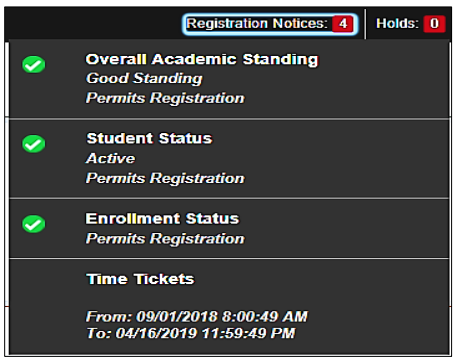
REGISTRATION PERMITS AND OVERRIDES

If you have been given permission (an override) by an instructor to register for a closed course, etc., this information is located in the bottom section of the registration status box with specific course information for the override which includes the type of override; Course Reference Number (CRN); Subject; and Course

- **Overrides do not automatically register you for the course. *YOU MUST ADD* this course to your own schedule**
    - To register for a closed/full section you have received a capacity override for:
        - **Banner 9:** you must use the Enter CRN tab
        - **SRU Scheduler:** you must make sure you do **NOT** have the Course Status "Open classes only" checked off. Click on the Current Schedule tab then click in the Enter by CRN box on the top left side of the page



Note: For another spot so see your registration status in MySRU, click on your **MyProfile** card. In the upper right-hand corner, you will then see "Registration Notices". Click here to display your registration status and hold information, this is easily available to you at all times.

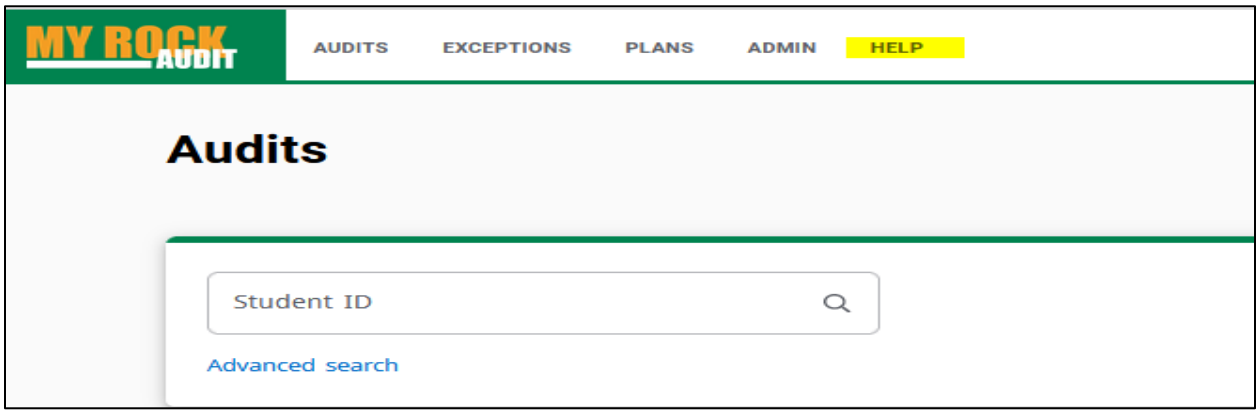


STEP 2

MY ROCK AUDIT

BEFORE ENTERING THE AUDIT, YOU MAY NEED TO UNBLOCK POP-UPS or CHANGE YOUR BROWSER

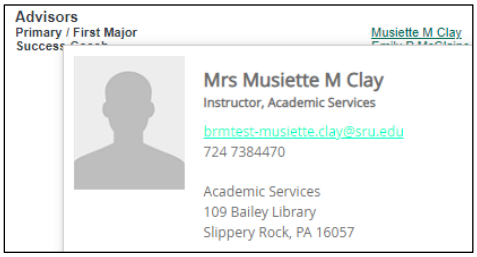
- Click on Step 2
- My Rock Audit is the official list of all requirements for graduation and is designed to provide you with an easy to understand, clearly defined pathway toward degree completion. Post Baccalaureate students **do not use** the My Rock Audit
    - My Rock Audit is a summary of your degree requirements which includes university requirements, Liberal Studies or Rock Studies requirements, and major requirements, etc.
- 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 or email questions to academic.records@sru.edu



ADVISER INFORMATION

WHO IS YOUR ACADEMIC ADVISER?

- Click on Step 3
- 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 – which links to your My Profile card. Click on the advisor name(s) to see full contact information



- If no adviser is listed, go to the academic department for the major/minor in question
- Your advisers are also located under Step 2, My Rock Audit
    - **Note:** In the My Rock Audit, if no information is available for a field, the field will not show at all. For example, if the two advisor names below had not been entered, the label '1st Major Advisor' would not have shown in this block as well.

- **UNDERGRADUATE DEGREE SEEKING STUDENTS ONLY:** 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)**
- Contact your adviser to make an appointment to discuss course options for the next semester – the adviser's name is hyperlinked to email in your MyProfile card and their email is listed in your My Rock Audit. If you do not have an adviser, please contact Exploratory Studies & Academic Progress at 724-738-2012 or exploratory.studies@sru.edu

Banner 9

BANNER 9 REGISTRATION: BROWSE & REGISTER

The Banner 9 Registration section to follow illustrates how to use Banner 9 Registration to browse for and/or how to register for classes. The subsequent section will illustrate how to use the SRU Scheduler to browse for and/or to register for classes.

Students have the option to use both Banner 9 Registration and/or the SRU Scheduler. For example, you can generate schedules in the SRU Scheduler, then exit the program and go into Banner 9 Registration and register for those classes.

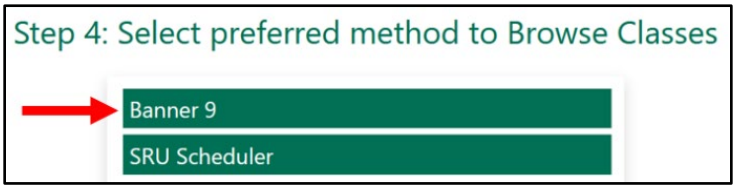
Class schedules for the upcoming semesters are made public a little over two weeks before the beginning of the priority registration period. Students can only use the Browse Classes features when viewing class schedules prior to their Registration Time Ticket date and time. Once their Registration Time Ticket date and time has arrived, students can use the Register for Classes features.

Note: A Banner 9 Registration step-by-step video can be found on the ***Student Links*** card under the *Helps & Tutorials* menu.

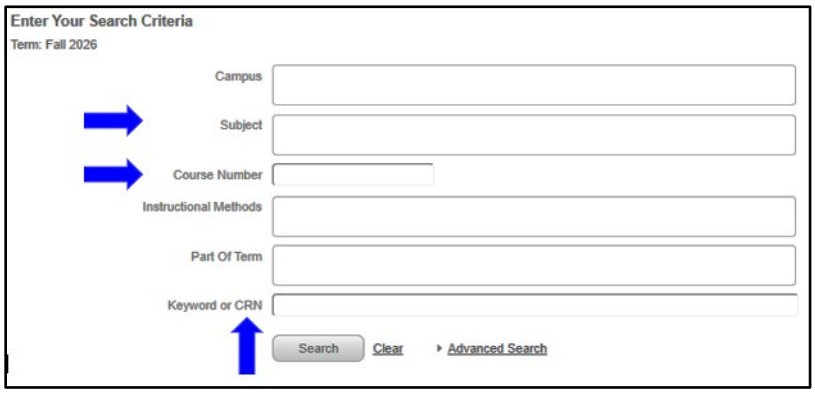
STEP 4 BANNER 9 REGISTRATION: BROWSE CLASSES

Browse Classes: provides you with the available courses for registration by term.

