

# Student Guide to Registration Banner 9 & SRU Scheduler

Banner 9

SRU Scheduler

Revised 03/18/2024

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## MySRU - PERSONAL INFORMATION PAGE

Please review your personal information to verify it is up-to-date.

Click on the *MyProfile* card in *MySRU*, in the left navigation menu, select the *Personal Information Page*. 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

# COMMON INSTRUCTION MODE DESCRIPTIONS

## Common Instruction Modes:

- **Internship:** Face-to-face or online
- **Multi Modal:** Face-to-face instruction with synchronous/asynchronous online technologies (Hybrid)
- **Online Only-100% Online:** Asynchronous online courses
  - Building/Room shown as Taught On-Line **ASYNC**
- **Online Synchronous:** 100% online synchronous courses;
  - Building/Room shown as Taught On-Line **SYNC**
- **Traditional:** Face-to-face instruction

## Synchronous Versus Asynchronous Learning:

- **Online Synchronous:** Learning that occurs online at a specific day/time.
- **Online Asynchronous:** Learning that occurs online through prepared resources with no real-time teacher interaction or with optional real-time teacher interaction scheduled at mutually acceptable times/days.

## How/Where to View Instruction Modes:

- **Banner 9** Instruction Modes: A guide to how instruction modes for courses appear in the class schedule [step-by-step video](#) can be found on the **Student Links** card under the *Helps & Tutorials* menu.
- **SRU Scheduler** instruction modes and descriptions can be viewed by clicking on *Instruction Modes* on the top right of the *Build Schedule* page in that program.

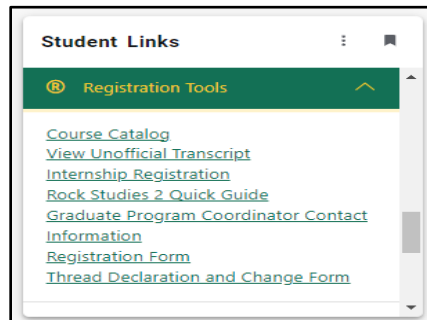
**Note:** This is not a comprehensive list of instructions modes. These are ones we frequently receive questions about.

## MySRU – REGISTRATION TOOLS

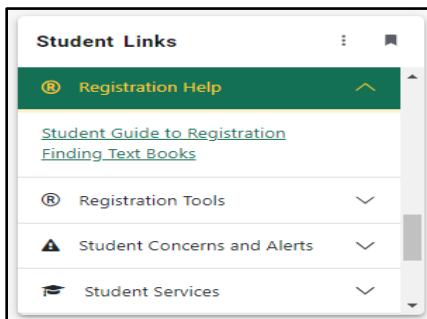
The **Registration Steps** card provides students with the registration process in six steps. To be eligible to register, a student must be in good standing with the university and their student status must be active. If either of these is preventing you from registration, contact Academic Records and Registration at 724-738-2010 or [academic.records@sru.edu](mailto:academic.records@sru.edu) for assistance. Each registration step will be described in more detail beginning on page 4.



The **Student Links** card has a *Registration Tools* menu that lists many resources to assist students in the registration process, such as the: 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.

# STEP 1

## 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

The screenshot displays the 'Registration Status' page for the Spring 2019 term. It shows three green checkmarks indicating that the student's status, academic status, and lack of holds all permit registration. A 'Time Ticket' is provided, allowing registration from 03/01/2019 08:00 AM to 04/16/2019 11:59 PM. The 'Earned Hours' section shows 29 transfer hours and a class standing of Freshman 2. The 'Primary Curriculum' sidebar lists: Level: Undergraduate, College: Enrollment Management, Degree: Bachelor's Degree, Program: Exploratory, Campus: Slippery Rock University-Main, Catalog Term: Summer 2018, Admit Term: Summer 2018, Admit Type: FRESHMAN, Major: Exploratory, and Department: Academic Services.

### HOLDS

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

The screenshot displays the 'Registration Status' page for the Spring 2019 term. It shows two green checkmarks for student and academic status, but a red 'X' icon indicates a hold. The hold is identified as 'Bookstore' with the reason 'owe money', originating from 'SGA Bookstore'. Processes affected include 'Registration' and 'Transcript'. The 'Primary Curriculum' sidebar is identical to the previous screenshot.

