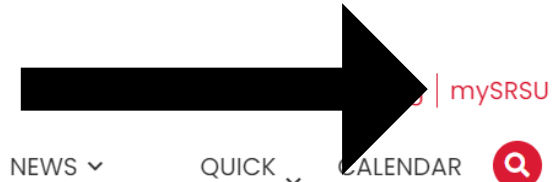


1. Go to main page and log into “MySRSU”



**SR**

**WHERE PASSIONS BECOME CAREERS**



# How to Use Schedule Planner



### my Account

LoboOnLine Links:

- [My Personal Profile](#)
- [Student Dashboard](#)
- [Employee Dashboard](#)
- [Faculty Dashboard](#)

[Dining Menu](#)

### my Courses

[My Schedule](#)

[My Degree Plan](#)

HOLDS

### Student Services

[Housing](#)

[Financial Aid](#)

[Registrar](#)

[Academic Center for Excellence](#)

### SRInfo

[Course Information \(HB2504\)](#)

[Faculty and Staff Directory](#)

[Banner](#)

[SRInfo Home](#)



**2. Click “Faculty Dashboard”**

# Faculty Services



Hello

Welcome to the Faculty/Advisor Dashboard. Click one of the links below to get started or the four squares icon in the top left hand corner for more options.

[Grade Entry](#)

[Class Roster](#)

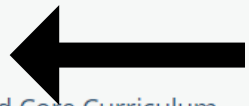
[Advising Student Profile](#)

[Texas TSI, Drop Limit and Core Curriculum](#)

[Browse Class Schedule](#)

[Student Lookup](#)

[Detail Schedule](#)



**3. Click “Advising Student Profile”**

If you have any questions, please email the Registrar or visit [www.sulross.edu/registrar](http://www.sulross.edu/registrar).

## Advisee Search

Change term, search for a student, or view your advisee listing

Term

Fall 2024 16-AUG-2024 - 15-DEC-2024



4. Select the correct term you are advising

View advisee listing, or search by

Student ID



5. Select 'Student ID' for your search listing

Student Email

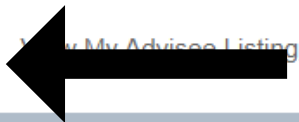
Student Name

Student ID



6. Enter the student's A#

View Profile



7. Click "View Profile"

# Student Profile -

Term: Fall 2024 08/16/2024 - 12/15/2024

Good Standing, as of Spring 2024

0

0.000

## Student Information

Notes: 0

### Bio Information

Email:  
Phone:  
Gender:  
Date of Birth:  
Ethnicity:  
Race:  
Citizen:  
Citizenship:  
Emergency Contact:  
Emergency Phone:

### General Information

Level:  
Class:  
Status:  
Student Type:  
Residency:  
Campus:  
First Term Attended:  
Matriculated Term:  
Last Term Attended:  
Leave of Absence:

### Advisors

Advisors are not assigned for the selected term.

## CURRICULUM, HOURS & GPA

### Primary

### Secondary

### Hours & GPA

Degree:  
Study Path:  
Level:  
Program:  
College:  
Major:  
Department:  
Concentration:  
Minor:  
Concentration:  
Admit Type:  
Admit Term:  
Catalog Term:

## REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min H

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Student Schedule

Registration Overrides

Week at a Glance

Registration and Planning

View Grades



8. Click 'Registration and Planning'

# Registration

What would you like to do?



### [Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



### [Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



### [View Registration Information](#)

View your past schedules and your ungraded classes.



### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



### [Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



### [Browse Course Catalog](#)

Look up basic course information like subject, course and description.

 **9. Click “Plan Ahead”**

## Please select a role\*

Your account has been assigned multiple roles. How would you like to begin?

- Student
- Advisor



**10. Be sure to click “Advisor” as your role**

*\*Remember you can switch between roles at any time.*

**11. Click “Ok”**



Ok

## Select a Term

Terms Open for Planning 

Select a term...



Continue

**12. Select the correct term  
you are advising**





## Select a Term

Terms Open for Planning ⓘ

Fall 2024 16-AUG-2024 - 15-DEC-2024

Search

All Students

by

ID

Name

Select a student...

Continue



**13. Once the term populates, enter the student's A# again**

## Select a Term

Terms Open for Planning ⓘ

Fall 2024 16-AUG-2024 - 15-DEC-2024

Search

All Students ▾ by  ID  Name

Select a student...

