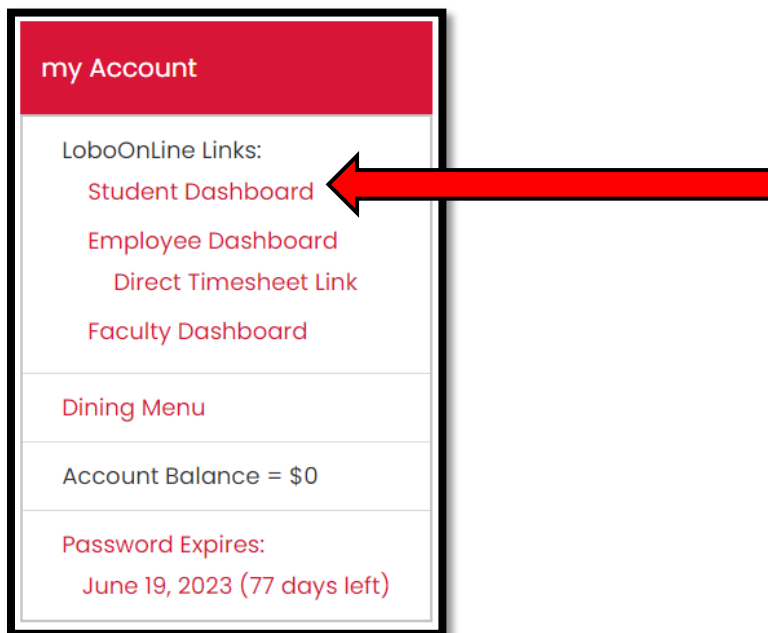
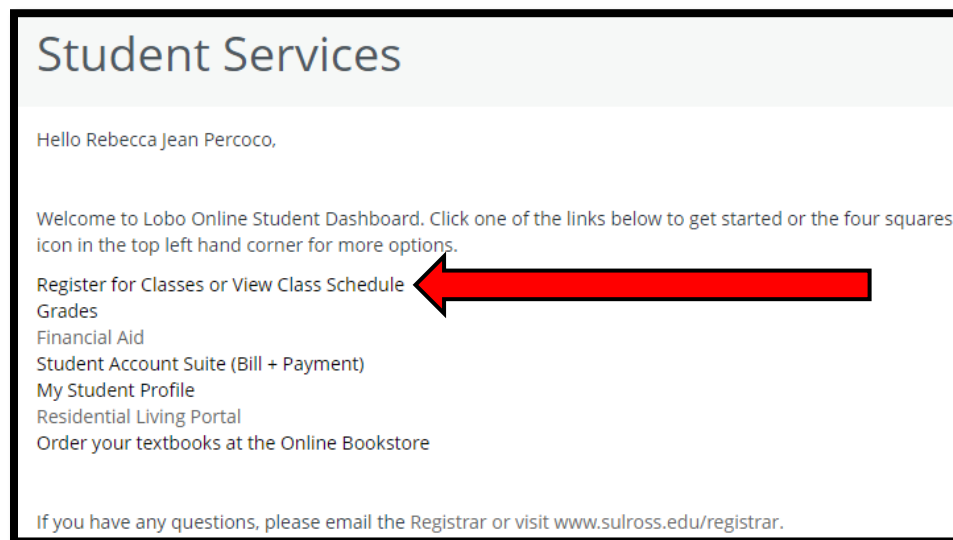