- 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

Registration StatusPrimary Curriculum

**Registration Status**

Term: Spring 2019

- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.

i Time tickets allow registration at this time. Please register within these times: 03/01/2019 08:00 AM - 04/16/2019 11:59 PM

**Permit Override**

- i You have received a Permit Override for CRN 2370, ENGL320 (American Literature II), type: Class Level Override
- i You have received a Permit Override for CRN 2370, ENGL320 (American Literature II), type: Prerequisite Override

Level: Undergraduate  
College: Enrollment Management  
Degree: Bachelor's Degree  
Program: Exploratory  
Campus: Slippery Rock University-Main  
Catalog Term: Summer 2018  
Admit Term: Summer 2018  
Admit Type: FRESHMAN  
Major: Exploratory  
Department: Academic Services

**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.

Registration Notices: 4Holds: 0

- ✔ **Overall Academic Standing**  
*Good Standing*  
*Permits Registration*
- ✔ **Student Status**  
*Active*  
*Permits Registration*
- ✔ **Enrollment Status**  
*Permits Registration*
- Time Tickets**  
  
*From: 09/01/2018 8:00:49 AM*  
*To: 04/16/2019 11:59:49 PM*

## 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](mailto:academic.records@sru.edu)

The screenshot shows the My Rock Audit website interface. At the top left is the 'MY ROCK AUDIT' logo. The navigation menu includes 'AUDITS', 'EXCEPTIONS', 'PLANS', 'ADMIN', and 'HELP', with 'HELP' highlighted in yellow. Below the navigation is the 'Audits' section, which contains a search bar labeled 'Student ID' with a magnifying glass icon and a link for 'Advanced search'.





## 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 adviser name(s) to see full contact information

Advisors		Musiette M Clay
Primary / First Major		
Success		
	<b>Mrs Musiette M Clay</b> Instructor, Academic Services <a href="mailto:brmtest-musiette.clay@sru.edu">brmtest-musiette.clay@sru.edu</a> 724 7384470	
	Academic Services 109 Bailey Library Slippery Rock, PA 16057	

- 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 '1<sup>st</sup> Major Advisor' would not have shown in this block as well.

<b>Level</b> Undergraduate	<b>Classification</b>	<b>Major</b> U-Interdisciplinary Programs - 5198	<b>Concentration</b> Interdisc Prog - Liberal Arts (w/5198)
<b>College</b> College of Liberal Arts	<b>Academic Standing</b> Good Standing	<b>Department</b> NPED	<b>Graduation Term</b> 202209
<b>Overall GPA</b>	<b>Pre Prof Advising Area</b> Pre-Athletic Training-Trad SRU		
<b>Degree Status</b> Undergraduate Bachelor of Science Pending Degree Completion for Fall 2022			
<b>1st Major Advisor</b> Alice Del Vecchio ( <a href="mailto:alice.delvecchio@sru.edu">alice.delvecchio@sru.edu</a> ), Matthew Zarit ( <a href="mailto:matthew.zarit@sru.edu">matthew.zarit@sru.edu</a> )			

- **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](mailto:exploratory.studies@sru.edu)

## Banner 9

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.

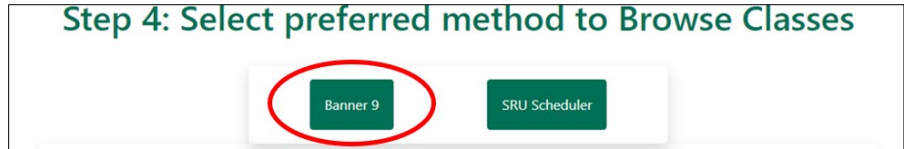
**Note:** A Banner 9 Registration [step-by-step video](#) can be found on the *Student Links* card under the *Helps & Tutorials* menu.

# 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**

**Enter Your Search Criteria**  
Term: Spring 2019

Subject

Course Number

Keyword

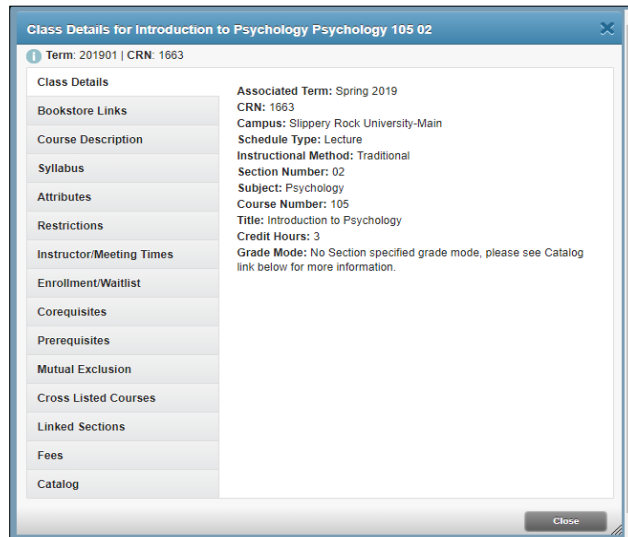
### Course Search

- 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(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”

