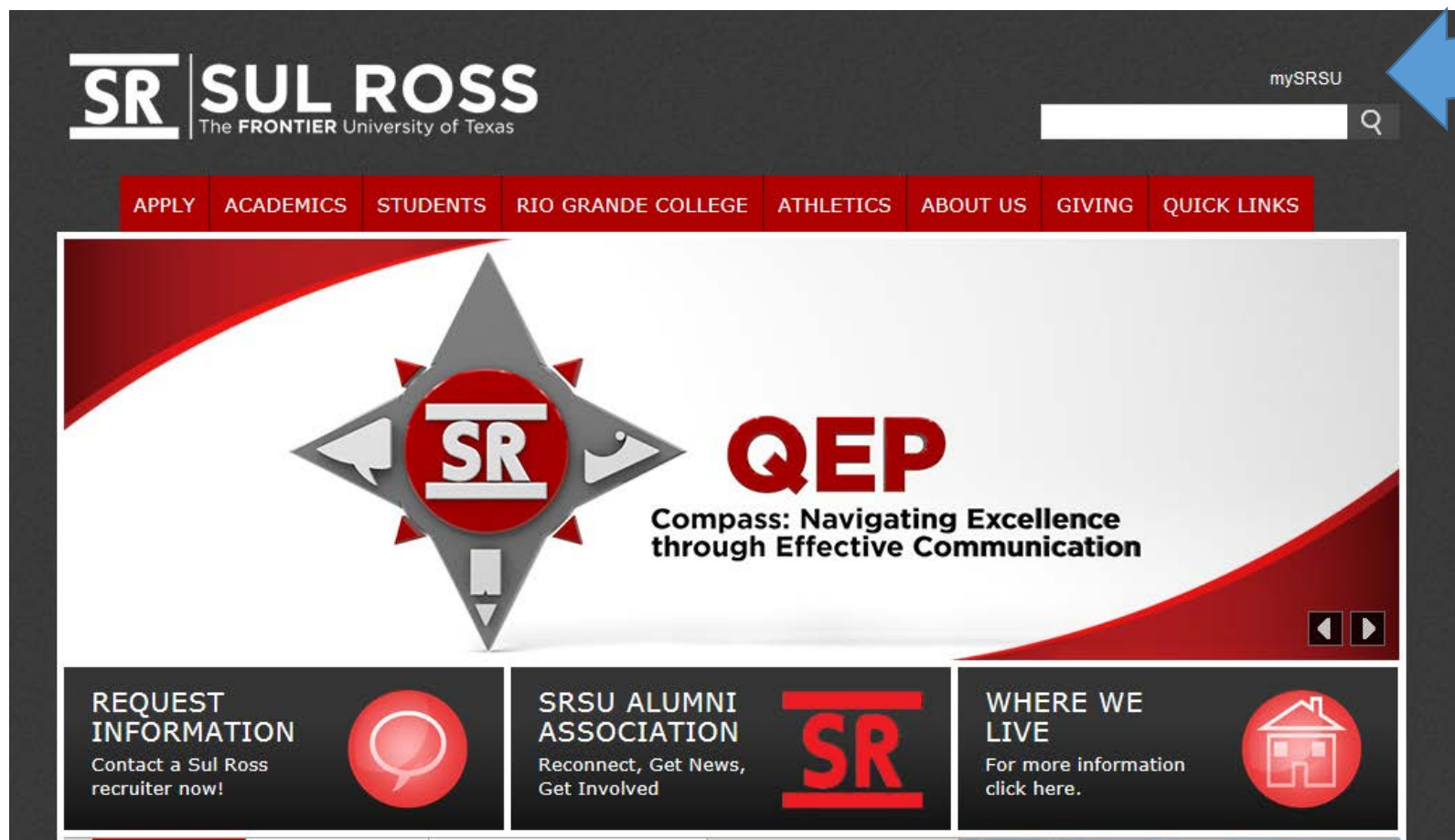




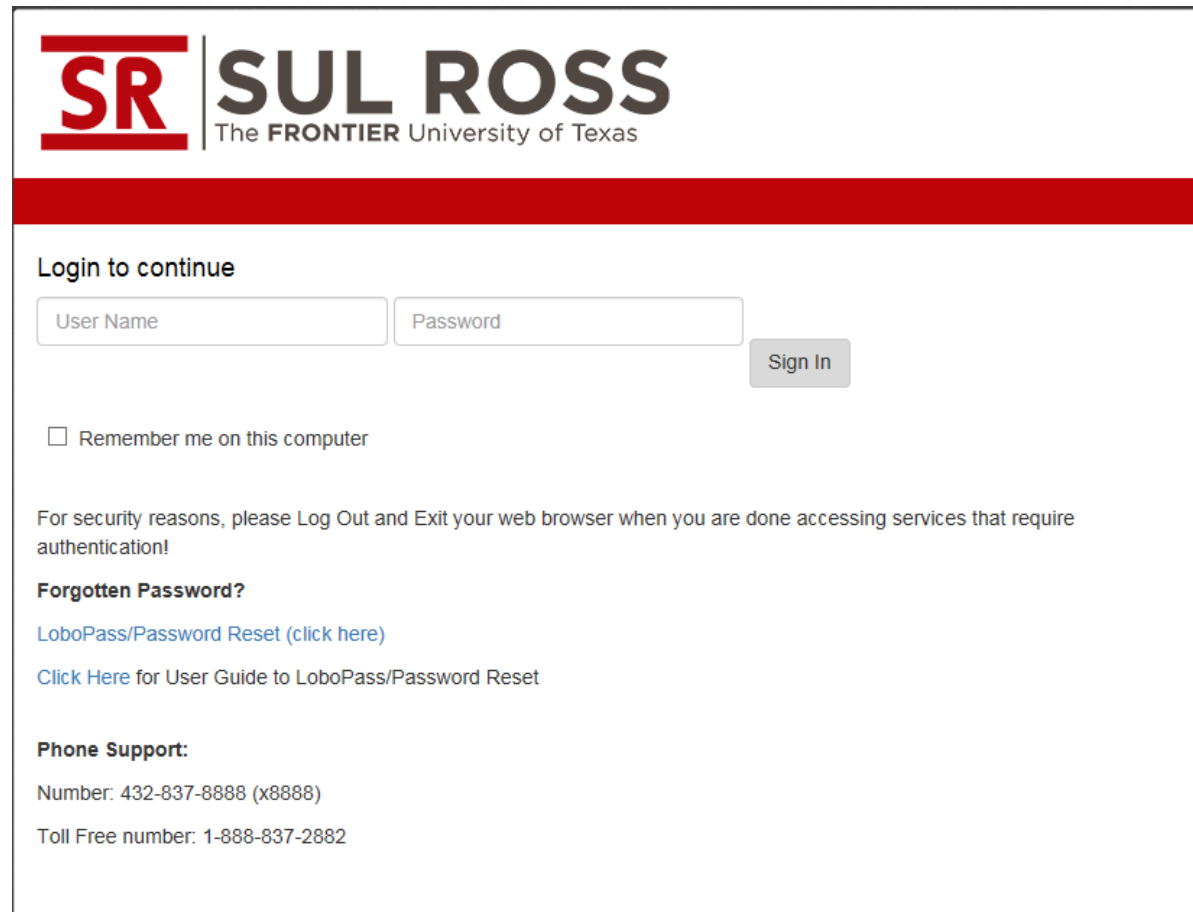
# How to Register for Classes

Go to srsu.edu, and click on “mySRSU.”



# Log in with your user name and password.

(This is your email address without the @sulross.edu and the password you use to access your email.)