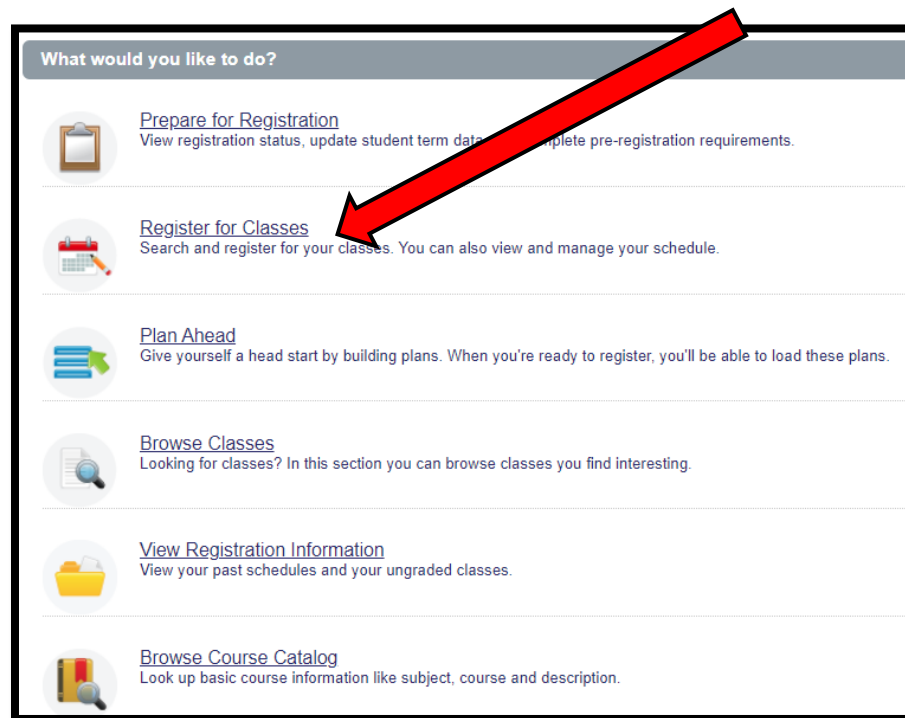
1. Go to your [mySRSU](#) and log in to your account using your LoboID (first part of your SR email address) and password.
2. Under myAccount, click on Student Dashboard.



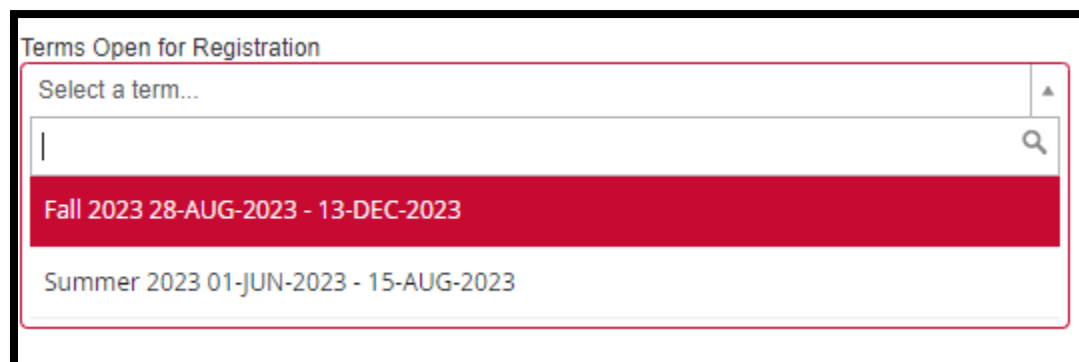
3. On the Student Services Screen click on "Register for Classes or View Student Schedule"



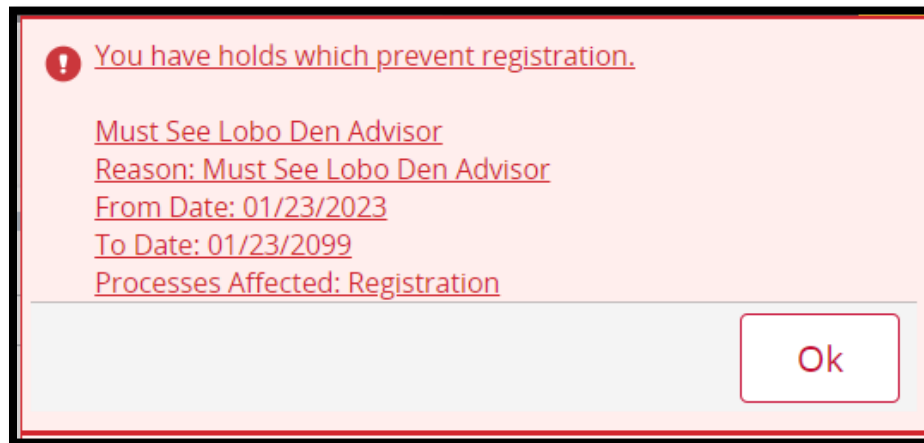
4. Click on Register for Classes. You can also browse classes before you are ready to register.