Search Results – 5 Classes												
Term: Spring 2019 Subject: Psychology Course Number: 105												
Title	Subject Description	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
<a href="#">Intro to Psychology-HONORS Lecture</a>	Psychology	105	01	3	1662	Spring...	Massey, Catherine (Prima...	S M T W T F S 09:00 AM - 09:50 AM Type: Class Bu	Slipp...	25 of 25 seats re...	Honors Course Human Institutions Goal	
<a href="#">Introduction to Psychology Lecture</a>	Psychology	105	02	3	1663	Spring...	Rice, Beth Ann (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class Bu	Slipp...	75 of 75 seats re...	Human Institutions Goal	

- 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 cursor 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



### Browse Classes Advanced Search

**Enter Your Search Criteria**  
Term: Spring 2019

Subject

Course Number

Keyword

- A window will pop-up with these additional search options
  - Instructor
  - Keyword
  - Attribute
  - Campus
  - Level
  - Buildings
  - College
  - Departments
  - Instructional Method
  - Schedule Type
  - Duration
  - Part of Term

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

# STEP 5

## 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

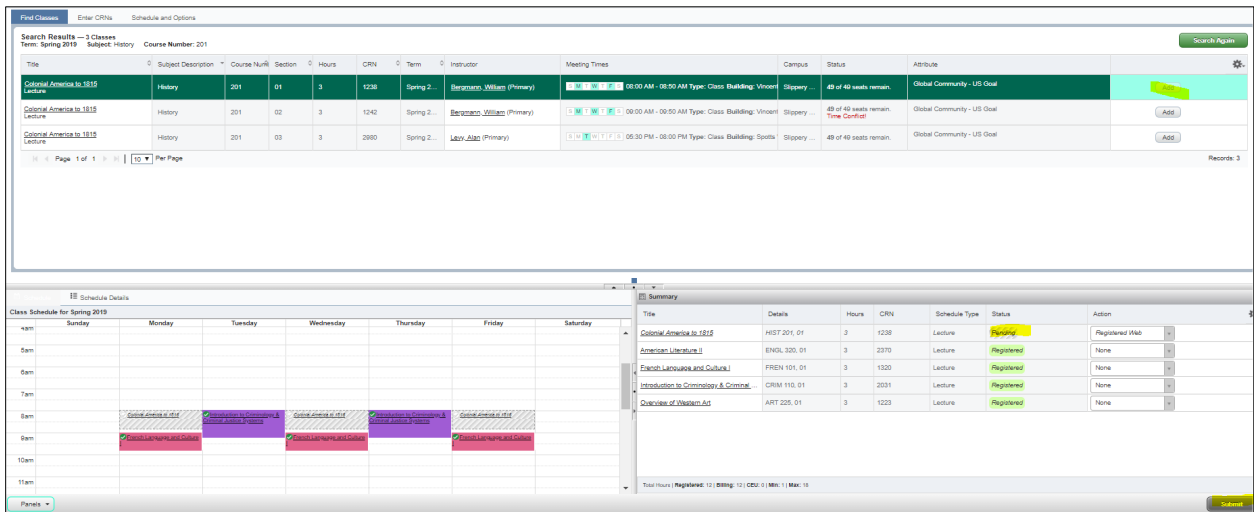
### Step 5: Select preferred method to Register for Classes.



- **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”

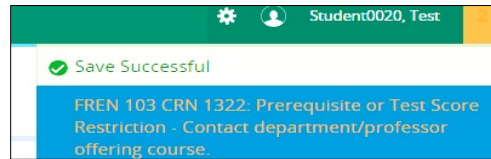


- If you register using the “Find Classes” tab, find the course you want, then click “Add” on the right. The course will move to the “Summary” on the bottom right, with the Action “Pending”



- 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



Resizing ↓ screen

Status ↓

Choose

Submit to execute ↑

Title	Details	Hours	CRN	Schedule Type	Status	Action
Strategic Management	MGMT 658, 88	3	1928	Lecture	Pending	Registered Web
Global Dynamics of Business	FIN 603, 88	3	2495	Lecture	Pending	Registered Web
Managerial Economics	ECON 802, 88	3	1560	Lecture	Pending	Registered Web
Risk Analysis and Internal Co.	ACCT 630, 88	3	2401	Lecture	Pending	Registered Web

- 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

# STEP 6

## 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.

Student • Registration • View Registration Information

### View Registration Information

Look up a Schedule | Active Registrations

#### Class Schedule

Term: Winter 2014

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Strategic Management	MGMT 650, 75	3	12143	Lecture	Standard Letter	Graduate	Full Term	None	11/03/2014	Registered	Registered W...

