

HELPFUL HINTS FOR REGISTERING

To access the **telephone system**, you must use either a touch-tone phone or a phone with a pulse-tone switch. If you dial into the system using a pulse-phone, you must switch to "tone" before using the system. You cannot use a rotary phone to access this system.

- ▶ You do not have to use the telephone or Web to register and may still register for classes at any terminal on campus.
- ▶ Newly admitted freshmen and transfers, as well as readmitted students, will not be permitted to register for their first semester of enrollment using the system.
- ▶ **Undergraduate, degree-seeking** students must meet with their academic advisor to review their plan of study, receive their **Registration Access Code (RAC)** and complete a registration form/worksheet before accessing the system. Graduate, post-baccalaureate, evening and special, non-degree students are not required to use a RAC.
- ▶ Do not attempt to access the system before your assigned registration date and time.
- ▶ **Make sure you have your Social Security Number, PIN, Registration Access Code and a copy of the Master Class Schedule with you when you register.**
- ▶ The system may **not** be used to:
 - withdraw (W) from courses
 - register for courses which carry an unfulfilled prerequisite or corequisite course.
 - register for excess hours
 - register for internships, individual instruction and independent study course work
 - select the "Audit" or "P/NC" grading options
 - register for closed courses
 - drop basic competency courses
 - register for 500/600 level courses (undergraduates only)
 - register for graduate credit (undergrads and post-baccs only)
 - drop your final course(s) after the semester has started.

Forms/cards to complete these transactions are available in the Office of Academic Records and Summer School and must be processed at a computer terminal.

- ▶ If you call into the system and the phone continues to ring, the system is "down" and being repaired. Please hang up and call back in 30 minutes.

- ▶ Register/add your highest priority single section courses first followed by your highest priority courses with multiple sections. This will reduce time conflicts with your high-priority courses.
- ▶ If you forget your PIN number, you must go to the Office of Academic Records and Summer School with a picture ID or you may call the office at 724-738-2010. PIN numbers will not be released over the phone.
- ▶ Students will be permitted to access the system after their assigned registration date and time as often as they wish, whenever they wish.
- ▶ Students will not be permitted to drop/add courses after the last day of drop/add week.
- ▶ Don't forget to drop/add labs or recitations that go with your lectures.
- ▶ There will be a time limit placed on each call before you are automatically disconnected, so be prepared before calling.
- ▶ Rock Talk will be busiest at the beginning of each hour, so if you are unable to access the system, wait 10-15 minutes before trying again.
- ▶ Additional information on registration may be found in the university's Master Class Schedule (<http://www.sru.edu/mcs>) or by calling your advisor, the Advisement Center (738-2009) or the Office of Academic Records and Summer School (738-2010).
- ▶ The following offices can "hold" your registration:
 - Academic Records - 738-2010
 - Health Services - 738-2052
 - Intercultural Programs- - 738-2700
 - Perkins Loans - 738-2064
 - Student Accounts - 738-2088
 - Student Standards - 738-2092

If you have an obligation with any of these offices, please resolve the matter before your registration date.

SlipperyRock
University™
www.SRU.edu
for a rock solid education

Academic Records and Summer School
107 Old Main
Slippery Rock, PA 16075
724.738.2010

Slippery Rock University is an equal opportunity/
affirmative action institution
A member of the Pennsylvania State System of Higher Education

Rock Solid

ROCK TALK

Interactive Telephone System and Web Site

You can now . . .

- ▶ Register for classes
- ▶ Review and revise your class schedule
- ▶ Search for open class sections
- ▶ Pay your bill
- ▶ Review your account balance
- ▶ Review your registration holds
- ▶ Review your grades
- ▶ Create or change your Personal ID Number (PIN)

. . . at the push of a button!

1-724-738-3000
ON-CAMPUS - EXT. 3000

Available 8:15 a.m. to 8:00 p.m.

Monday - Friday

ROCK TALK'S WEB SITE

<http://rocktalk.sru.edu>

- ✓ Review your grades
- ✓ Generate your own enrollment certification letter*
- ✓ Review and change your address
- ✓ Review and revise your class schedule
- ✓ Generate a Degree Audit Report (DARS)
- ✓ Review and print your account balance and financial aid statement*
- ✓ Generate a tuition receipt*
- ✓ Register for classes
- ✓ Create or change your Personal ID Number (PIN)

SlipperyRock
University™

*You may view these items from any computer, but may print these items only at our "Rock Talk" kiosk on the first floor of the University Union.

SRU'S ROCK TALK INFORMATION SYSTEM

Accessing Rock Talk via the web . . . <http://rocktalk.sru.edu>

If you are accessing Rock Talk for the first time via the Web, you should enter **ONLY** your social security number and click the "Login" button. Do **NOT** enter anything into the PIN box.

Do not enter anything here the FIRST time you use Rock Talk.

Social Security Number PIN:

You will then receive the following message . . . "Our records indicate that you need to create a PIN in order to access Rock Talk, you will be given the opportunity to do so when you click the Continue button below."



You will then be instructed to enter your birth month, date and last two digits of your birth year (Example: 120582) and to create a new Personal Identification Number (PIN).

Birthdate: (mmddyy)
 New PIN:
 Repeat New PIN:

Congratulations! Once you have created your PIN, the next time you wish to access the Rock Talk system simply enter your Social Security Number and PIN and click the "Login" button.

Accessing Rock Talk via the phone . . . 1-724-738-3000, On-campus - Ext. 3000

Press **1**

To register for classes
 To drop/add courses
 To review your current class schedule
 To identify open sections of a specific course

Enter Social Security Number
 Enter birth month and date as 4 digits
 (Jan 5=0105)
 only on **1st** call into system **OR**
 Enter 4-digit PIN on later calls

To register, undergraduate, degree-seeking students must enter the **4-digit Registration Access Code (RAC)** received from their academic advisor. Graduate students, Post-Baccalaureate students, undergraduate **evening** students, and "special" non-degree seeking students will **not** have to enter a Registration Access Code.

After selecting the semester/term for which you wish to register. . .

- Press 1 - To add a course
- Press 2 - To drop a course
- Press 3 - To change sections of a course
- Press 4 - To review your class schedule
- Press 5 - To identify open sections of a specific course

Press **2**

To review your account balance
 To check registration holds
 To make credit card payments

Enter Social Security Number
 Enter birth month and date
 as 4-digits (Jan 5=0105)

Only Visa, MasterCard and Discover are acceptable when paying one's bill.

Press **3**

To check grades

Enter Social Security Number
 Enter birth month and date as 4 digits
 (Jan 5 = 0105) only on **1st** call into system
 or
 Enter 4-digit PIN on later calls

Press 1 -To hear the current/most recent semester's grades

Press 2 -To hear grades from previous semesters