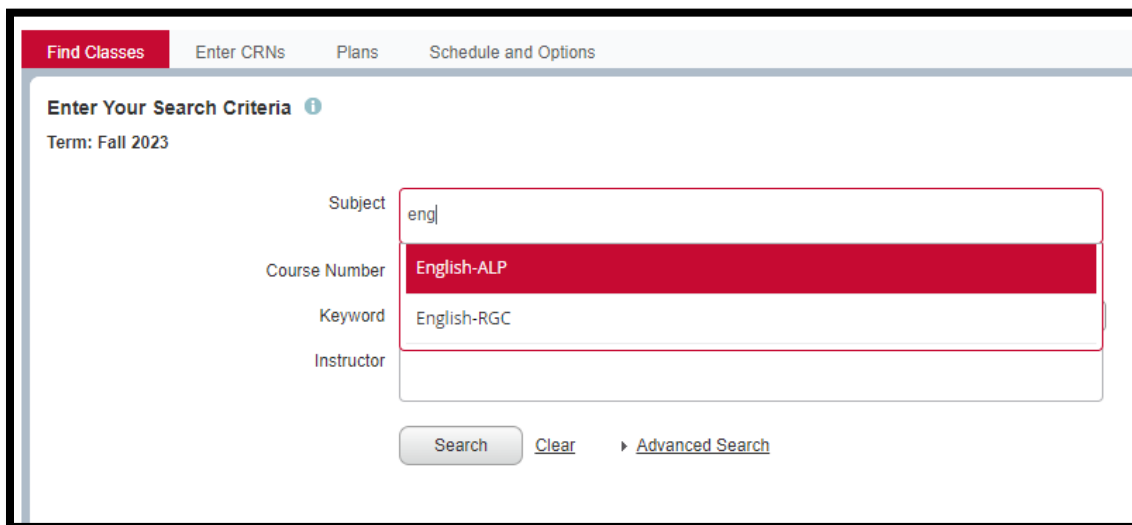
5. Select a term from the dropdown menu. For this example, we will be using Fall 2023.



6. If you have holds which prevent registration, you will see a warning pop up in the upper right-hand corner. You will need to clear any holds which prevent registration before you will be allowed to register.



7. Once you are cleared to register you can start by searching for your classes. You can search by Subject (i.e. English, Math), Course Number (i.e. 1301, 1341), and/or Instructor (i.e. Julie Vega, Thomas Shiller). Click Search.
- a. Some subjects will have multiple options. Choose your campus, or complete the process twice to add each campus to your search. Be aware there are some campus restrictions for courses, so just because a class shows up in your search results does not mean you are eligible to register in the course.



A screenshot of a web application interface for finding classes. The interface has a top navigation bar with the following tabs: "Find Classes" (highlighted in red), "Enter CRNs", "Plans", and "Schedule and Options". Below the navigation bar is a section titled "Enter Your Search Criteria" with an information icon. Under this section, the term "Term: Fall 2023" is displayed. There are four input fields: "Subject" containing "eng", "Course Number" containing "English-ALP" (highlighted in red), "Keyword" containing "English-RGC", and "Instructor" which is empty. At the bottom of the search area are three buttons: "Search", "Clear", and "Advanced Search" (with a right-pointing arrow).

- b. If you have already selected classes with your advisor and have a list of CRNs, you can click on Enter CRNs to register for your courses. Type in your first CRN, and then click +Add Another CRN or press the Tab key on your keyboard to enter additional CRNs. Once you have entered your CRN(s) click on Add to Summary. If you have added all of your classes to your Summary you can skip to step 11

Find Classes **Enter CRNs** Plans Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN  College Algebra MATH 1314, W01

CRN  Composition I ENG 1301, 001

CRN  Physical Geology GEOL 1303, 001

CRN

[+ Add Another CRN](#) **Add to Summary**

8. Add a section to your schedule by clicking on "Add" on the far right.

### Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

**Search Results** — 9 Classes  
Term: Fall 2023 Subject: English-ALP Course Number: 1301 [Search Again](#)

Title	Instructor	Meeting Times	Status	Attribute	Link	Options	Add
<a href="#">Composition I Lecture</a>	Vega, Julie (P...	S M T W T F S 08:00 AM - 0...	5 of 5 sea...	English Comp - Core Curr (O) Communication Core (N)			<b>Add</b>
<a href="#">Composition I Lecture</a>	Briseno, Rose...	S M T W T F S 11:00 AM - 11	25 of 25 s...	English Comp - Core Curr (O) Communication Core (N)			<b>Add</b>

9. You will now see the course under your Summary. If you do not see summary, check the panels at the bottom of the screen.

