New Transfer Student MySRU Portal and Registration Information

Table of Contents

Welcome to the MySRU Portal

mySRU

On the SRU Web site, you will find the **MySRU** Portal icon on the top right hand corner of every page.   Log-in to the Portal by using your username and password. (The website URL is http://mysru.sru.edu)

SlipperyRock University of Pennsylvania
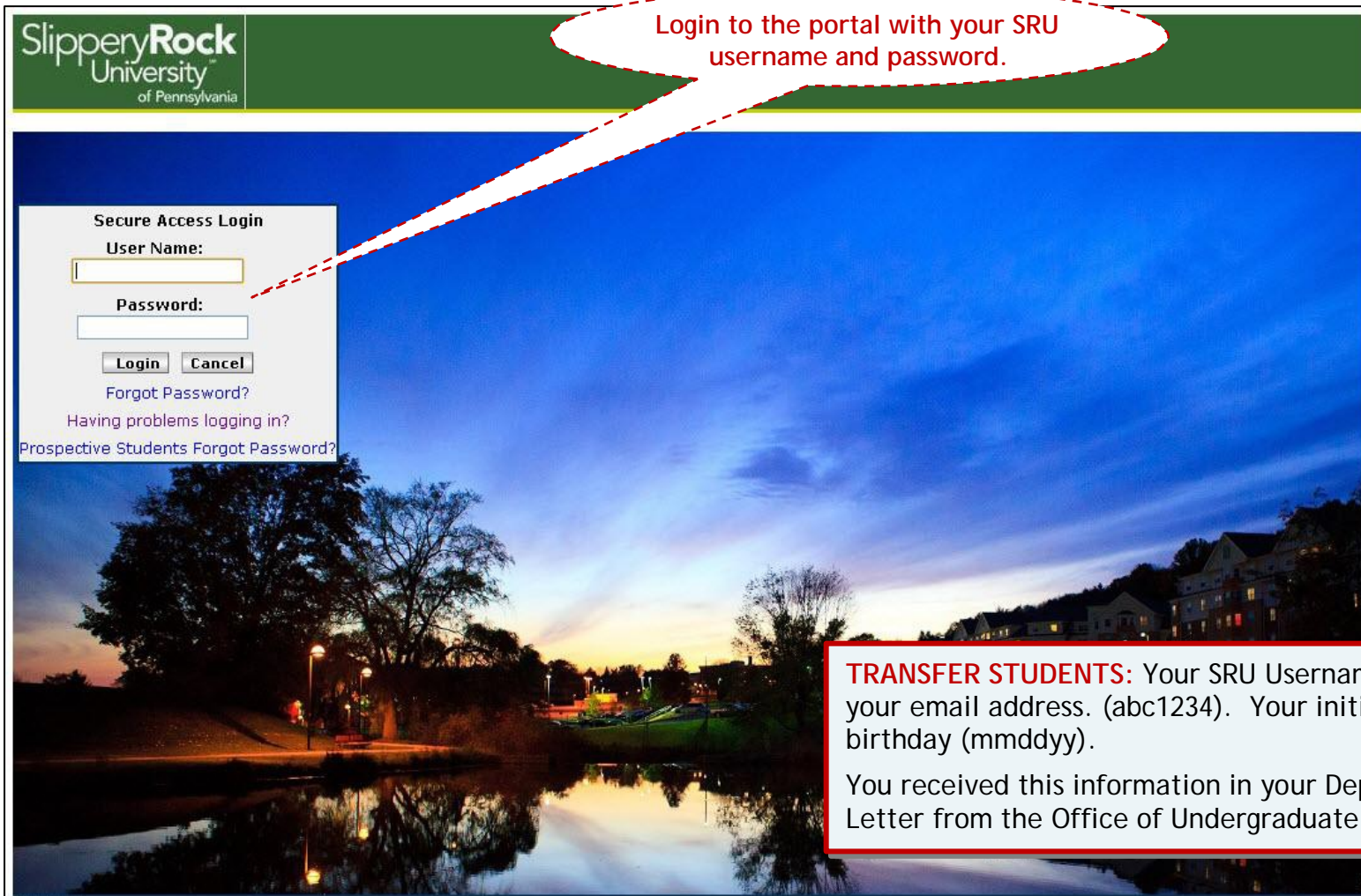
Login to the portal with your SRU username and password.

Secure Access Login
User Name:

Password:

Login   Cancel

Forgot Password?
Having problems logging in?
Prospective Students Forgot Password?