Records: 1

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 1 | Max: 7

## SRU Scheduler

SRU Scheduler

## 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.

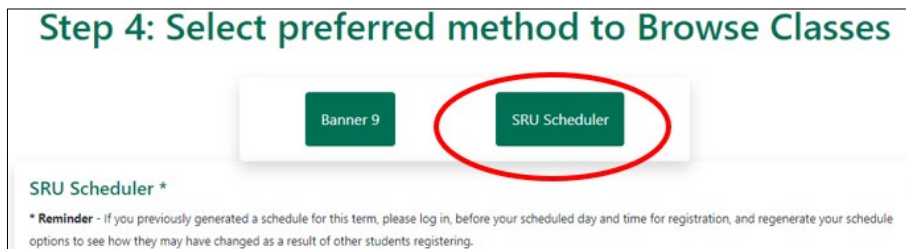
**Note:** An SRU Scheduler [step-by-step video](#) can be found on the *Academics* Tab in the *Helps & Tutorials* portlet.



# 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

1. Can change Course Status

Select Course Status

Course Status

Open Classes Only

Open & Full w/Waitlist Open

Open & Full

2. Change & Update Campus(s) Selection

3. Change Selected Term

Slippery Rock University

Course Status	Open & Full w/Waitlist Open	<input type="button" value="Change"/>	Parts of Term	All Parts of Term Selected	<input type="button" value="Change"/>
Campuses	All Campuses Selected	<input type="button" value="Change"/>	Levels	1 of 2 Selected	<input type="button" value="Change"/>
Term	Spring 2022	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>

ID: A00560859

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses  Breaks

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Schedules

**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

The screenshot shows the Slippery Rock University registration interface. At the top, the university logo is displayed. Below it, a summary table shows course status, campuses, and term information. A message indicates that the user is not currently eligible to register. The interface includes sections for adding courses and breaks, and generating schedules. On the right side, there are two panels: "Select Parts of Term" and "Select Level".

**5. Update Level**

**6. Update/ Change: Instruction Mode**

**Select Parts of Term**

- Select All Parts of Term
- Spring 2022 - First 10 weeks
- Spring 2022 - First 12 weeks
- Spring 2022 - First 5 weeks
- Spring 2022 - First Half Term
- Spring 2022 - Full Term
- Spring 2022 - Second 5 weeks
- Spring 2022 - Second Half Term
- Spring 2022 - Third 5 weeks

**Select Level**

- Select All Levels
- Graduate
- Undergraduate

**Select Instruction Mode**

- Select All Instruction Modes
- Blended/Hybrid: 51-79% Online
- Internship - Face-to-face or Online
- Online Asynchronous: 100 Pct Online: NO Day & Time specified; Bldg/Room 'WEB ASYNC'
- Traditional: Face-to-face instruction

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

Courses [+ Add Course](#)

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

The screenshot shows a search interface with five tabs: "By Subject", "By Section Attribute", "By Instructor", "By Course Number", and "By CRN". The "By Subject" tab is selected. Below the tabs are two dropdown menus: "Subject" with the text "Select Subject..." and "Course" with the text "Select Course...". At the bottom, there are two green buttons: "Return To Plan Schedule" on the left and "+ Add Course" on the right.

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

The screenshot shows the same search interface as above, but with a blue arrow pointing to the "Return To Build Schedule" button and a green arrow pointing to the "Add Course" button. To the right, there is a "Desired Courses" panel with a "Shopping Cart" tab. The "Desired Courses" panel lists three courses: "BIOL 101 General Biology", "COMM 115 Visual Literacy", and "ENGL 102 Critical Writing". Each course has an information icon (i) on the left and a green X icon on the right. Below the screenshot, there are two notes: "Note: To reread the course description. Click the i" and "Note: To remove a course, Click on the green X".

**Note:** To reread the course description. Click the **i**

**Note:** To remove a course, Click on the green X

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

Courses with Prerequisites will say 'Prerequisites'.

**Note:** Check Banner 9 and your Rock Audit for more specific Prerequisite requirements. The SRU Scheduler currently does not list individual prerequisites.

Courses reserved for Honors students will say 'Honors'.