The image shows a login page for SUL ROSS, The FRONTIER University of Texas. The page features a red header bar with the university's logo and name. Below the header, there is a login form with two input fields: 'User Name' and 'Password'. A 'Sign In' button is located to the right of the password field. Below the form, there is a checkbox labeled 'Remember me on this computer'. A security warning is displayed: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!'. There are also links for 'Forgotten Password?' and 'LoboPass/Password Reset (click here)'. At the bottom, there is a 'Phone Support:' section with contact numbers: 'Number: 432-837-8888 (x8888)' and 'Toll Free number: 1-888-837-2882'.

**SUL ROSS**  
The FRONTIER University of Texas

SR

Login to continue

User Name Password

Sign In

Remember me on this computer

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

**Forgotten Password?**

[LoboPass/Password Reset \(click here\)](#)

[Click Here for User Guide to LoboPass/Password Reset](#)

**Phone Support:**

Number: 432-837-8888 (x8888)

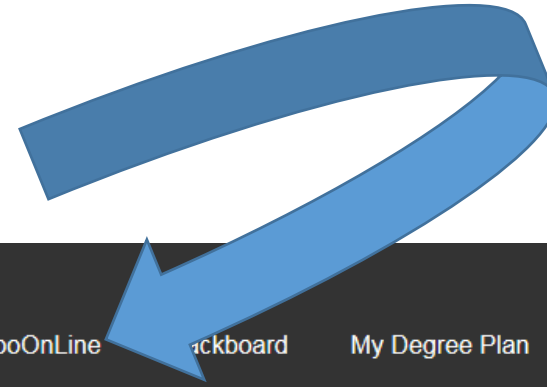
Toll Free number: 1-888-837-2882

If you are a newly admitted student, you will first need to retrieve your Lobo ID and set your password.

You will find instructions for this at this link:

<http://www.sulross.edu/page/4339/frequently-asked-questions>

# Click on “LoboOnLine.”



mySRSU      Email    OneDrive    LoboOnLine    Blackboard    My Degree Plan    Log Out

Hello, Deborah Tout (dtout)

**my Account**

Meal Plan: none

Dining Menu

Account Balance = \$0

Password Expires:  
October 13, 2018 (130 days)

**my LoboOnLine**

My Schedule

Schedule Planner

Holds

**Student Services**

Advisor: Not Available.