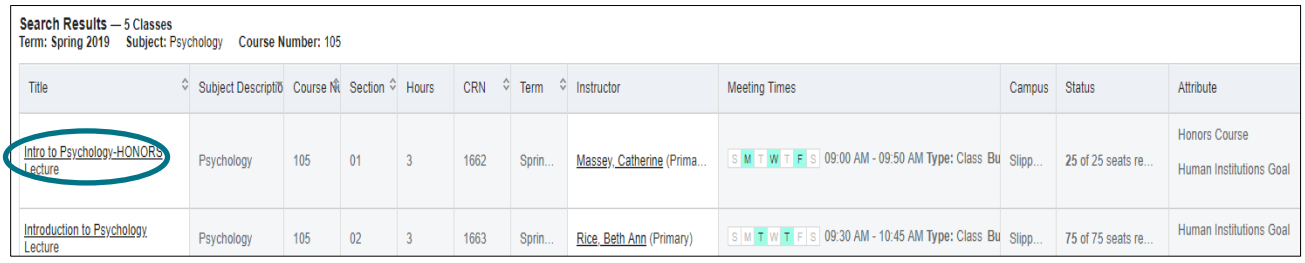
- Click on Step 4 and select Banner 9



- Select a Term and Continue
- There are two ways to search for courses: **Course Search** or **Advanced Search**
- **Course Search:**

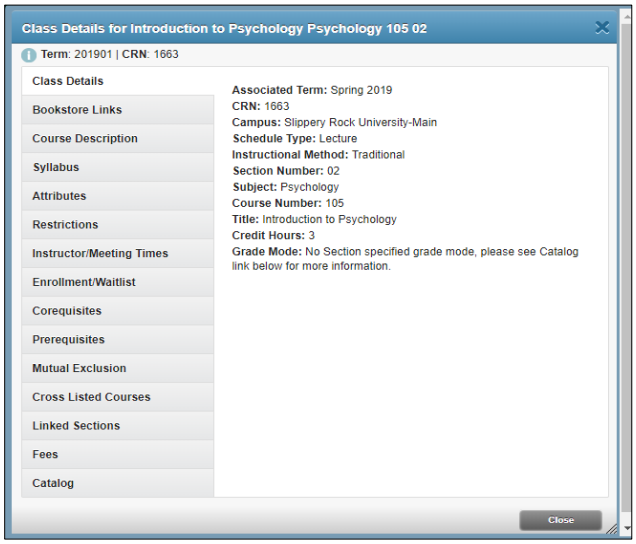


- If you know the unique Course Reference Number (CRN), it is the fastest way to search
- Once a subject(s) is selected, a list of the offered courses will appear for the selected term
- If you would like to see the entire master class schedule, do not enter anything in the Subject or Course Number fields. Just click "Search"
- Click on "Search" below Keyword box

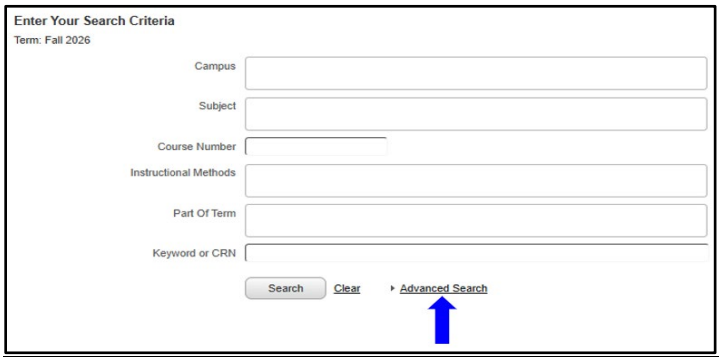


- The Status column indicates the number of seats that are available
- If the section is closed it will be indicated in red
- The default for course display is 10 per page but you can increase the number of courses listed by up to 50 per page
- You can shorten or lengthen columns by hovering your curser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

- You can click on the course title to get more detailed information for the class
    - Click on the Bookstore Links to see what materials will be needed for the class
    - Currently, the Course Description link will show any notes that have been put on that individual class section. If there are no notes, a course description will display



- **Advanced Search:**



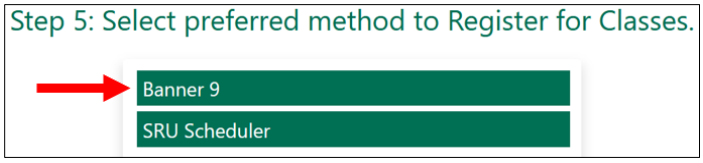
- Includes these additional search options
    - Campus
    - Subject
    - Course Number
    - Instructional Methods
    - Part of Term
    - Keyword or CRN
    - Instructor
    - Attribute
    - Level
    - Buildings
    - College
    - Departments
    - Title

Click on the criteria you would like to search on and click “Search” at bottom of page.

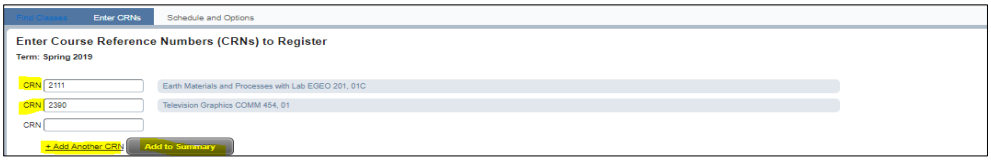
BANNER 9 REGISTRATION: REGISTER FOR CLASSES

You **cannot** register until your assigned registration Time Ticket date and start time.

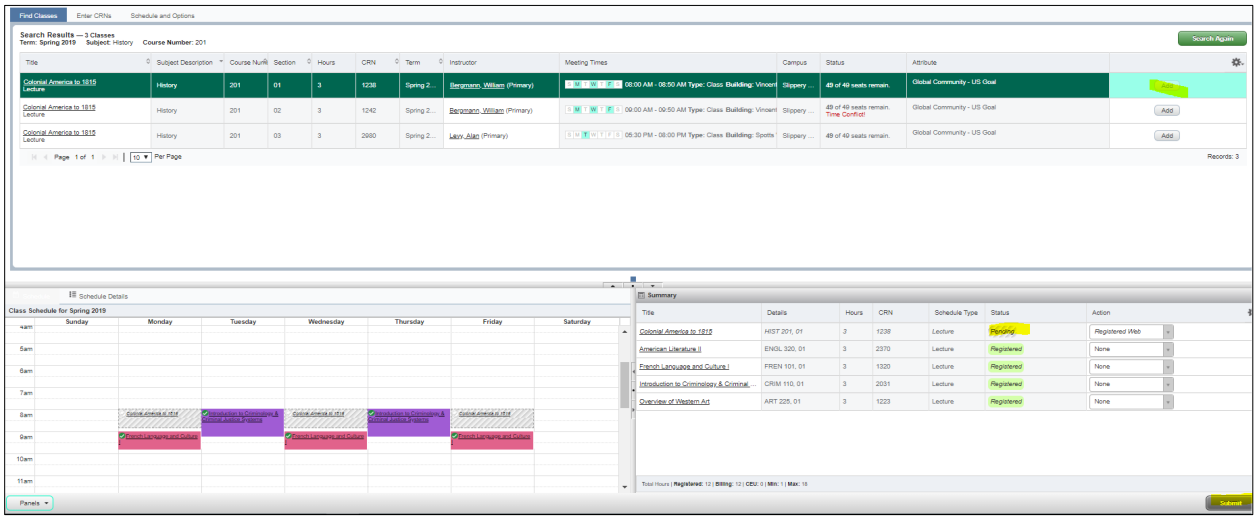
- Click on Step 5 and select Banner 9, then Select a term and continue



- **Note:** If you previously saved courses in your shopping cart in the SRU Scheduler, they will **not** show in Banner 9, as Banner 9 does not have a shopping cart feature
- You can register by searching for classes from the "Enter CRN's" or the "Find Classes" tabs
- If you register using the "Enter CRN's" tab, enter the CRN, then click "Add Another CRN" or click "Send To Summary" when done, the course(s) will move to the "Summary" on the bottom right, with the Action "**Pending**"

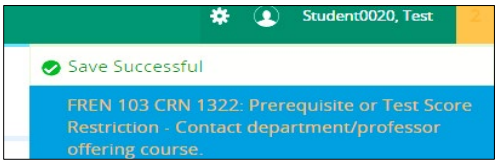


- If you register using the "Find Classes" tab, find a course, then click "Add" on the right. The course will move to the "Summary" on the bottom right, with the Action "**Pending**"