## COURSE SECTIONS

If you want to remove a course, click on the green X

**Courses** + Add Course

Select All ⊗

ART 105  
Basic Studio Drawing ⚙️ Sections ⓘ 🔒 ⊗

BIOL 201  
General Botany with Lab ⚙️ Sections ⓘ 🔒 ⊗

Prerequisites

CHEM 108  
General Chemistry II ⚙️ Sections ⓘ 🔒 ⊗

Prerequisites Has Honors

CHEM 112  
General Chemistry II Lab ⚙️ Sections ⓘ 🔒 ⊗

Prerequisites Has Honors

COMM 110  
Communication Concepts ⚙️ Sections ⓘ 🔒 ⊗

**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

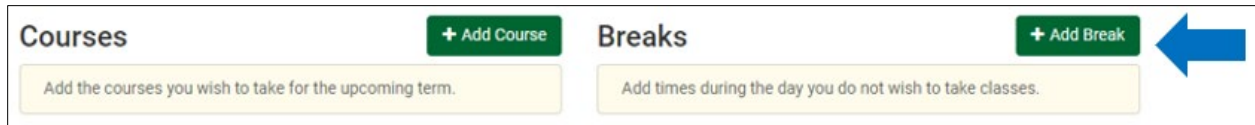
- To view more information an individual section, click the information symbol ⓘ

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
<p>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 &amp; 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: <a href="#">Click Here</a></p>							<p>Day(s) &amp; Location(s):            WEB ASYNC            Dates: 08/22/2022 - 09/26/2022</p>		

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

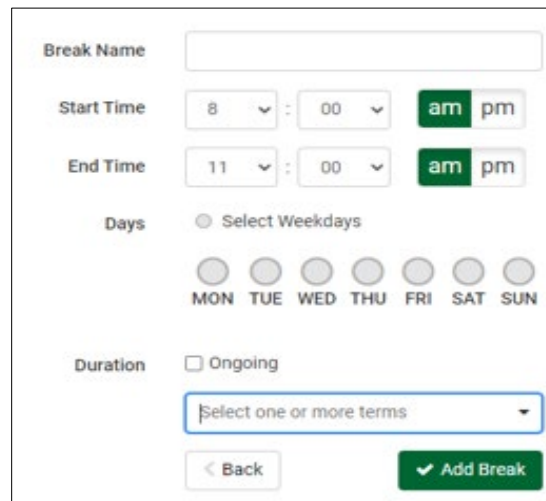
## ADD BREAK (OPTIONAL)

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



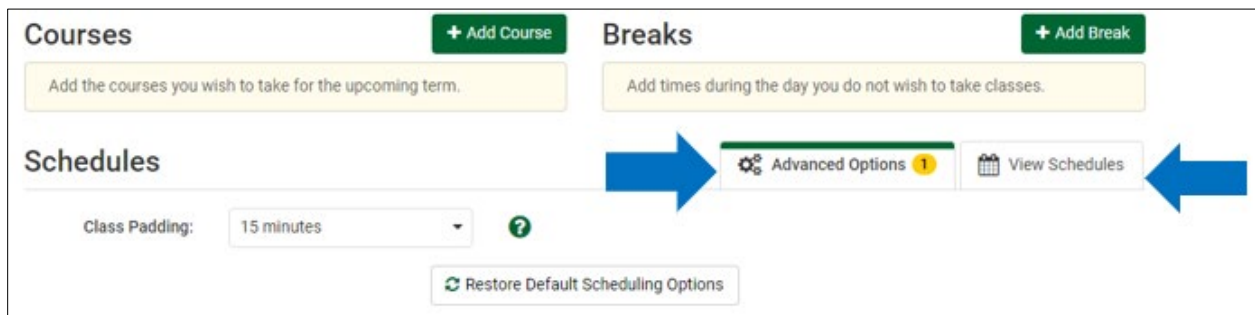
- Select the term from the drop down menu that applies or click ongoing if you need this break time for future term/semester scheduling