TRANSFER STUDENTS: Your SRU Username is the first part of your email address. (abc1234). Your initial password is your birthday (mmddyy).

You received this information in your Deposit Confirmation Letter from the Office of Undergraduate Admissions

Welcome to the MySRU Portal Home tab

mySRU

My Account
Content Layout

Welcome
You are currently logged in.

Great information may be found on the Student Self-Service and Student Links.

Logout

October 9, 2015

Home | Student Self-Service | Student Links | MySRU Help

Campus Alerts
There are no announcements

Personal Announcements
Presidents Award 2015-2016

D2L

Desire2Learn
Innovative Learning Technology

If you are unable to access D2L using the Desire2Learn icon above, please use this **alternative login.**

BIT
If you have concerns about a student, please share them with us by completing a CARE report:

BIT Referral Link
Students of Concern   Support
help   advice   services

eMail

Rockmail *online*

Note: This link should only be used after your mail account has been migrated to the new online mail system.

Phone and tablet setup reference guide.

Rock News

The Online Rocket
slippery rock university's online, *interactive* newspaper

rockpride *online*

125   Top of the Rock

Current Weather in Slippery Rock, PA

Social Media

Emergency Alert Sign-Up

SIGN UP FOR EMERGENCY ALERTS

Text Alerts

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

PASSHE

GET CONNECTED WITH PASSHE

100%

Welcome to the Student Self-Service Banner tab

my SRU

My Account
Content Layout

Welcome
You are currently logged in.

Logout

| Home | Student Self-Service | Student Links | MySRU Help |

October 7, 2015

Self-Service Banner

📁 Banner Self-Service
  📁 Personal Information
  📁 Student
    📄 Admissions
    📁 Registration
    📄 Rock Audit
    📁 Student Records
    📁 Student Account Center
    📄 GPA- What if Calculator
    📄 Proxy Management
  📁 Financial Aid

Access your My Rock Audit

Registration Tools

📄 Registration Status
📄 Banner Class Schedule
📄 Add or Drop Classes

Access your ~~My Rock Audit~~

Academic Profile

Primary	

Class Standing: Junior 1
Degree: B.S. in Nursing
Level: Undergraduate

Advising (SRU Web Links)

- **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**
- **Majors and Minors**
- **Transcript Request**
- **Study Abroad**

Access Course Schedules

My Account

Billing and Payment Center - Touchnet
Federal Title IV Payment Authorization Form
Student Account Direct Deposit Form
Slippery Rock University offers direct deposit for refunds from financial aid. SRU will apply what is owed to your student account, and any refund may then be deposited into an account of your choice with exception of parent plus refunds.

Financial Aid Requirements

You have no Financial Aid Requirements for this aid year.
2015-2016 Academic Year

Choose Another Year ▼ Go

Message   Progress
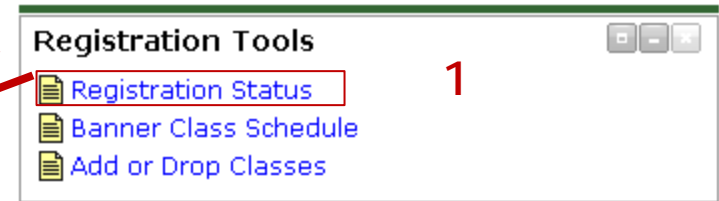
Financial Aid Award

📄 Financial Aid Awards

Financial Aid link

- **Financial Aid MySRU User's Guide**
- **Master Promissory Note (Stafford and PLUS Loans)**
- **Entrance Loan Counseling (Stafford and GradPLUS Loans)**
- **Master Promissory Note (Perkins Loan)**
- **Additional Loan Options**
- **PHEAA & PA State Grants**
- **FAFSA Application and Corrections**
- **Scholarship Information**
- **Work-Study Information**

🔍 115%

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.

Registration Tools   **1**

📄 Registration Status
📄 Banner Class Schedule
📄 Add or Drop Classes

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]

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.

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 bo

If your "academic standing" or "student status" prevents you from registering, please contact Ac

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

This displays when you are eligible to register

✔ 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.

If you have been given permission by an instructor to register for a closed course, this is where you will see the override

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

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).

Registration Tools   **1**
- 📄 Registration Status
- 📄 Banner Class Schedule
- 📄 Add or Drop Classes

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.

Registration Term   **2**

Select a Term: Fall 2011 ▾

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.

Add or Drop Classes   **3**

❗ You may register during the following times:

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

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.