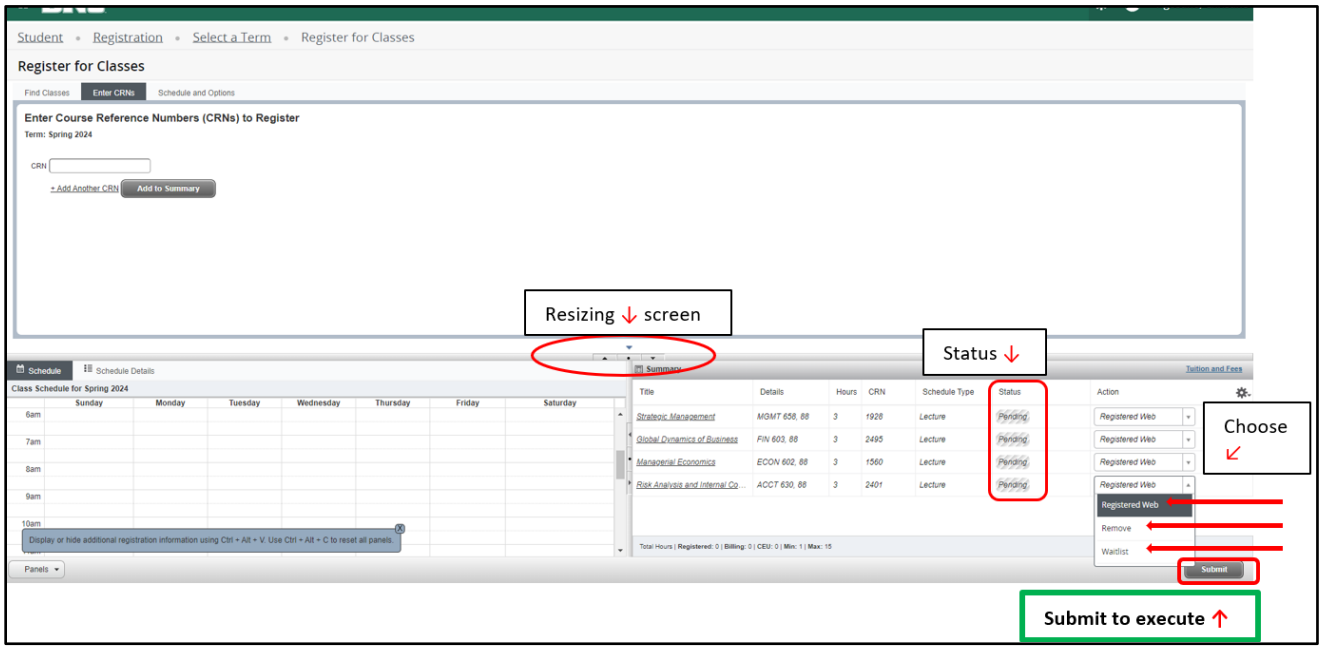


- To remove a course from the "Summary", click the down arrow under the Action column and click "**Remove**"
- When your "Summary" looks like you want it to, click "**Submit**". If successful, the course(s) will be added and/or removed from your schedule as requested.
    - **Note:** If successfully registered, the "**Pending**" Status now will say "**Registered**".

- **IF** there is a restriction preventing you from registering for a course, you will see an error message at top right side of screen. Make note of ALL of the errors you receive for a course and contact the instructor to see if he/she will issue you an override for the error message(s) you received
    - Once the override(s) is in the system **you must get back in and register yourself for the course**



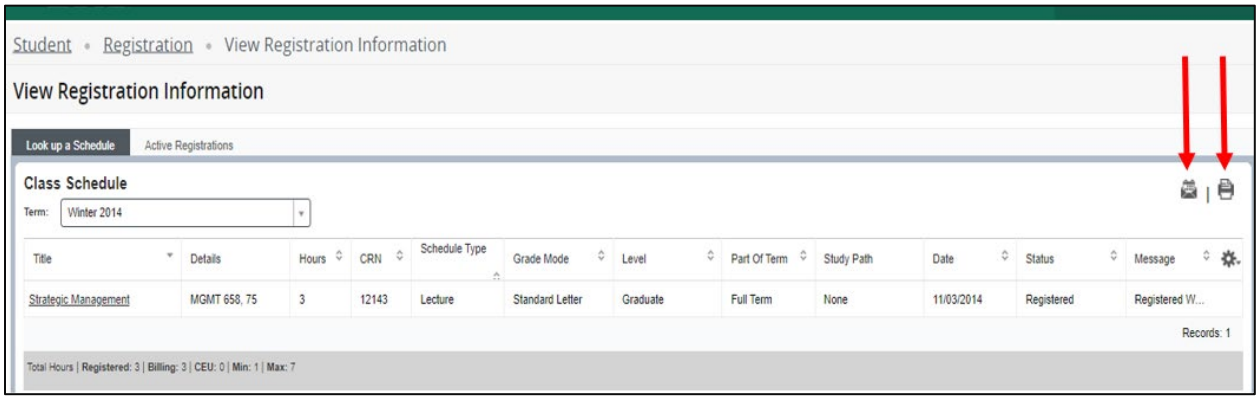
- **IF** you received a Seating Capacity override, you will *have to use* the "Enter CRNs" tab to register for the course. You **will not** be able to do it from the "Find Classes" tab
- **IF** when attempting to register, you receive a message that a section is full and has a waitlist, you can use the down arrow in the Action column next to that section to take a seat on the "**Waitlist**" or "**Remove**" the section from your schedule



- **IF** a waitlist seat opens up on a section you are on the "**Waitlist**" for, you will be notified via email that you can register for the class. Return to the "Summary" area and use the dropdown box in the "Action" column to change from "**Waitlist**" to "**Register Web**", then click "**Submit**" to execute your selection. This **must** be completed by the deadline date specified in the email you received
- **Note:** If you leave any classes in the "**Pending**" status and exit the Register for Classes area, the "**Pending**" classes will not be there when you return.
- **Note:** The registration screen is split into three parts. If you would like to change the size of each part, please click on the small arrows in center of screen to resize

BANNER 9 REGISTRATION: PRINT OR EMAIL SCHEDULE

- Click on Step 6
- Your schedule for the 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 the right side of the page
- **Note:** The print and email options are also available from Step 5 on the Schedule and Options tab.



SRU SCHEDULER: BROWSE & REGISTER

The section to follow illustrates how to use the SRU Scheduler to browse for and/or to register for classes.

Students have the option to use both Banner 9 and/or the SRU Scheduler. For example, you can generate schedules in the SRU Scheduler, then exit the program and go into Banner 9 and register for those classes.

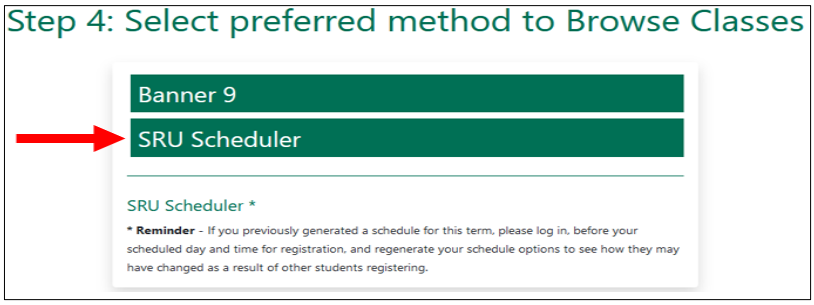
Class schedules for the upcoming semesters are made public a little over two weeks before the beginning of the priority registration period. Students can only use the Browse Classes features when viewing class schedules prior to their Registration Time Ticket date and time. Once their Registration Time Ticket date and time has arrived, students can use the Register for Classes features.

Note: An SRU Scheduler step-by-step video can be found on the ***Academics*** Tab in the *Helps & Tutorials* portlet.