**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”



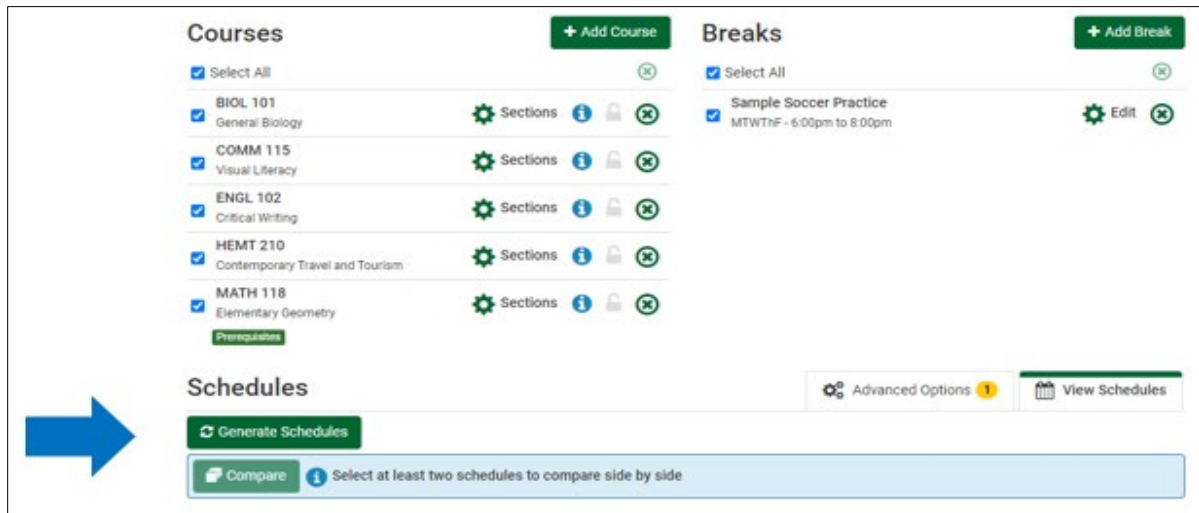
- After adding Class Padding, click on View Schedules to return to the main screen

**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

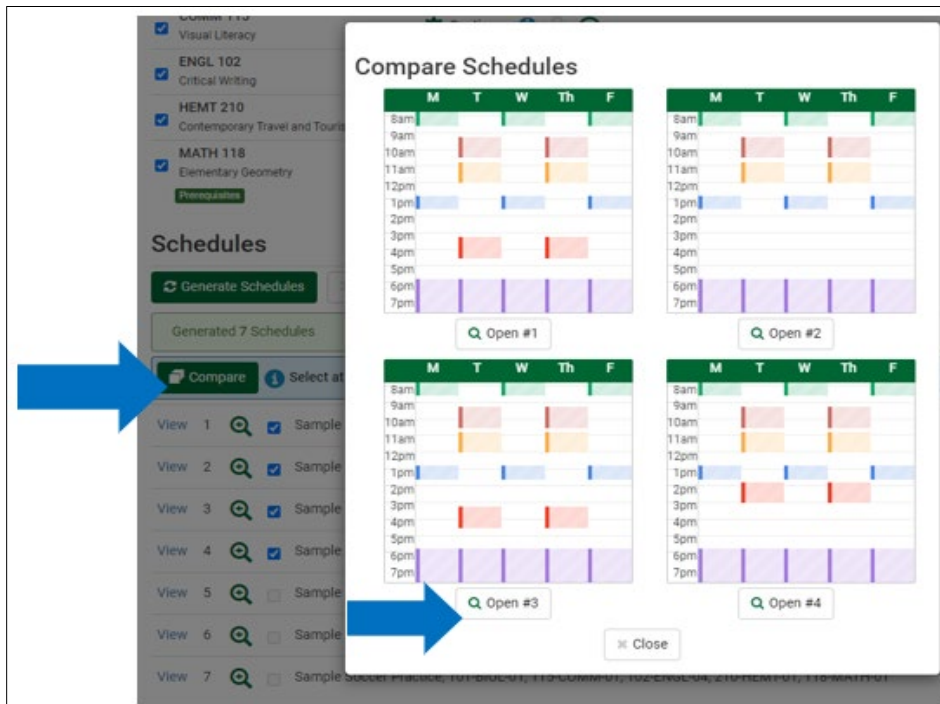
# GENERATE SCHEDULE

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

Status	Subject	Course	Section	CRN #	Seats Open	Day(s) & Location(s)	Campus	Instruction Mode	Credits
Not Enrolled	BIOL	101	01	3922	100	MWF 8:00am - 8:50am	Slippery Rock University-Main	Traditional: Face-to-face instruction	3
Not Enrolled	COMM	115	01	3452	93	MWF 1:00pm - 1:50pm	Slippery Rock University-Main	Traditional: Face-to-face instruction	3
Not Enrolled	ENGL	102	10	4663	27	TTh 3:30pm - 4:45pm	Slippery Rock University-Main	Traditional: Face-to-face instruction	3
Not Enrolled	HEMT	210	01	5019	30	TTh 11:00am - 12:15pm	Slippery Rock University-Main	Traditional: Face-to-face instruction	3
Not Enrolled	MATH	118	01	3844	32	TTh 9:30am - 10:45am	Slippery Rock University-Main	Traditional: Face-to-face instruction	3