The screenshot shows a 'Schedule' interface. On the left is a 'Class Schedule for Fall 2023' calendar with columns for days of the week and rows for times from 6am to 10am. Three 'Composition I' classes are shown in shaded boxes on Monday, Wednesday, and Friday at 8am. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table lists three courses: 'Physical Geology' (GEOLOGY 1303, 001), 'Composition I' (ENGLISH 1301, 001), and 'College Algebra' (MATH 1314, W01). All are 'Pending' and have a 'Remove' button or a dropdown menu.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Physical Geology	GEOLOGY 1303, 001	3	11625	Lecture	Pending	Remove
Composition I	ENGLISH 1301, 001	3	11174	Lecture	Pending	**Registered Via W...
College Algebra	MATH 1314, W01	3	11608	Lecture	Pending	**Registered Via W...

10. To add additional classes to your Summary, click on the green Search Again button at the top right of the screen. You now search for and add additional classes to your Summary.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below is a 'Search Results' section for 'Term: Fall 2023', 'Subject: English-ALP', and 'Course Number: 1301'. A green 'Search Again' button is at the top right. The results table has columns: Title, Instructor, Meeting Times, Status, Attribute, Linked Sections, and Add. Two 'Composition I Lecture' courses are listed, one by Vega, Julie and one by Briseno, Rose.

Title	Instructor	Meeting Times	Status	Attribute	Linked Sections	Add
Composition I Lecture	Vega, Julie (P...)	S M T W T F S 08:00 AM - 01:00 PM	5 of 5 sea...	Comp - Core Curr (O) Communication Core (N)		Add
Composition I Lecture	Briseno, Rose...	S M T W T F S 11:00 AM - 11:59 AM	25 of 25 s...	English Comp - Core Curr (O) Communication Core (N)		Add

11. To register for the courses on your Summary, click Submit. You will see the Status change to a green registered box. If you do not see the green registered box, then you did not successfully register for the course. You may encounter errors such as a time conflict, or missing prerequisite. You will see the error on the Status as well as with an error box at the top of the screen.

Student • Registration • Select a Term • Register for

**ART 1312 CRN 11249: Time Conflict With CRN 11625**

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 18 Classes**  
Term: Fall 2023 Subject: Art Search Again

▶ <a href="#">Art Appreci... Lecture</a>	<a href="#">Curtin, Richar...</a>	S M T W T F S	11:00 AM - 12:00 PM	25 of 25 s...	Fine Arts - Core Curr (O) Creative Arts Core (N)	Add
▶ <a href="#">Art History II Lecture</a>		S M T W T F S	06:00 PM - 07:00 PM	15 of 15 s...		Add
▶ <a href="#">Design II Lecture/Lab...</a>	<a href="#">Tegarden, Gr...</a>	S M T W T F S	09:30 AM - 10:30 AM	10 of 10 s... Time Con...		Add
▶ <a href="#">Drawing I Lecture/Lab...</a>	<a href="#">Deanda, Ram...</a>	S M T W T F S	02:00 PM - 03:00 PM	10 of 10 s...		Add
▶ <a href="#">Design Co... Lecture/Lab...</a>	<a href="#">Deanda, Ram...</a>	S M T W T F S	09:30 AM - 10:30 AM	15 of 15 s...		Add
▶ <a href="#">Ceramics I Lecture/Lab...</a>	<a href="#">Tegarden, Gr...</a>	S M T W T F S	02:00 PM - 03:00 PM	10 of 10 s...		Add

Schedule | Schedule Details | **Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Design II</a>	ART 1312, 001	3	11249	Lecture/Laboratory	Errors Preventing Regis...	Remove
<a href="#">Physical Geology</a>	GEOL 1303, 001	3	11625	Lecture	Registered	None
<a href="#">College Algebra</a>	MATH 1314, W01	3	11608	Lecture	Registered	None
<a href="#">Composition I</a>	ENG 1301, 001	3	11174	Lecture	Registered	None

12. To remove a class from your Summary, click on the dropdown arrow under Action.
- If you have not already registered, click on Remove.

The screenshot shows a 'Summary' page with a table of classes. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row is 'Physical Geology' with status 'Pending'. A dropdown menu is open for the 'Action' column of this row, showing 'Remove' and '\*\*Registered Via Web\*\*' options. The second row is 'College Algebra' with status 'Pending'. The third row is 'Composition I' with status 'Pending'. At the bottom, there is a 'Submit' button and a checkbox for 'Conditional Add and Drop'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Physical Geology</a>	GEOL 1303, 001	3	11625	Lecture	Pending	Remove
<a href="#">College Algebra</a>	MATH 1314, W01	3	11608	Lecture	Pending	**Registered Via Web**
<a href="#">Composition I</a>	ENG 1301, 001	3	11174	Lecture	Pending	Remove

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

Conditional Add and Drop i Submit

- If you have already registered, click on Dropped Via Web. \* You will not be able to drop through the registration screen once late registration has closed.