STEP 4 SRU SCHEDULER: BROWSE CLASSES

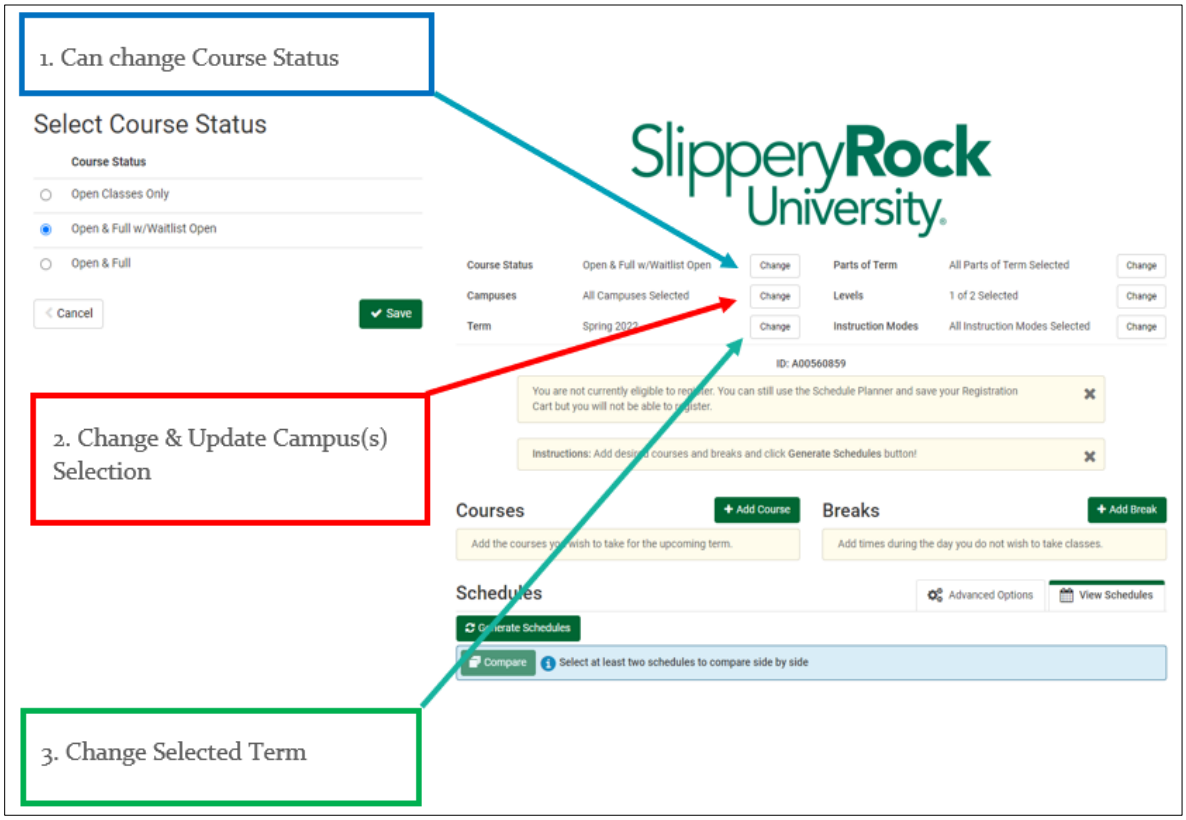
Browse Classes: provides you with the available courses for registration by term.

- Click Step 4 and select SRU Scheduler



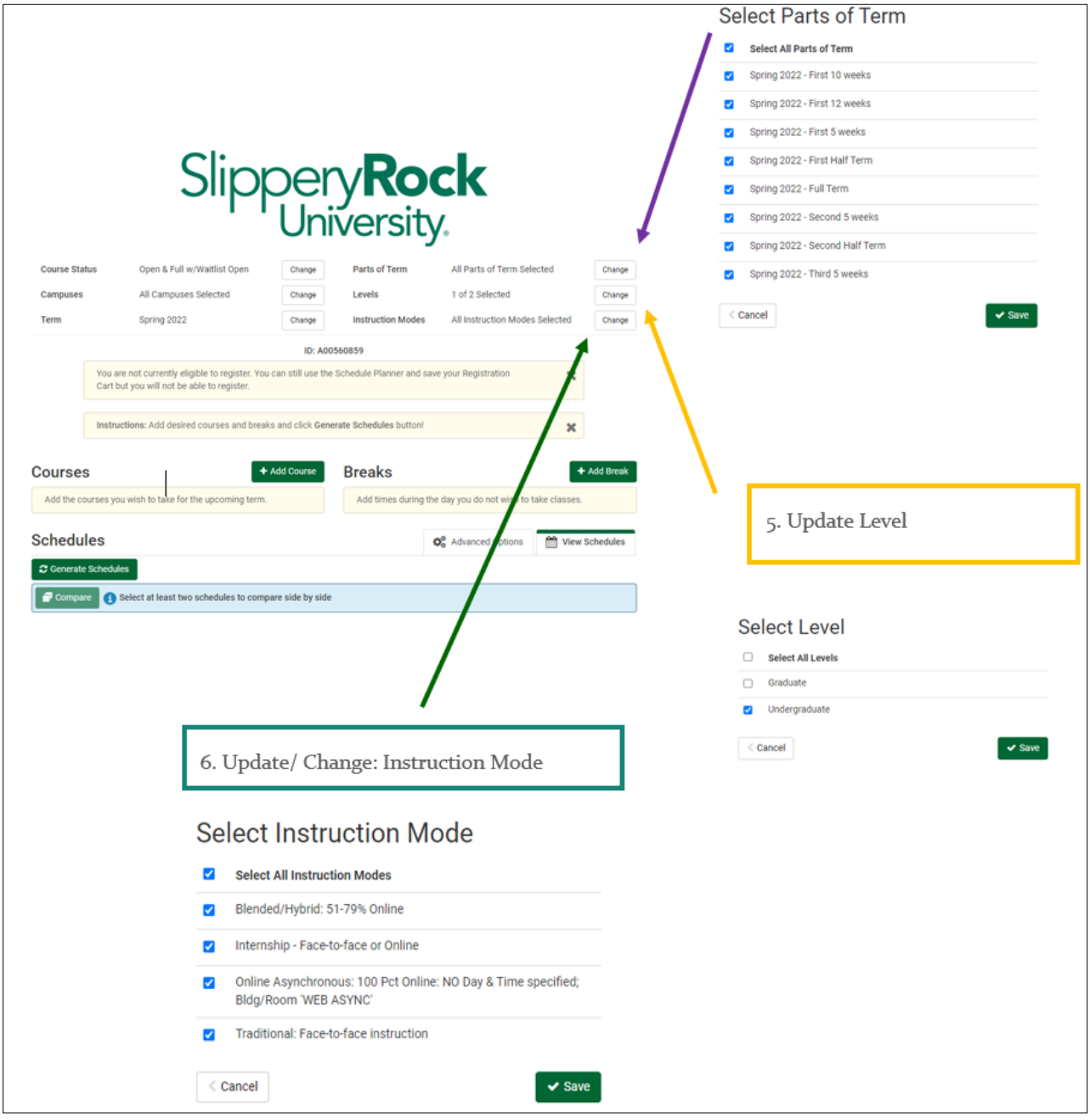
- Select a Term, click Save and Continue
- Select a Campus(s) and click Save and Continue
- See the next two snippets for the 6 search parameters that you can adjust to your needs

Options 1-3

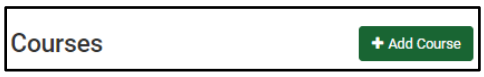


Warning! If you do not allow Full or Waitlist Open for "Course Status", you will not see classes that you may have been given a capacity override on and/or sections whose waitlist has opened a seat to you