Registration PIN Verification   **4**

💬 Please enter your Regstration PIN to access registration. The Alternate PIN is your Registration PIN.

Alternate PIN: [   ]

Submit

RELEASE: 8.3

Alternate PIN = Registration PIN (RPIN)

*Contact your **Academic Advisor** for your 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

Shows all add/drop activity

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

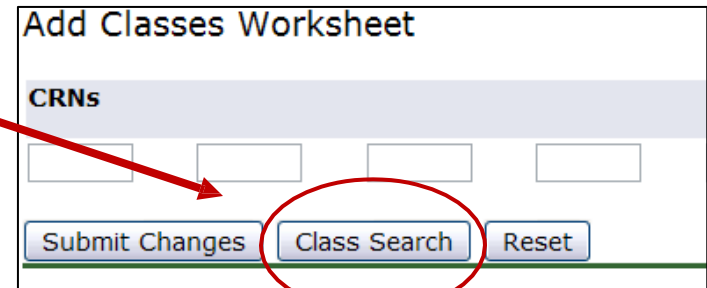[Submit Changes] [Class Search] [Reset]

Registration: Finding CRN (Course Reference Number)

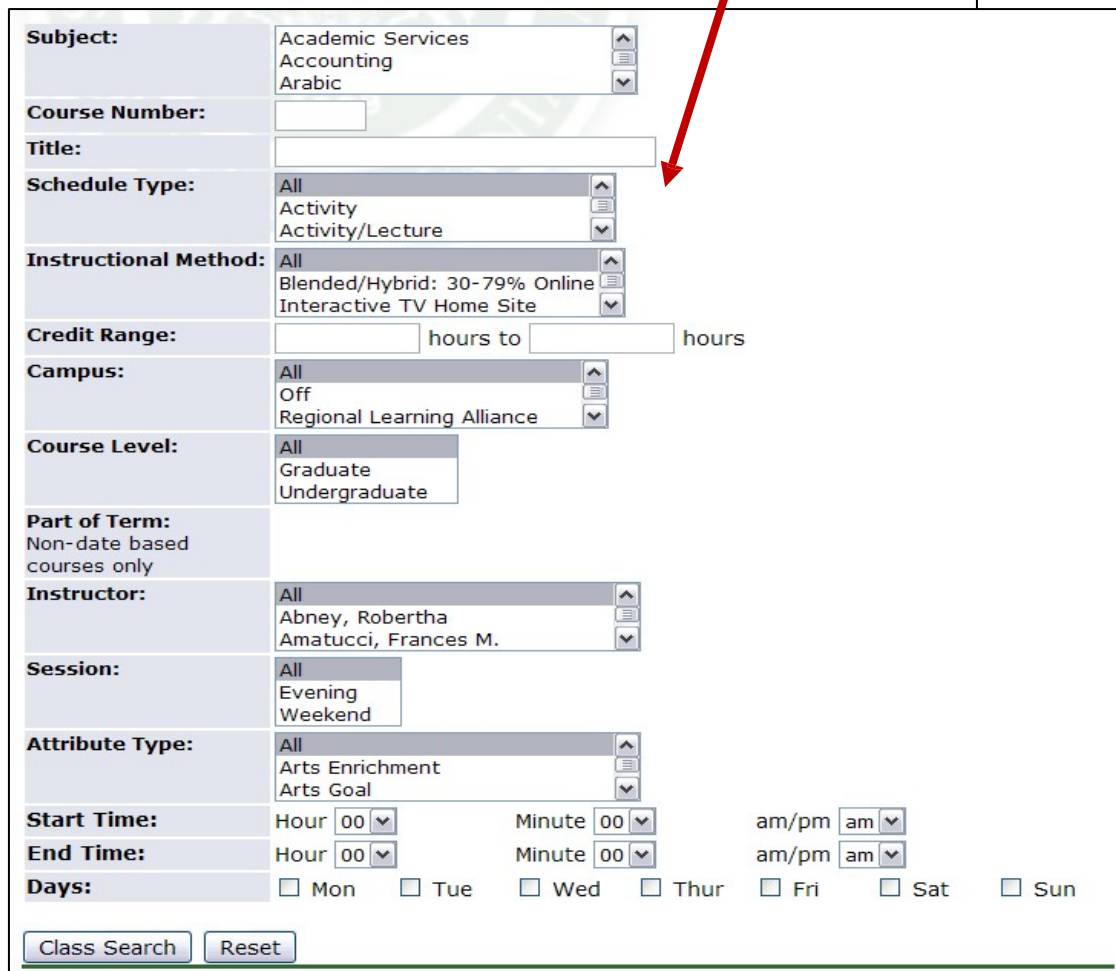If you don't know what the course **CRNs** are, click on the **Class Search** bar at the bottom of the page.