[Redacted student selection area]

**14. Once the student's A# populates, you will click their name and A# in the red**

## Select a Term

Terms Open for Planning ⓘ

Fall 2024 16-AUG-2024 - 15-DEC-2024 ▼

Search

All Students ▼ by  ID  Name

A# will appear here ▼

Student name appears here

Continue




**15. Click 'Continue' once the student's name and A# appears**

## Select A Plan

**Plans you have created for this term: 0**

Term: Fall 2024

You are allowed a maximum of 3 plans for this term.

 Create a New Plan



**16. Click “Create a New Plan”**

## Plan Ahead

### Find Classes

#### Enter Your Search Criteria

Term: Fall 2024

17. Enter the subject here. Be sure it has  
“ALP” section NOT RGC

18. Enter course number if you can to  
be precise with search results

19. Click “search”

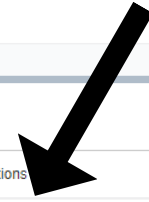
Subject

Course Number

Keyword

[Advanced Search](#)

## 20. Click “View Sections” next to the class you are trying to add



### Find Classes

Search Results — 12 Courses  
Term: Fall 2024 Subject: Accounting-ALP

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
<a href="#">Prin. of Accounting I</a>	Accounting-ALP	2301	3	ACCA 2301 (ACCT 2301) Principles of Ac...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Prin. of Accounting II</a>	Accounting-ALP	2302	3	ACCA 2302 (ACCT 2302) Principles of Ac...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Accounting Systems-QuickBooks</a>	Accounting-ALP	3312	2	ACCA 3312 Accounting Systems-Quickbo...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Intermediate Accounting I</a>	Accounting-ALP	3330	3	ACCA 3330 Intermediate Accounting I (3-...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Intermediate Accounting II</a>	Accounting-ALP	3331	3	ACCA 3331 Intermediate Accounting II (3-...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Cost Accounting</a>	Accounting-ALP	3332	3	ACCA 3332 Cost Accounting (3-0). The st...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Financial Statement Analysis</a>	Accounting-ALP	3333	3	ACCA 3333 Financial Statement Analysis...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Gov &amp; NPO Accounting</a>	Accounting-ALP	3334	3	ACCA 3334 Governments and Not-for-Pr...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Principles of Taxation</a>	Accounting-ALP	4330	3	ACCA 4330 Principles of Taxation (3-0). P...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>
<a href="#">Acct Information Systems</a>	Accounting-ALP	4334	3	ACCA 4334 Accounting Information Syste...	<a href="#">View Sections</a>	<a href="#">+ Add Course</a>

ACCA 3330 Intermediate Accounting I (3-0). Concepts principles and practices of accounting with em

Find Classes

Catalog Search Results

**Search Results — 2 Classes**  
Term: Fall 2024 Subject and Course Number: ACCA2301 Accounting-ALP

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Prin. of Accounting I Lecture	Accounting-ALP	2301	001	3	11054	Fall 2...	Sanderson, Jawanna (P...	S M T W T F S 09:30 AM - 10:45 AM Type: Class	Alpine	20 of 20 seats re... Restriction!			Add
Prin. of Accounting I Lecture	Accounting-ALP	2301	V01	3	11056	Fall 2...	Sanderson, Jawanna (P...	S M T W T F S 09:30 AM - 10:45 AM Type: Onlin	Alpine	20 of 20 seats re... Restriction!			Add

Page 1 of 1 | 10 Per Page

Records: 2

21. Click "add" for the section you're trying to add



Schedule Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		ACCA2301 (Pending)		ACCA2301 (Pending)			
10am							
11am		COMM1320 (Pending)		COMM1320 (Pending)		COMM1320 (Pending)	
12pm							

Panels

\*Week at a glance is here\*

Fall 2024Untitled Plan

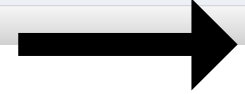
Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Prin. of Accounting I	ACCA 2301, 001	3	11054	Lecture	+	Pending	Add
Business and Prof Comm	COMM 1320, 001	3	11113	Lecture	+	Pending	Add