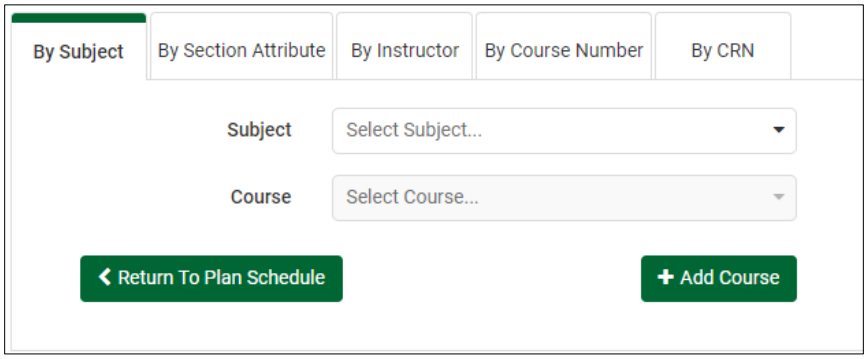
Options 4-6



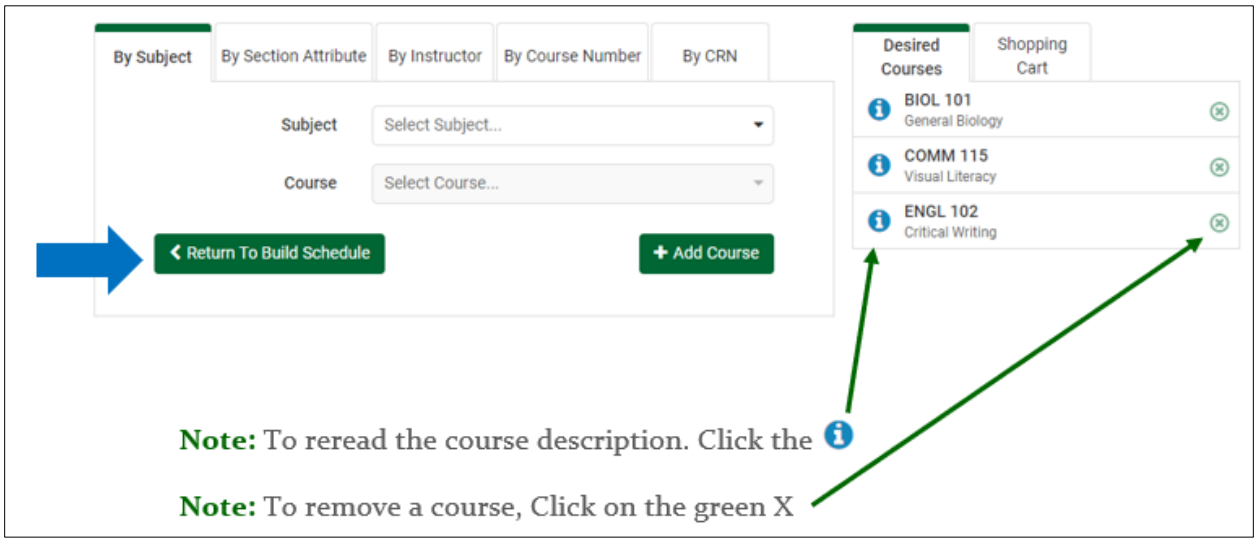
You are now ready to Add (Browse) Courses. Click on "Add Course" in the middle of your screen.



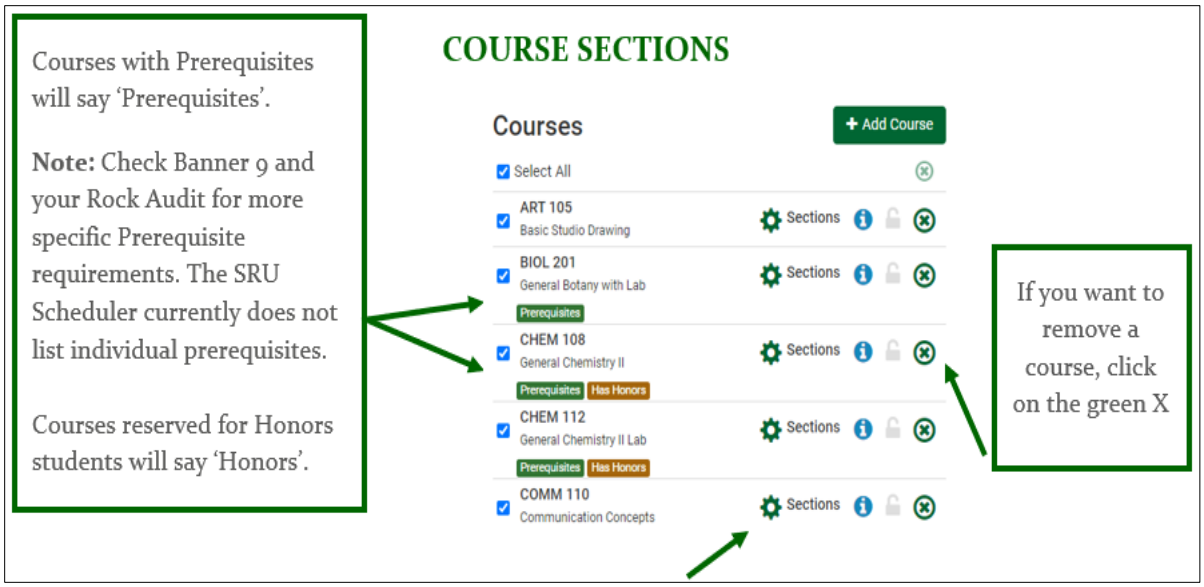
There are five ways to search for currently offered courses, see below:



- Click on the the "Add Course" button when you find a course you would like to build your schedule with



- Once you have selected your courses and they are showing up on the right hand side of the screen, click "Return to Build Schedule"



Optional: Navigate to the section options which are available by clicking on the gear symbol

This option will allow you to see the number of sections being offered, the CRNs, Section Number, Seats Available, Part of Term, Instructor, Day(s) and Location(s), Instruction Method and Number of Credits

- To view more information on a section, click the information symbol

	CRN #	Section	Subject	Component	Seats Open	Parts of Term	Instructor	Day(s) & Location(s)	Instruction Mode	Credits
	9007	88	CPSC	Lecture	-1	Fall 2022 - First 5 weeks	Lee, Kwang B	WEB ASYNC	Online Asynchronous: 100 Pct Online: NO Day & Time specified; Bldg/Room 'WEB ASYNC'	1

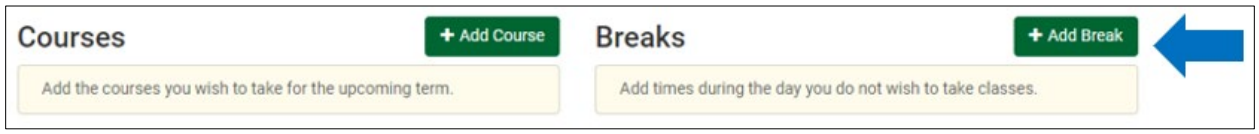
CRN #: 9007
Title: Introduction to Computing for Liberal Arts
Section: 88
Subject: CPSC
Component: Lecture
Seats Open: -1
Parts of Term: Fall 2022 - First 5 weeks
Instructor: Lee, Kwang B
Campus: Off Campus (Includes Online)
Instruction Mode: Online Asynchronous: 100 Pct Online: NO Day & Time specified; Bldg/Room 'WEB ASYNC'
Credits: 1
Waitlist: 1
Section Attributes: Computer Competency, Distributed Education Approved, Offered Every Term, Pass/No Credit or Pass/Fail
Department: Computer Science
Textbook: Click Here

Day(s) & Location(s):
WEB ASYNC
Dates: 08/22/2022 - 09/26/2022

- The Textbook link will take you to the bookstore to look up what materials you might need for your classes