Technology Help Desk

Housing

Financial Aid: Alpine | RGC

Registrar: Alpine | RGC

Academic Center for Excellence

### Quick Links

Information

Services

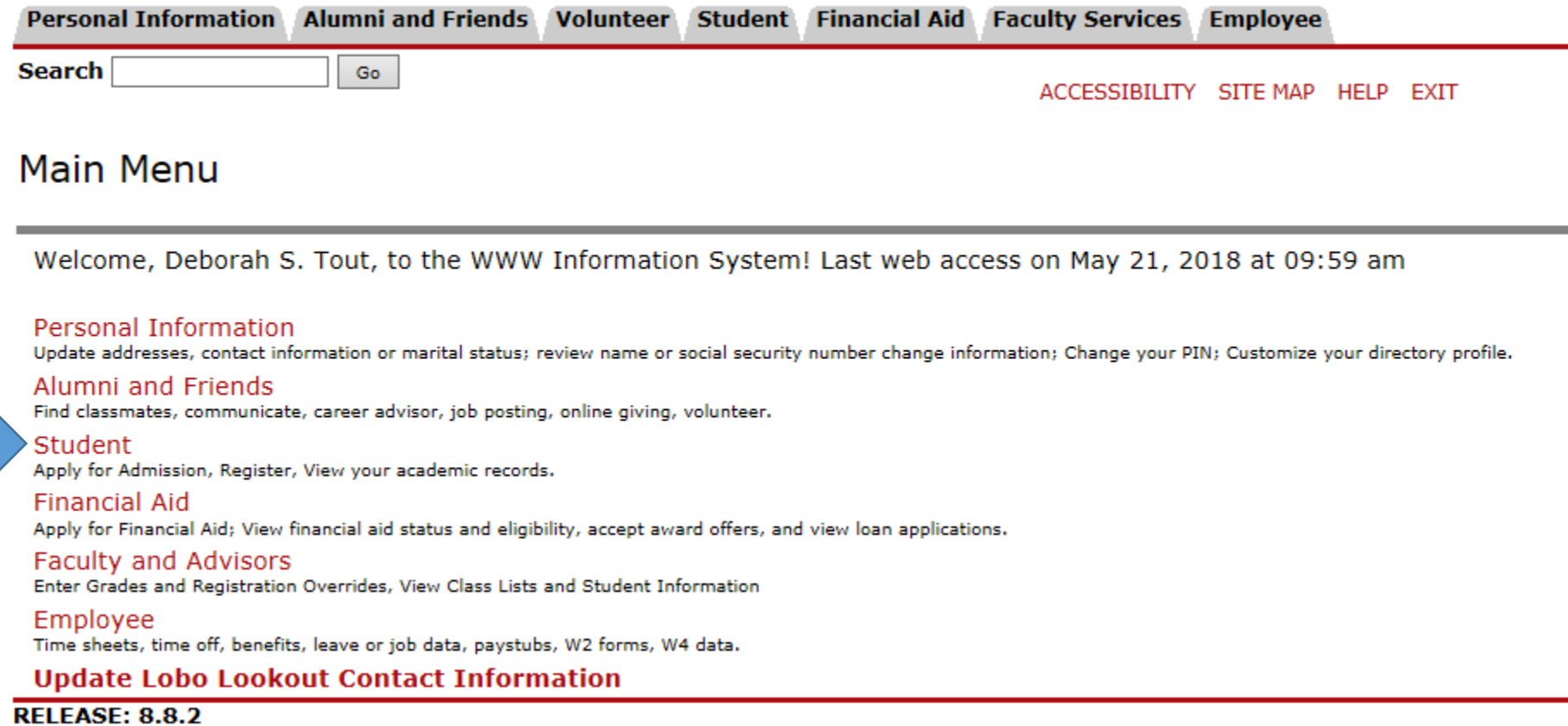
Campus Life

Resources

QUALTRICS

# Click on the “Student” tab.

(You will see a different set of tabs on your screen, the tabs you see depend on your status as student/staff)



The screenshot shows the top navigation bar with tabs: Personal Information, Alumni and Friends, Volunteer, Student, Financial Aid, Faculty Services, and Employee. Below the tabs is a search bar with a 'Go' button and links for Accessibility, Site Map, Help, and Exit. The main menu section is titled 'Main Menu' and contains a welcome message for Deborah S. Tout, dated May 21, 2018. The menu items are: Personal Information (update addresses, contact info, marital status, review name or social security number, change PIN, customize profile), Alumni and Friends (find classmates, communicate, career advisor, job posting, online giving, volunteer), Student (apply for admission, register, view academic records), Financial Aid (apply for aid, view status and eligibility, accept offers, view loan applications), Faculty and Advisors (enter grades and registration overrides, view class lists and student information), Employee (time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data), and Update Lobo Lookout Contact Information. A blue arrow points to the 'Student' tab.

**Personal Information** **Alumni and Friends** **Volunteer** **Student** **Financial Aid** **Faculty Services** **Employee**

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

---

Welcome, Deborah S. Tout, to the WWW Information System! Last web access on May 21, 2018 at 09:59 am

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Alumni and Friends**  
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

**Student**  
Apply for Admission, Register, View your academic records.

**Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

**Faculty and Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

**Update Lobo Lookout Contact Information**

---

**RELEASE: 8.8.2**

# Click on “Registration.”

[Personal Information](#) [Alumni and Friends](#) [Volunteer](#) **[Student](#)** [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EX](#)