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

| Submit Changes | Class Search | Reset |

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:	☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

| Class Search | Reset |

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**.
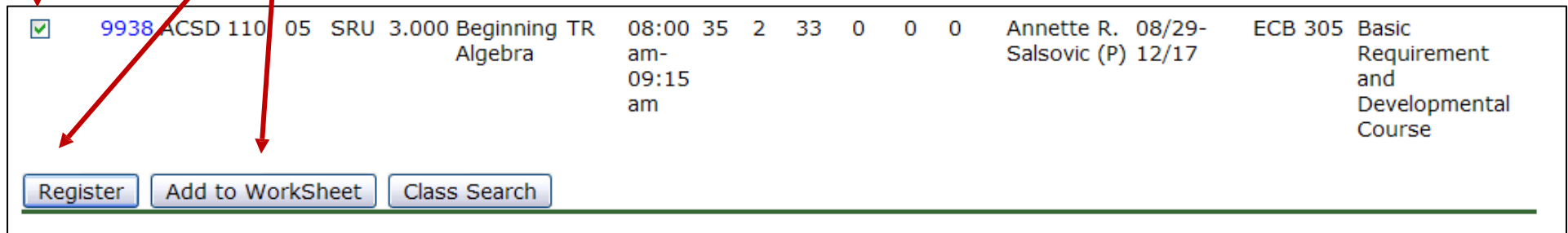
Art																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	10280	ART	105	01	SRU	3.000	Basic Studio Drawing	TR	05:30 pm–08:15 pm	16	0	16	30	0	30	Tricia Bishop (P)	08/29–12/17	ART 100	Arts Enrichment
☐	10285	ART	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
☐	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
☐	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
☐	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).
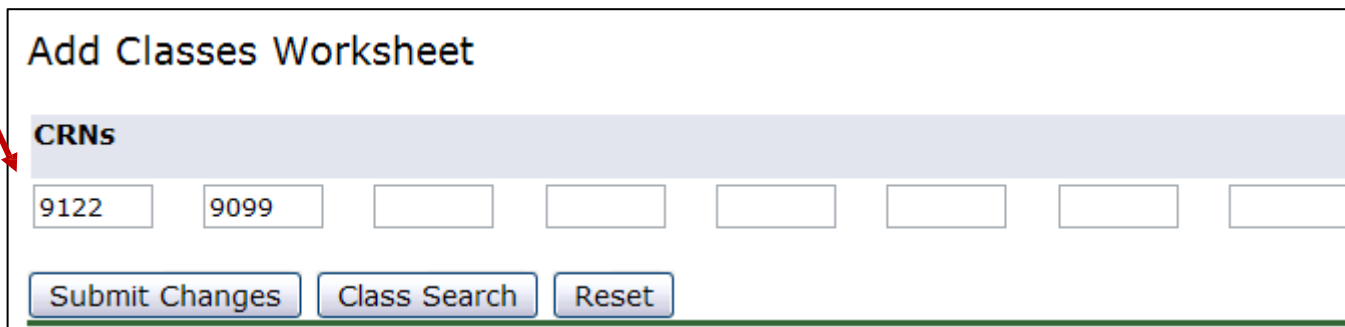
| ☑ | 9938 | ACSD 110 | 05 | SRU | 3.000 | Beginning Algebra | TR | 08:00 am- 09:15 am | 35 | 2 | 33 | 0 | 0 | 0 | Annette R. Salsovic (P) | 08/29- 12/17 | ECB 305 | Basic Requirement and Developmental Course |

Register   Add to WorkSheet   Class Search

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

| 9122 | 9099 | | | | | | |

Submit Changes   Class Search   Reset

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: Look Up Classes

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).

Select the term for which you wish to look up classes and then click the submit button. You will then be taken to the Look Up Classes page.

my SRU

◄◄ Back to
Student Self-Service Tab

Personal Information **Student** Financial Aid

RETURN TO MENU   SITE MAP   HELP

Select Term or Date Range

Search by Term:

None ▼

[Submit] [Reset]

RELEASE: 8.5.2.1

Choose a subject then click **Course Search**. You also have the option of using the Advanced Search to view all the selection options.

my SRU

◄◄ Back to
Student Self-Service Tab

Personal Information **Student** Financial Aid

RETURN TO MENU   SITE MAP   HELP

Look Up Classes

💬 If you are interested in searching for more than one subject... on the first subject and the final subject. Please remember, third 5 weeks of the term. See "Part of Term" box below.