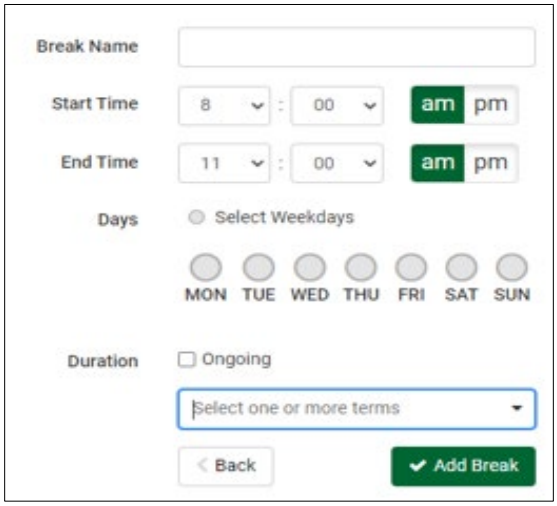
ADD BREAK (OPTIONAL)

Click “Add Break” if you have other obligations that you need to schedule your courses around



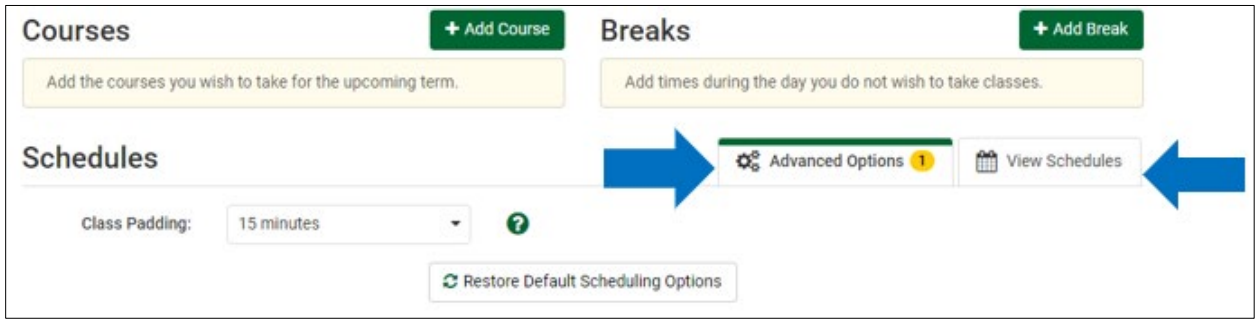
- Select the term from the drop down menu that applies or click ongoing if you need this break time for future term/semester scheduling

  Note: Multiple breaks can be added



CLASS PADDING (OPTIONAL)

If ten or 15 minutes is not enough time between classes, you can add class padding by clicking “Advanced Options”



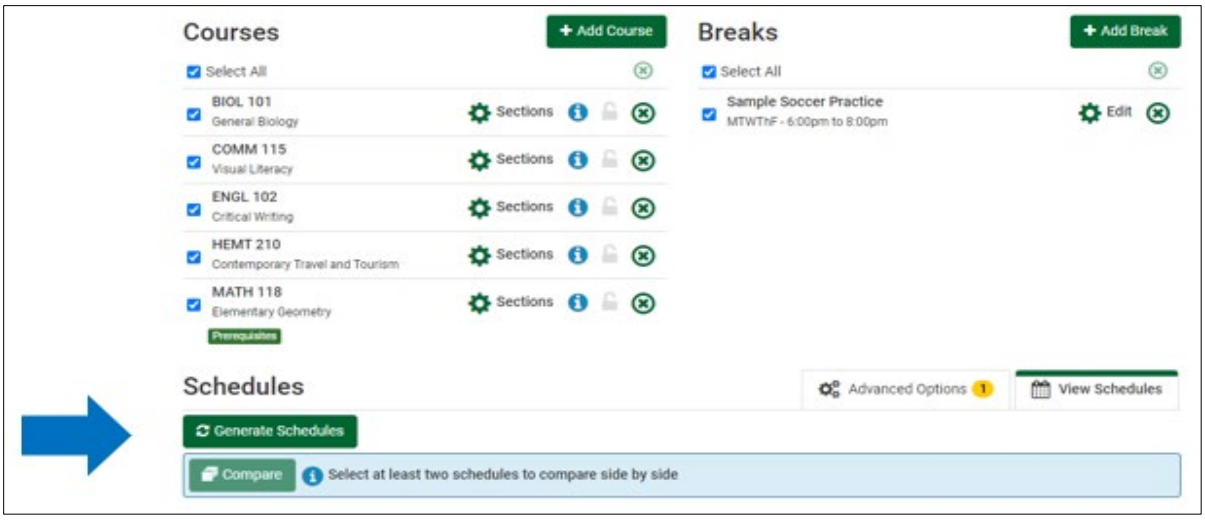
- After adding Class Padding, click on View Schedules to return to the main screen

Note: Class Padding will roll from one term to the next. If your needs change you will be responsible for revising or removing it your prior padding entries

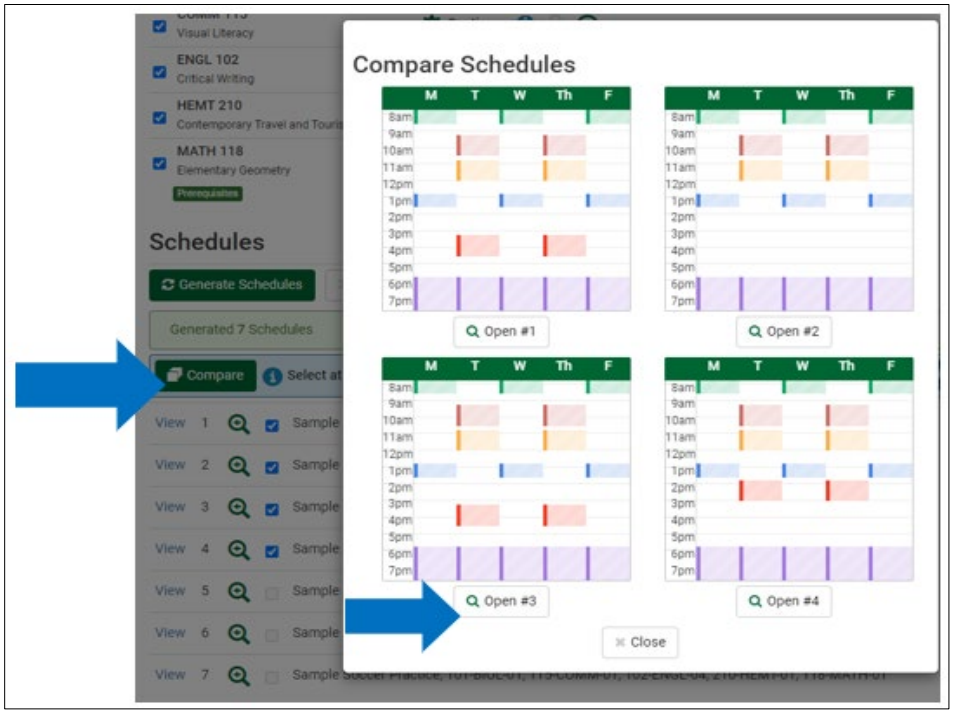
GENERATE SCHEDULE

Once you have reviewed your courses and/or sections, click “Generate Schedule”