## Student

---

**Registration**  
Check your registration status, class schedule and add or drop classes

**Student Account Suite (Bill + Payment)**

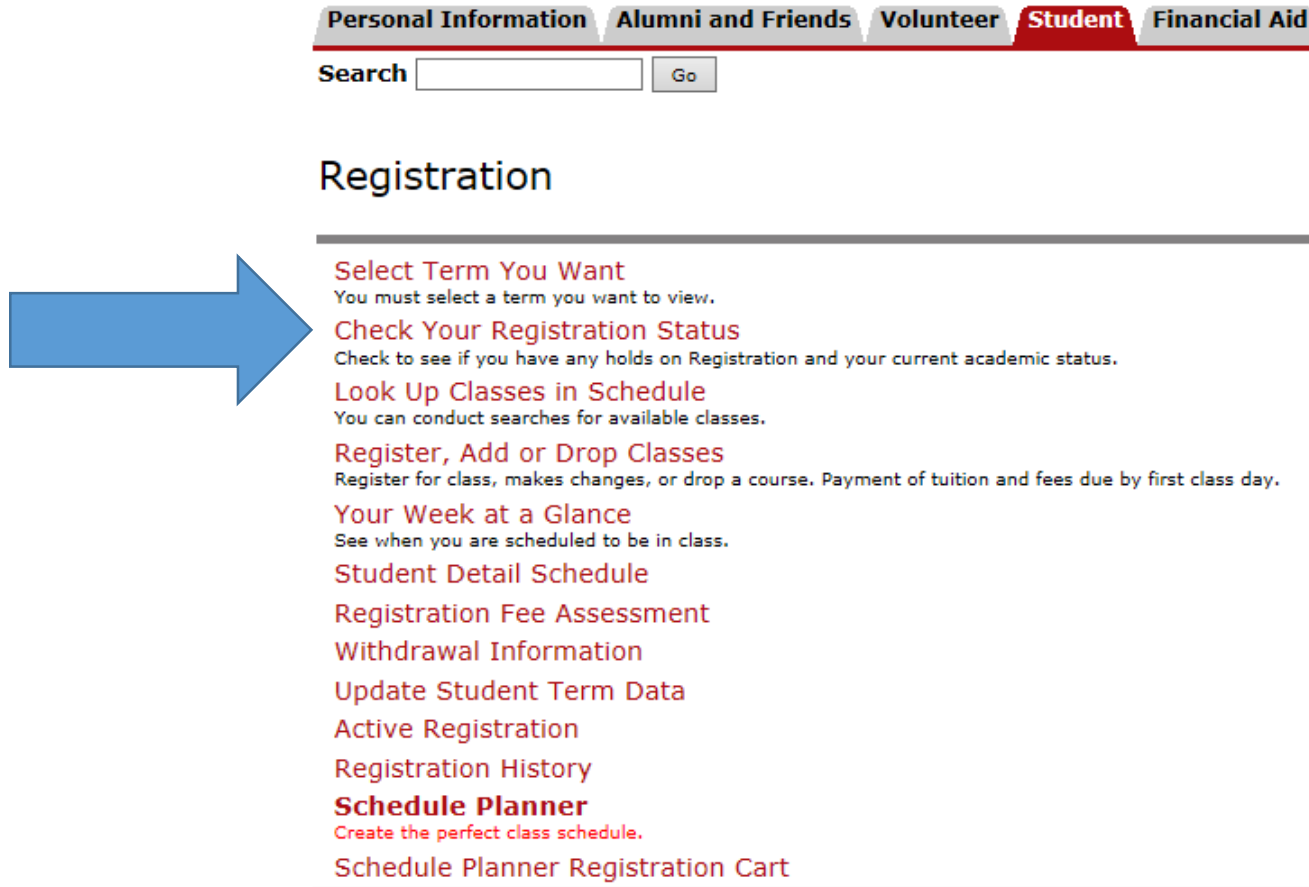
- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- View and print your billing statement.
- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.
- Enter your bank account information so that refunds can be deposited into your account electronically.