**Prerequisites**

Week 2 (01/24/2022 - 01/31/2022)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
BIOL 101																
COMM 115																
ENGL 102																
HEMT 210																
MATH 118																

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15	BIOL-101 Not Assigned		BIOL-101 Not Assigned		BIOL-101 Not Assigned
8:30					
8:45					
9am					
9:15					
9:30		MATH-118 Not Assigned		MATH-118 Not Assigned	
9:45					
10am					
10:15					
10:30					
10:45					
11am		HEMT-210 Not Assigned		HEMT-210 Not Assigned	
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm	COMM-115 Not Assigned		COMM-115 Not Assigned		COMM-115 Not Assigned
1:15					
1:30		ENGL-102 Not Assigned		ENGL-102 Not Assigned	
1:45					
2pm					
2:15					
2:30					
2:45					
3pm	Sample Soccer Practice	Sample Soccer Practice	Sample Soccer Practice	Sample Soccer Practice	Sample Soccer Practice
3:15					
3:30					

If you want/need a specific course at a specific day/time, you can select the lock symbol to keep that specific one in all schedule variations.

**Potential Schedule for Spring 2022**

From here:

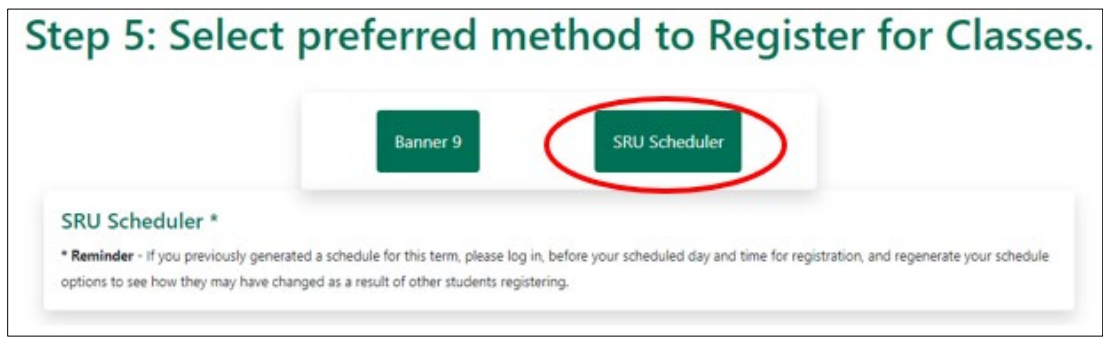
- You are able to Print and/or Email different schedules
- You can click on the heart symbol to flag and name your favorite schedules
  - To go back and view another schedule, click on the "Back" button

# STEP 5

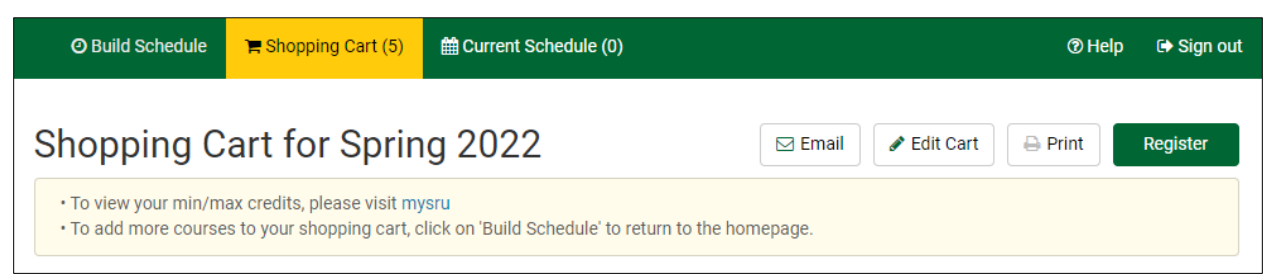
## SRU SCHEDULER: REGISTER FOR CLASSES

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

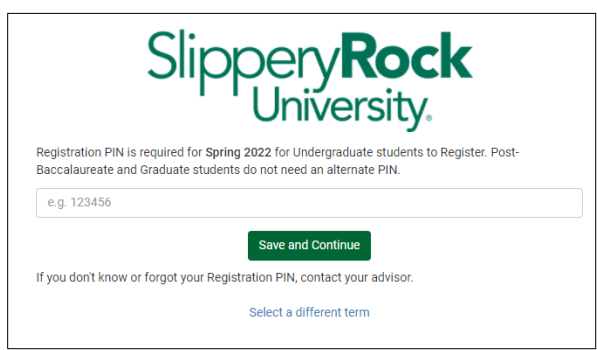
- Click on Step 5 and select the SRU Scheduler