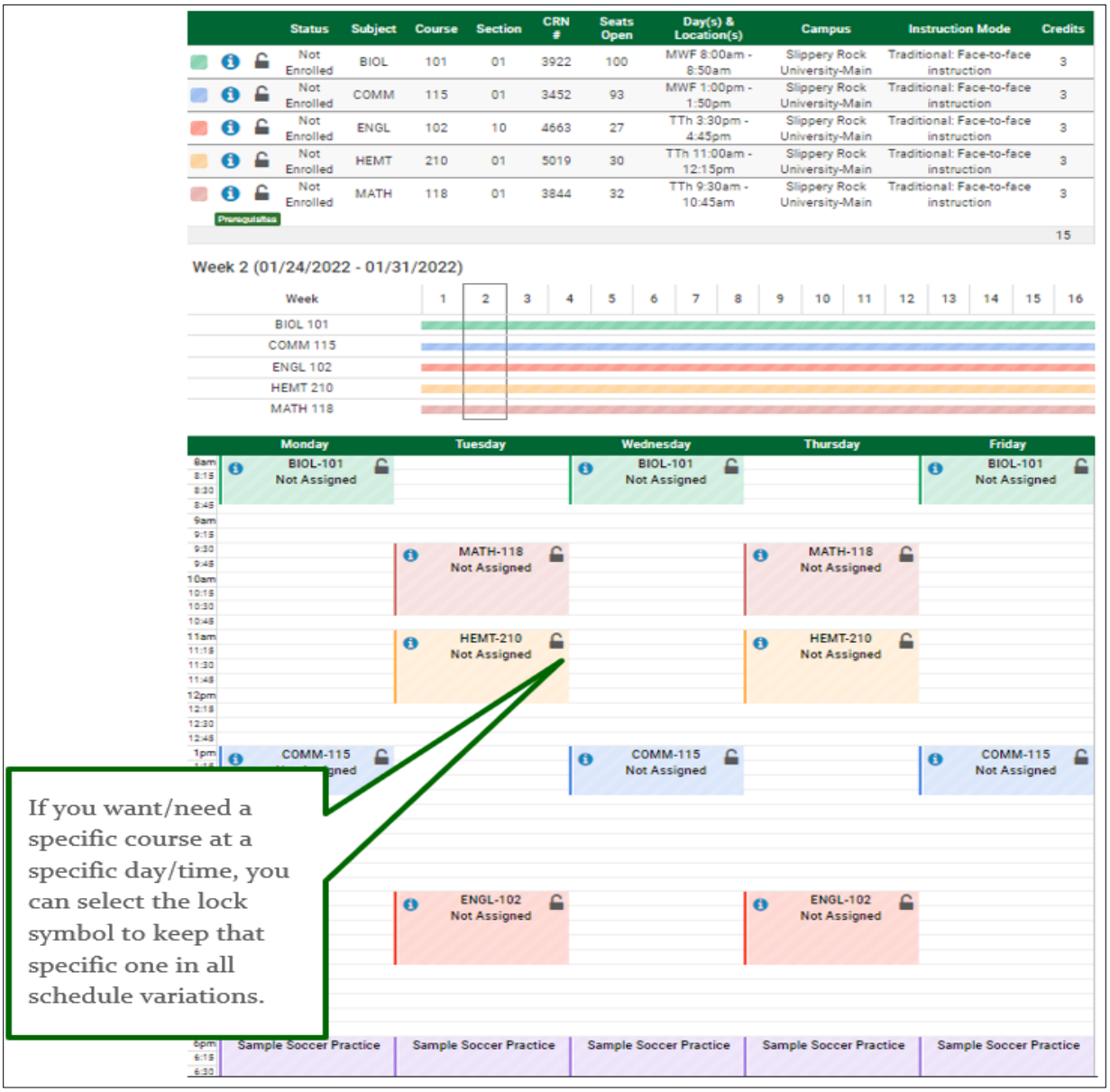
- Schedule options will generate for you to view and compare



- To view a generated schedule, click “View” to the left of that particular schedule
- To compare schedules side by side, check the boxes next to the schedules and select “Compare Schedules”. You can compare as many as four schedules at one time
- To take a more in depth look at one of the schedules you are comparing, select “Open #_” by that schedule



SRU SCHEDULER: VIEW, PRINT & SAVE SCHEDULE OPTIONS



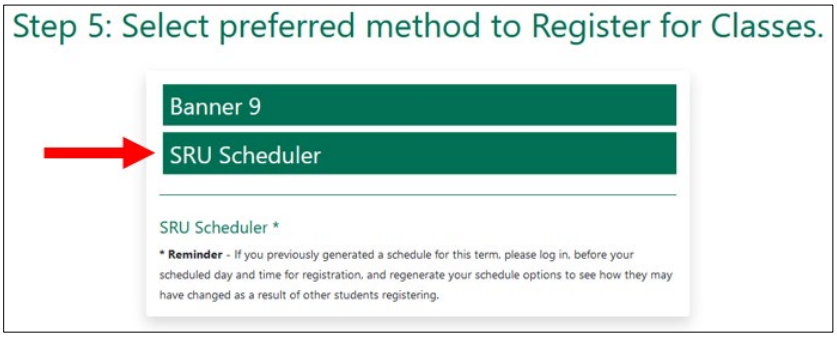
From here:

- You are able to Print and/or Email different schedules
- You can click on the heart symbol to flag and name your favorite schedules
    - To go back and view another schedule, click on the "Back" button

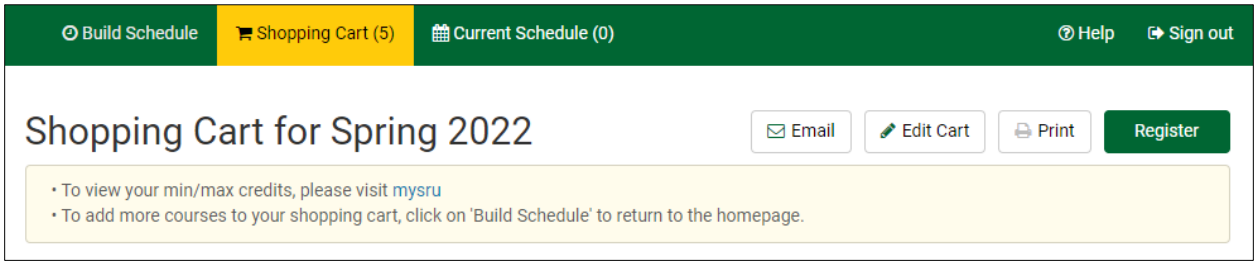
SRU SCHEDULER: REGISTER FOR CLASSES

You **cannot** register until your assigned registration Time Ticket date and start time.

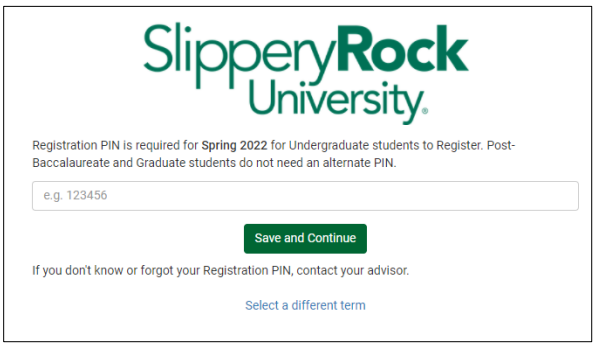
- Click on Step 5 and select the SRU Scheduler



- **If you previously generated a schedule for this term, regenerate your schedule options to see how they may have changed as a result of other students registering**
- Then send the schedule of your choice to the Shopping Cart if you had not previously done this
    - **Note:** You must have a schedule in your shopping cart in order to register



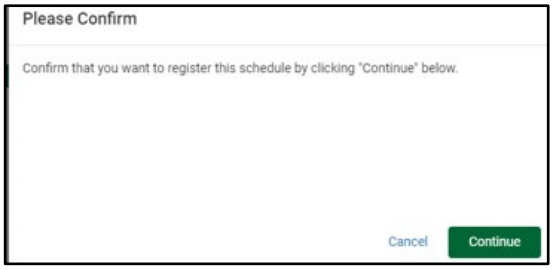
- Click "Register"
- Confirm that you want to register by clicking "Continue"
- A Registration PIN (RPIN) is required for Undergraduate Degree Seeking students to Register.
    - ***Post-Baccalaureate and Graduate students <u>do not need</u> an RPIN.***
- Enter your RPIN, then click Save and Continue



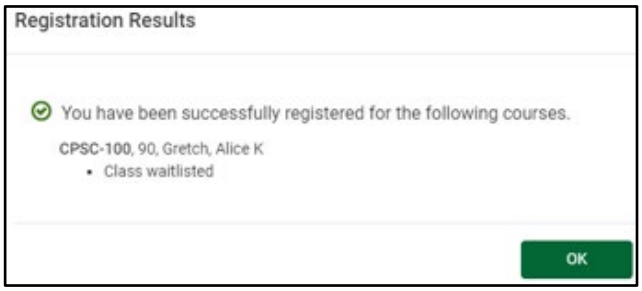
NOTE: Any error messages regarding prerequisites, course availability, etc. will be shown during this step