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.

Subject:
Academic Services
Accounting
Arabic
Art
Biology
Chemistry
Chinese
Communication
Computer Science
Counseling & Development

[Course Search] [Advanced Search]

Registration: Look Up Classes

Look Up Classes

Locate the course you are interested in and click **View Sections** to see which sections are available and how many seats are left in each course.

History

151	Ancient and Medieval World	View Sections
152	Rise of the Modern World	View Sections
153	Contemporary World History	View Sections
201	Colonial America to 1815	View Sections
202	United States, 1815-1920	View Sections
203	U.S. History Since 1920	View Sections
205	The Historian's Craft	View Sections
234	African Amer Hist Since 1876	View Sections
306	Russia Since 1855	View Sections
340	Hist & Pol Leg Vietnam	View Sections
344	The American City	View Sections
352	Latin America Since 1830	View Sections
362	Africa North of the Zambezi	View Sections

Registration: Look Up Classes

Click on the **CRN or Course Registration Number** to learn more information about the class.

Sections Found

History

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Local
	9794	HIST	152	01	SRU	3.000	Rise of the Modern World	TR	09:30 am-10:45 am	49	47	2	0	0	0	Eric E Mr Tuten (P)	08/27-12/15	SWC 217
C	9795	HIST	152	02	SRU	3.000	Rise of the Modern World	TR	11:00 am-12:15 pm	24	24	0	0	0	0	Eric E Mr Tuten (P)	08/27-12/15	SWC 217
NR	9796	HIST	152	03	SRU	3.000	Rise of the Modern World	TR	09:30 am-10:45 am	49	48	1	0	0	0	Lia Dr Paradis (P)	08/27-12/15	SWC 216
NR	9797	HIST	152	04	SRU	3.000	Rise of the Modern World	TR	11:00 am-12:15 pm	49	48	1	0	0	0	Lia Dr Paradis (P)	08/27-12/15	SWC 216
NR	11604	HIST	152	05	SRU	3.000	Rise of the Modern World	TR	02:00 pm-03:15 pm	49	46	3	0	0	0	Eric E Mr Tuten (P)	08/27-12/15	SWC 217
NR	11605	HIST	152	06	SRU	3.000	Rise of the Modern World	W	05:00 pm-07:30 pm	49	35	14	0	0	0	Lia Dr Paradis (P)	08/27-12/15	SWC 217
NR	11423	HIST	152	951	SRU	3.000	Rise of the Modern World	TR	11:00 am-12:15 pm	25	24	1	0	0	0	Eric E Mr Tuten (P)	08/27-12/15	SWC 217

[Register] [Add to WorkSheet] [New Search]

Class Schedule Listing

Sections Found

Rise of the Modern World - 9794 - HIST 152 - 01

Associated Term: Fall 2012
Registration Dates: Apr 09, 2012 to Sep 02, 2012
Levels: Undergraduate
Attributes: Global Community - Non US Goal

Slippery Rock University-Main Campus
Lecture Schedule Type
3.000 Credits
View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am – 10:45 am	TR	Spotts World Cultures Bldg. 217	Aug 27, 2012 - Dec 15, 2012	Lecture	Eric E Mr Tuten (P)

After clicking the CRN you will see the course information for the course you selected. Also, you will have the opportunity to email your professor by clicking on the envelope near their name.

Registration: Look Up Classes Advanced Search

Back to
Student Self-Service Tab

Personal Information | **Student** | **Financial Aid**

RETURN TO MENU   SITE MAP   HELP

Look Up Classes

If you are interested in searching for more than one subject at a time, hold down the control key while you highlight your selections. If you want to search on all departments at one t on the first subject and the final subject. Please remember, after first week of the semester, you may only drop or add courses that are scheduled to meet during the second half of th third 5 weeks of the term. See "Part of Term" box below.

Subject:
Academic Services
Accounting
Arabic
Art
Biology
Chemistry
Chinese
Communication
Computer Science
Counseling & Development

[Course Search] [Advanced Search]

[Week at a Glance | Student Detail Schedule | View Holds]

You also have the option of using the Advanced Search to view all the selection options for choosing classes.

Registration: Look Up Classes Advanced Search

You MUST select at least ONE subject.

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:	☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Class Search   Reset

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

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

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.

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

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)?**
   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