**Student Records**  
View your holds, grades, transcripts and account summary

---



# Click on “Check Your Registration Status.”



The screenshot shows a navigation bar with five tabs: "Personal Information", "Alumni and Friends", "Volunteer", "Student", and "Financial Aid". The "Student" tab is highlighted in red. Below the navigation bar is a search box with a "Go" button. The main content area is titled "Registration" and contains a list of links. A large blue arrow points to the "Check Your Registration Status" link.

**Personal Information** **Alumni and Friends** **Volunteer** **Student** **Financial Aid**

Search

## Registration

---

- Select Term You Want**  
You must select a term you want to view.
- Check Your Registration Status**  
Check to see if you have any holds on Registration and your current academic status.
- Look Up Classes in Schedule**  
You can conduct searches for available classes.
- Register, Add or Drop Classes**  
Register for class, makes changes, or drop a course. Payment of tuition and fees due by first class day.
- Your Week at a Glance**  
See when you are scheduled to be in class.
- Student Detail Schedule**
- Registration Fee Assessment**
- Withdrawal Information**
- Update Student Term Data**
- Active Registration**
- Registration History**
- Schedule Planner**  
Create the perfect class schedule.
- Schedule Planner Registration Cart**

---



Choose the correct term in the drop-down box, and click on “Submit.”

**Personal Information** **Alumni and Friends** **Volunteer** **Student** **Financial Aid** **Faculty Services** **Employee**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Term

---

Select a Term:

---



If you have holds that prevent registration, you will see this message at the top of the screen

### Registration Status

---

⚠ **You have Holds which will prevent registration.**

✓ Your Academic Standing is Good Standing which permits registration.

✓ Your Student Status permits registration.

Your Class for registration purposes is Post-Baccalaureate.

Go to this webpage to find out why you have a hold and who you need to contact to have the hold removed:

<http://www.sulross.edu/page/2750/record-and-registration-holds>

If you have been suspended academically, you will see this message at the top of the screen.

### Registration Status

---

- ✓ You have no Holds which prevent registration.
  - ⚠ **Your Academic Standing is Suspension which prevents registration.**
  - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Post-Baccalaureate.

If you wish to appeal your suspension, please contact your advisor. Your appeal must be approved by the Department Chair, the Dean of your College, and the Dean of Graduate Studies.

If you have not been continuously enrolled at Sul Ross, you will need to re-apply for admission before you can register. In that case, you will see this at the top of the screen.

#### Registration Status

---

- ⚠️ **You require re-admission prior to registration.**
- ✅ You have no Holds which prevent registration.
- ✅ Your Academic Standing is Good Standing which permits registration.
- ✅ Your Student Status permits registration.

Please contact the admissions office at (432-837-8050) for readmission.

Once you are cleared to register, you will see green checkmarks at the top of the page.

[Personal Information](#) [Alumni and Friends](#) [Volunteer](#) **[Student](#)** [Financial Aid](#)