- **IF** you receive an error message on a course section and would still like to register for it, you must contact the instructor to see if he/she will give you an override for that issue. Record **any/all errors** you receive and let the instructor know what they are. Overrides will need issued for each individual error you received
- **IF** you are granted an override, once the override is entered into the system **you must go in and register yourself for the course**
- **IF** you received a Seating Capacity override, you will need to make sure you chose to view the "Open and Full" option under "Course Status" in order to pull that CRN into your schedule from the "By CRN" search option
- **IF** you receive a message that the class is full but there is an option to wait list:
    - Check the box next to the class you are willing to be on the waitlist for (or do not check any if you do not wish to be on a wait list) and then click on "OK"

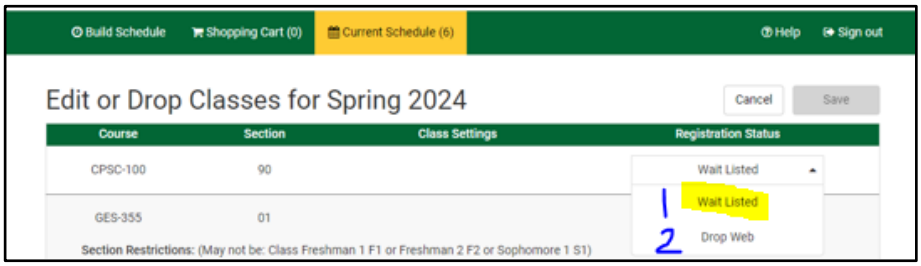
    - Click on "Continue" to Confirm



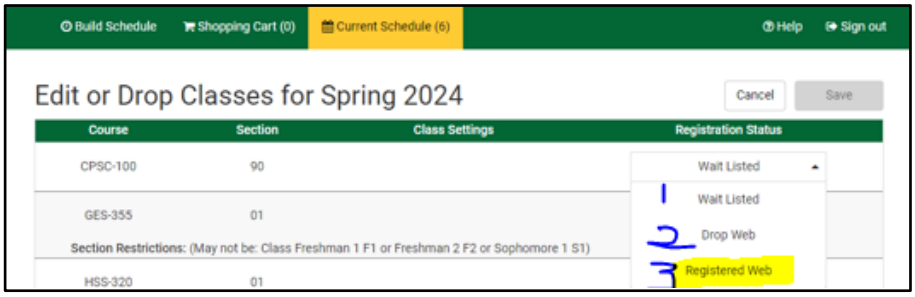
    - If you did check off a class to waitlist for, you will see this message next



- Under the "Edit or Drop Classes" Tab, you will see that you are on the waitlist and you do have the option to remove yourself from the waitlist if you no longer wish to wait for a seat



- Once a seat opens up for the class and it is your turn in line for a seat, an email will go to your SRU email address telling you that a seat is open and **how long you have to get in and accept the seat**. When you return to 'Edit or Drop Classes", you will now see you have another option, "Registered Web". If you want the seat, choose this, if you do not want the seat, choose "Drop Web"



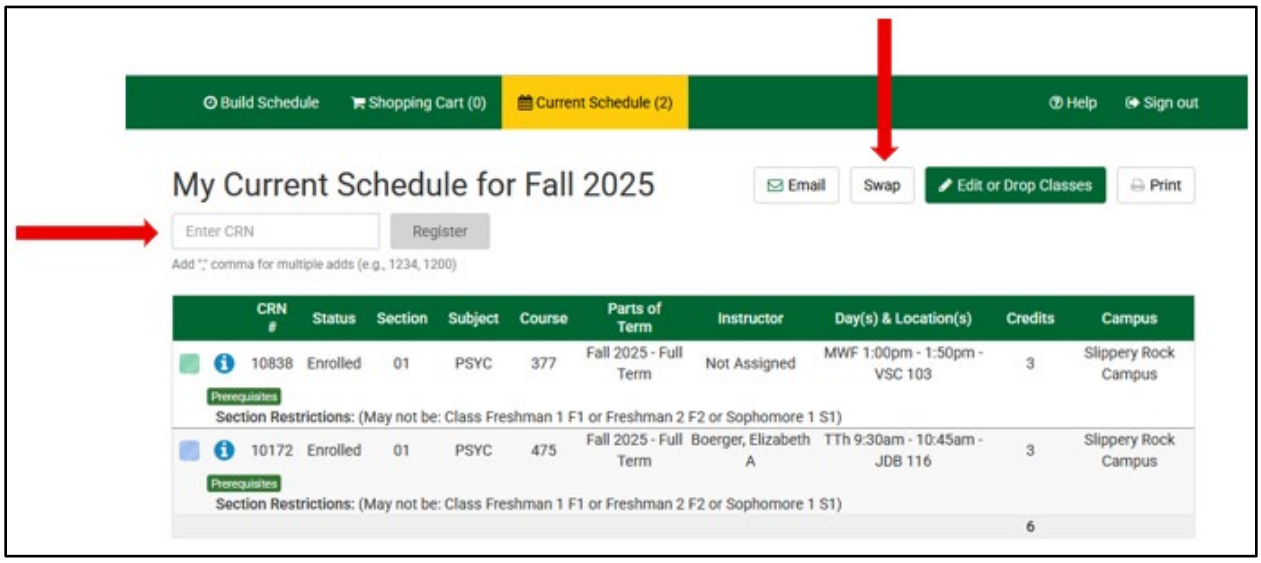
DROPPING A COURSE

As long as you meet the required minimum registration hours designated for each semester, you can drop a course in the SRU Scheduler any time before the Drop/Add deadline for the part of term that class section is listed in.

- Log in and navigate to "Current Schedule" and click on "Edit Cart or Drop Classes"
- Find the class section you wish to drop, click on the drop-down menu to the right of it, and select "Drop Web", then Save

Note: There are parts of term that do not have Drop periods, such as: Summer/Fall Basic Requirement/The Rock courses and Summer Internships.

ADD A COURSE BY CRN & SWAP COURSES



- **Add course by CRN**
  - This feature allows you to bypass the Generate Schedule process.
  - You can go directly to the Current Schedule tab and begin building a new schedule or add a course to your already existing schedule by entering the CRN number(s) of the course(s) you want to register for.
- **Swap**
  - This feature allows you to drop and add at the same time. You can swap out a class already in your schedule for a new one that you want to take in its place.
  - If for some reason you cannot register for the new course(s), the attempt will fail entirely and tell you why it failed.
    - **For example:** you try to drop your PSYC 377 for an ENGL 104, without realizing ENGL 104 is full. The entire swap will fail and tell you it is because ENGL 104 is full. This means there was never any risk in losing your original class, PSYC 377.

FREQUENTLY ASKED QUESTIONS

- **What is Self-Service Banner?**
  - Self-Service Banner is the name of the student information system used by students, faculty, staff and advisers in a secure web environment
- **How do I access MySRU from the internet?**
  - https://mysru.sru.edu OR click on located on https://www.sru.edu
- **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
- **Does the Portal Time Out?**
  - 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**
  - **Location:** 100 Bailey Library
  - **Hours:** Monday – Friday 8-4:30
  - **Phone:** 724-738-4357 (HELP) or campus extension x4357
  - **Email:** helpdesk@sru.edu
- **How can I reduce the number of schedules generated in the SRU Scheduler?**
  - Click "Sections" and select specific courses
  - Add breaks and/or class padding
- **How can I increase the number of schedules generated in the SRU Scheduler?**
  - Click "Sections" remove locks on specific sections
  - Remove breaks and/or class padding
- **What if I receive a prerequisite registration error?**
  1. Choose a different course, or
  2. Contact the instructor to see if they will give you an override, or
  3. If you believe the error is not correct, contact Academic Records & Registration