- 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



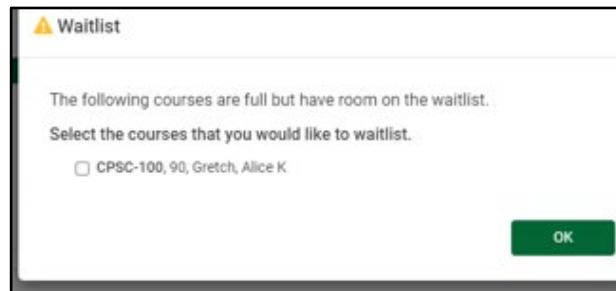
- Click “Register”
- Confirm that you want to register by clicking “Continue”
- A Registration PIN (RPIN) is required for Undergraduate Degree Seeking students to Register.
  - **Post-Baccalaureate and Graduate students do not need an RPIN.**
- Enter your RPIN, then click Save and Continue



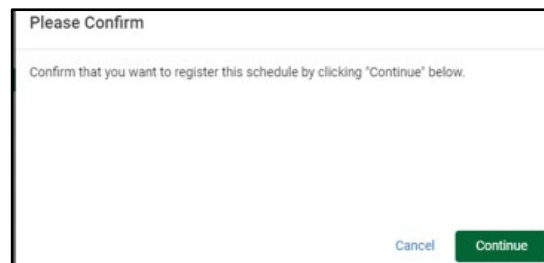


**NOTE:** Any error messages regarding prerequisites, course availability, etc. will be shown during this step

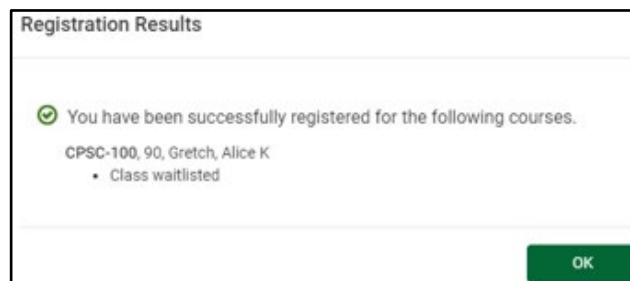
- **IF** you receive an error message on a course section and would still like to register for it, you must contact the instructor to see if he/she will give you an override for that issue. Record **any/all errors** you receive and let the instructor know what they are. Overrides will need issued for 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”



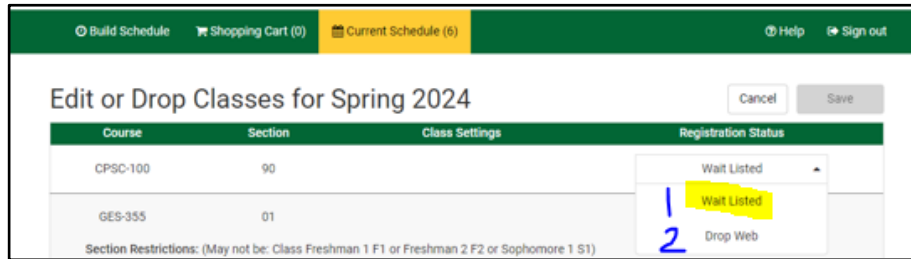
- Click on “Continue” to Confirm



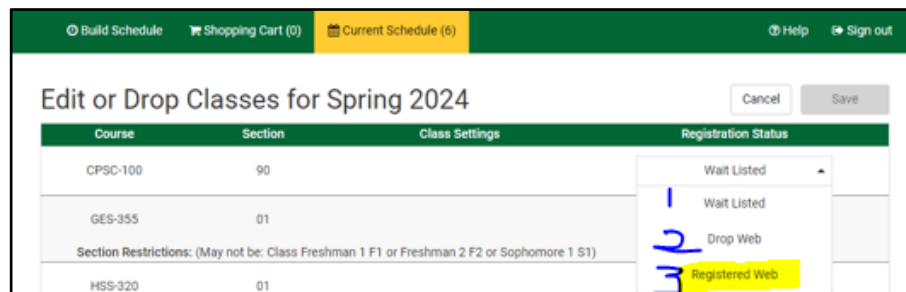
- If you did check off a class to waitlist for, you will see this message next



- 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.

## 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](mailto: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](#)