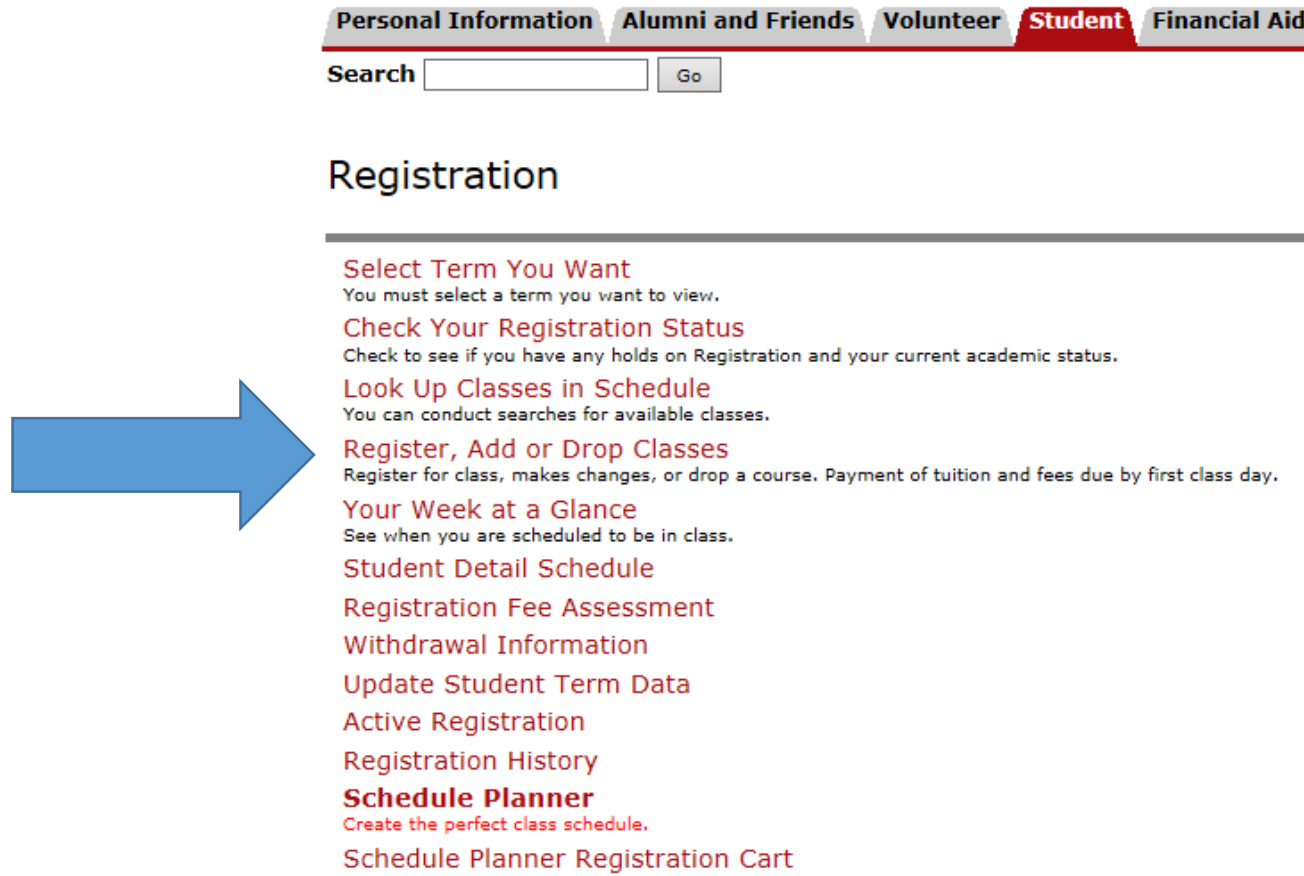
Search

## Registration Status

---

- ✓ You have no Holds which prevent registration.
  - ✓ Your Academic Standing is Good Standing which permits registration.
  - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Post-Baccalaureate.

# Click on “Register, Add or Drop Classes”



The screenshot shows a navigation bar with the following tabs: Personal Information, Alumni and Friends, Volunteer, Student (highlighted in red), and Financial Aid. Below the navigation bar is a search field with the label "Search" and a "Go" button. The main content area is titled "Registration" and contains a list of links. A large blue arrow points to the link "Register, Add or Drop Classes".