The screenshot shows a 'Summary' page with a table of classes. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row is 'Physical Geology' with status 'Registered'. A dropdown menu is open for the 'Action' column of this row, showing 'None' and 'Dropped Via Web' options. The second row is 'College Algebra' with status 'Registered'. The third row is 'Composition I' with status 'Registered'. At the bottom, there is a 'Submit' button and a checkbox for 'Conditional Add and Drop'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Physical Geology</a>	GEOL 1303, 001	3	11625	Lecture	Registered	None
<a href="#">College Algebra</a>	MATH 1314, W01	3	11608	Lecture	Registered	None
<a href="#">Composition I</a>	ENG 1301, 001	3	11174	Lecture	Registered	Dropped Via Web

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 21

Conditional Add and Drop i Submit

13. Your schedule will now show the classes you have registered in.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am		✓ Composition I		✓ Composition I		✓ Composition I	
9am							
10am							
11am							
12pm		✓ Physical Geology		✓ Physical Geology		✓ Physical Geology	
1pm							

14. Note: any classes you have registered in that do not have a set meeting day and time will not show up on your schedule block. You will need to click on Schedule Details for more information such as classes without meeting times, building, and room number.

**Schedule** | **Schedule Details**

Class Schedule for Fall 2023

- Physical Geology** | Geology 1303 Section 001 | Class Begin: 08/28/2023 | Class End: 12/13/2023 Registered  
 08/28/2023 -- 12/13/2023 S M T W T F S | 12:00 PM - 12:50 PM Type: Class Location: Alpine Building: Warnock Science Room: 00101  
 Instructor: [Shiller, Thomas](#) (Primary)  
 CRN: 11625
- College Algebra** | Mathematics-ALP 1314 Section W01 | Class Begin: 08/28/2023 | Class End: 12/13/2023 Registered  
 08/28/2023 -- 12/13/2023 S M T W T F S | - Type: Web-Delivered Course Location: None Building: None Room: None  
 Instructor: [Brown, Angela](#) (Primary)  
 CRN: 11608
- Composition I** | English-ALP 1301 Section 001 | Class Begin: 08/28/2023 | Class End: 12/13/2023 Registered  
 08/28/2023 -- 12/13/2023 S M T W T F S | 08:00 AM - 08:50 AM Type: Class Location: Alpine Building: Morelock Academic Room: 00205  
 Instructor: [Vega, Julie](#) (Primary)  
 CRN: 11174



15. To access your schedule at any time through your Student Dashboard, go to View Registration Information.



16. Next select the appropriate term from the dropdown, and click on your Schedule Details. You should check this information at least the week before the term starts to check for any changes (Building/room, instructor, course cancellation, etc.)

The screenshot shows the "Class Schedule" interface. At the top, there are tabs for "Look up a Schedule", "Active Registrations", and "Schedule by Centric Period". The "Class Schedule" section has a "Term:" dropdown menu currently set to "Fall 2023". Below the dropdown is a table with the following columns: Title, Hours, CRN, Schedule Type, Grade Mode, Level, Part Of Term, Study Path, Date, Status, and Message. The table contains three rows of data for the Fall 2023 term.

Title	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
College Algebra	3	11608	Lecture	Standard Letter	Undergraduate	Full Term	None	04/03/2023	Registered	**Registered Via W...
College Algebra	3	11174	Lecture	Standard Letter	Undergraduate	Full Term	None	04/03/2023	Registered	**Registered Via W...
College Algebra	3	11625	Lecture	Standard Letter	Undergraduate	Full Term	None	04/03/2023	Registered	**Registered Via W...

Records: 3

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 21

Buttons: Schedule, Schedule Details

Class Schedule for Fall 2023

College Algebra | Mathematics-ALP 1314 Section W01 | Class Begin: 08/28/2023 | Class End: 12/13/2023

08/28/2023 -- 12/13/2023 [S][M][T][W][T][F][S] - Type: Web-Delivered Course Location: None Building: None Room: None  
Instructor: Brown, Angela (Primary)  
CRN: 11608

Registered