Total Planned Hours: 0

Save Plan

\*Courses will show here\*

22. Always save your plan after adding a class



# Plan Ahead

Find Classes

Catalog Search Results

**Search Results — 2 Classes**  
Term: Fall 2024 Subject and Course Number: ACCA2301 Accounting-ALP

Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Campus	Status	Attribute	Linked Sections	Add
<a href="#">Prin. of Accounting I</a> Lecture	Accounting-ALP	2301	001	3	11054	Fall 2...	Sanderson, Jawanna (F...	Alpine	20 of 20 seats re... Restriction!			Add
<a href="#">Prin. of Accounting I</a> Lecture	Accounting-ALP	2301	V01	3	11056	Fall 2...	Sanderson, Jawanna (P...	Alpine	20 of 20 seats re... Restriction!			Add

Page 1 of 1 | 10 Per Page | Records: 2

**Name Your Plan**

Plan Name

Save

23. Name your plan and press save  
(it will only ask you this once).

Schedule

Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am		ACCA2301 (Pending)		ACCA2301 (Pending)			
11am		COMM1320 (Pending)		COMM1320 (Pending)		COMM1320 (Pending)	
12pm							

Fall 2024Untitled Plan

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
<a href="#">Prin. of Accounting I</a>	ACCA 2301, 001	3	11054	Lecture	+	Pending	Add
<a href="#">Business and Prof Comm</a>	COMM 1320, 001	3	11113	Lecture	+	Pending	Add

Total Planned Hours: 0



## 24. Click “catalog results” to search for classes again

Catalog Search Results

Search Term: Accounting-ALP Course Number: ACCA2301 Accounting-ALP

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Prin. of Accounting I Lecture	Accounting-ALP	2301	001	3	11054	Fall 2...	Sanderson, Jawanna (P...	S M T W T F S 09:30 AM - 10:45 AM	Alpine	Type: Class	20 of 20 seats re... Restriction!		Add
Prin. of Accounting I Lecture	Accounting-ALP	2301	V01	3	11056	Fall 2...	Sanderson, Jawanna (P...	S M T W T F S 09:30 AM - 10:45 AM	Alpine	Type: Onlin	20 of 20 seats re... Restriction!		Add

Page 1 of 1 | 10 Per Page | Records: 2

Find Classes

Search Results — 2147 Courses  
Term: Fall 2024

## 25. Then, click “Search again”

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Prin. of Accounting I	Accounting-ALP	2301	3	ACCA 2301 (ACCT 2301) Principles of Ac...	View Sections	Add Course
Prin. of Accounting II	Accounting-ALP	2302	3	ACCA 2302 (ACCT 2302) Principles of Ac...	View Sections	Add Course
Accounting Systems-QuickBooks	Accounting-ALP	3312	3	ACCA 3312 Accounting Systems-Quickbo...	View Sections	Add Course
Intermediate Accounting I	Accounting-ALP	3330	3	ACCA 3330 Intermediate Accounting I (3-...	View Sections	Add Course
Intermediate Accounting II	Accounting-ALP	3331	3	ACCA 3331 Intermediate Accounting II (3-...	View Sections	Add Course
Cost Accounting	Accounting-ALP	3332	3	ACCA 3332 Cost Accounting (3-0). The st...	View Sections	Add Course
Financial Statement Analysis	Accounting-ALP	3333	3	ACCA 3333 Financial Statement Analysis...	View Sections	Add Course
Gov. & NPO Accounting	Accounting-ALP	3334	3	ACCA 3334 Governments and Not-for-Pr...	View Sections	Add Course
Principles of Taxation	Accounting-ALP	4330	3	ACCA 4330 Principles of Taxation (3-0). P...	View Sections	Add Course
Acct Information Systems	Accounting-ALP	4334	3	ACCA 4334 Accounting Information Syste...	View Sections	Add Course

Page 1 of 215 | 10 Per Page | Records: 2147

**\*Repeat steps 17-25 until you have the completed schedule\***

## 26. After you've added and saved each class to the plan, your plan is now visible for student's to see on their end.

**Plans you have created for this term: 1**

Term: Fall 2024

You are allowed a maximum of 3 plans for this term.

[+ Create a New Plan](#)

📅 Plan: fall | Created by: You | [Approve This Plan](#) [Delete](#) [Edit](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
<a href="#">Business and Prof Comm</a>	COMM 1320, 001	3	11113	Lecture	<a href="#">Velasco, Joseph</a> (Primary)	Standard Letter		
<a href="#">Public Speaking</a>	COMM 1315, 001	3	11108	Lecture	<a href="#">Velasco, Joseph</a> (Primary)	Standard Letter		

**Total Planned Hours: 6** Records: 2

**\*Note: You can create up to 3 pre-plans per term for the student\***