**Personal Information** **Alumni and Friends** **Volunteer** **Student** **Financial Aid**

Search  Go

## Registration

---

- [Select Term You Want](#)  
You must select a term you want to view.
- [Check Your Registration Status](#)  
Check to see if you have any holds on Registration and your current academic status.
- [Look Up Classes in Schedule](#)  
You can conduct searches for available classes.
- [Register, Add or Drop Classes](#)  
Register for class, makes changes, or drop a course. Payment of tuition and fees due by first class day.
- [Your Week at a Glance](#)  
See when you are scheduled to be in class.
- [Student Detail Schedule](#)
- [Registration Fee Assessment](#)
- [Withdrawal Information](#)
- [Update Student Term Data](#)
- [Active Registration](#)
- [Registration History](#)
- [Schedule Planner](#)  
Create the perfect class schedule.
- [Schedule Planner Registration Cart](#)

---

# Click on “Class Search”

## Add or Drop Classes

At

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.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered Via Web** on Jun 05, 2018	None	11641	HIST	5303	W01	Graduate	3.000	Standard	Letter	Modern Mexico

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 15.000

Date: Jun 05, 2018 02:12 pm

### Add Classes Worksheet

CRNs							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Submit Changes	Class Search	Reset					



# Choose the subject or subjects you want, and then click on “Course Search.”

[Personal Information](#) [Alumni and Friends](#) [Volunteer](#) **[Student](#)** [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Look Up Classes

Fall 2018  
Jun 05, 2018 09:18 am

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:**

- General Studies
- Geography-ALP
- Geography-RGC
- Geology
- History-ALP**
- History-RGC
- Honors
- Industrial Technology
- International Business-RGC
- Journalism





You will see a list of classes offered in your area of interest. To choose one, click on “View Sections.”

### Look Up Classes

---

Fall 2018

#### History-ALP

1301	History Of The US To 1877	<a href="#">View Sections</a>
1302	History Of The US Since 1877	<a href="#">View Sections</a>
2301	World History to 1500	<a href="#">View Sections</a>
2309	History of Texas	<a href="#">View Sections</a>
3300	Ancient Civilization	<a href="#">View Sections</a>
3310	History of the American West	<a href="#">View Sections</a>
4317	Special Topics	<a href="#">View Sections</a>
5303	Seminar in Mexican History	<a href="#">View Sections</a>
5304	Seminar in World History	<a href="#">View Sections</a>
5310	Seminar in American History	<a href="#">View Sections</a>

If you would like to take this class, check the “select” box and then click on “Register”

## Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

### Sections Found

#### History-ALP

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)
<input checked="" type="checkbox"/>	11641	HIST	5303	W01	ALP	3.000	Modern Mexico		TBA	20	6	14	0	0	0	0	0	0	Mark Saka (P)	08/27-12/12

Register

Add to WorkSheet

New Search

# If your registration was successful, you will see the message, “\*\*Registered Via Web\*\*.”

## 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.

### Current Schedule



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered Via Web** on Jun 05, 2018	None	11641	HIST	5303	W01	Graduate	3.000	Standard Letter	Modern Mexico

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 15.000

Date: Jun 05, 2018 09:52 am

### Add Classes Worksheet

#### CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

Class Search

Reset

---

# If you receive an error message, you have not successfully registered.

- Some common errors include:
  - “Prerequisite or test score error.” You need to complete another class (the prerequisite) before you can register for this class. Please contact your major advisor.
  - “Instructor, advisor or department approval required.” This class is restricted to specific students. Contact the instructor or your advisor to proceed.
  - “Student Attribute Restriction.” This course is restricted to a specific group of students (generally students in special programs). Choose a different course or section, or, if you believe you should be allowed to register, contact your advisor to proceed.

You can also use this screen to drop classes.  
Click on the drop-down “Action” box.  
Choose “Dropped Via Web.”  
Click on “Submit Changes.”

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.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered Via Web** on Jun 05, 2018	Dropped Via Web	11641	HIST	5303	W01	Graduate	3.000	Standard	Letter	Modern Mexico

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 15.000  
Date: Jun 05, 2018 02:21 pm

#### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes Class Search Reset

- You cannot drop classes via the web after the end of late registration. You must complete a drop form.
- You cannot drop your last class once the semester has started. You must use a withdrawal form.
- Both of these forms can be found at:

<http://www.sulross.edu/page/1005/forms-students>

Questions?

Contact your academic advisor  
or the Registrar's Office at 432-837-8048.

