Using Rockweb
Access Rockweb. Click on Enter Secure Area.
Log in using your 6-digit ID number & PIN.

**NOTE:** If you attempt to login unsuccessfully three times (by entering your ID or password incorrectly), your access will be disabled.

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN).

**Be sure to enter @00 in front of your 6-digit student ID number.**

To protect your privacy, please exit and close your browser when you are finished.

User ID: 
PIN: 

Login  Forgot PIN?
Problems Logging In?

- If you attempt to log in using a wrong ID number or PIN or because you have forgotten to enter @00 in front of your ID number, your access will be disabled immediately following the third unsuccessful login attempt.

- To automatically re-enable your account, you will need to reset your Rockweb PIN. You may reset your PIN online at any time by going to https://accounts.rockhurst.edu/orapin.asp and following the on-screen instructions.

- If you cannot reset your PIN online, please contact the Computer Services Help Desk at x4357 for further assistance.
Forgot your PIN?

Click here and answer the security question you created. This will allow you to create a new PIN.
If you have been locked out and need to reset your PIN. Go to Computer Services web page at https://accounts.rockhurst.edu/orapin.asp

Does not require @00
Things I can do from Rockweb?

- Register for a class
- Drop a class
- View & print my unofficial transcript
- View & print my schedule
- View my midterm or final grades
- View holds on my account
- Check my registration status
- Order books online
- View my financial aid status
- Order an official transcript
To access the student options select Student from the Main Menu.
Student Options

Student

To make a payment on your student account by credit card or electronic check, please click this link: Pay On-Line

Admissions
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

Registration
Check your registration status; Display your class schedule; Register for classes; Link to Barnes & Noble book orders.

Student Records
View your holds; Display your grades and transcripts; Run your unofficial degree evaluation.

Student Account
View your account summaries; statement/payment history and tax information.

National Student Clearinghouse
Secure access anytime to print your enrollment verification certificates; view your enrollment history; view proofs of enrollment sent on your behalf; access list of student loan holders; link to real-time information on your student loans; order transcripts.

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Registration Options

Registration

Select Term
Add/Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Status
Update Student Term Data
Active Registration
Registration History
Concise Student Schedule
Barnes & Noble Online Book Orders

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After choosing an option you will have to Select the term. Click submit.
Add/Drop Classes

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Apr 12, 2010</td>
<td>None</td>
<td>10430 PA</td>
<td>2000 LCA Undergraduate</td>
<td>3.000 Undergraduate Standard</td>
<td></td>
<td></td>
<td>Legal Theory and Practice</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Apr 12, 2010</td>
<td>None</td>
<td>10431 PA</td>
<td>3100 LCA Undergraduate</td>
<td>3.000 Undergraduate Standard</td>
<td></td>
<td></td>
<td>Business Organization</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on May 21, 2010</td>
<td>None</td>
<td>10313 TH</td>
<td>3000 LCF Undergraduate</td>
<td>3.000 Undergraduate Standard</td>
<td></td>
<td></td>
<td>Christianity II: Development</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 9.000
Billing Hours: 9.000
Maximum Hours: 18.000

To drop a class choose an option from the dropdown menu and submit changes.

Add Classes Worksheet

To add a class enter the CRN number and submit changes or do a class search (see next page for class search).
Look up classes to add using Class Search.

Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

- Subject:
  - Accounting
  - Anthropology
  - Art

- Course Number:
  - 

- Title:
  - 

- Schedule Type:
  - 

- Credit Range:
  - hours to 
  - 

- Campus:
  - All
  - Evening-Main
  - Main

- Course Level:
  - All
  - Graduate
  - Undergraduate

- Part of Term:
  - All
  - First 7 Week Session
  - Full Term

- Instructor:
  - All, Shahid Andersen, Marshall Lee

- Attribute Type:
  - All
  - Artistic Mode
  - Artistic Mode SPS

- Start Time:
  - Hour 
  - Minute

- End Time:
  - Hour 
  - Minute

- Days:
  - Mon
  - Tue
  - Wed
  - Thur
  - Fri
  - Sat
  - Sun

- Class Search
- Reset
Adding a class using Look up Classes to Add.

### Look-Up Classes to Add:

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act Rem</th>
<th>XL Cap</th>
<th>XL Act Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10499</td>
<td>AC</td>
<td>2000</td>
<td>LCA</td>
<td>M</td>
<td>3.000</td>
<td>Financial Accounting</td>
<td>MW</td>
<td>11:00-12:15 am</td>
<td>25</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Anthony L. Tocco</td>
<td>08/18-12/11</td>
</tr>
<tr>
<td></td>
<td>10501</td>
<td>AC</td>
<td>2000</td>
<td>LCB</td>
<td>M</td>
<td>3.000</td>
<td>Financial Accounting</td>
<td>TR</td>
<td>11:00-12:15 am</td>
<td>24</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Gail H. King (P)</td>
<td>08/18-12/11</td>
</tr>
<tr>
<td></td>
<td>10500</td>
<td>AC</td>
<td>2000</td>
<td>LCC</td>
<td>M</td>
<td>3.000</td>
<td>Financial Accounting</td>
<td>TR</td>
<td>12:30-01:45 pm</td>
<td>29</td>
<td>-1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Cheryl A. McConnell (P)</td>
<td>08/18-12/11</td>
</tr>
</tbody>
</table>

Check the box to add class to schedule.

If there’s a “C” instead of a checkbox, this means the class is closed.
Possible registration errors.

- **Prerequisite Error** – This error message indicates that this course requires a class to be taken prior to the registration of this course.

- **Co requisite Error (CORQ)** – This error message indicates that there is another course that must be taken in the same semester as the course you’ve attempted to register for. The specific course that must be taken concurrently is listed in the error message field. You’ll need to register for both classes to resolve this issue. (ex. General Biology lecture must enrolled in the General Biology lab at the same time)

- **Class Restriction** – This error message indicates that you have attempted to register in a course that requires you to have attained a sophomore, junior, or senior standing as specified in the course description. You’ll need to either select another course or contact the professional advisor in your college for an override.
Examples of Possible registration errors.

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREQ and TEST SCORE-ERROR</td>
<td>10438 PA</td>
<td>4000 LCA Undergraduate 3.000 Undergraduate Standard Legal Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATUS ERROR</td>
<td>1251</td>
<td>LCA 1250 Undergraduate 3.000 Undergraduate Standard General Biology I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS RESTRICTION</td>
<td>12310 AC</td>
<td>4500 BCA Undergraduate 3.000 Undergraduate Standard Principles of Accounting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Possible errors continued.

- **Time Ticket Error** – This error message indicates that your current student level is not available to register at this time.

- **Level Restriction** – This error message indicates that you have attempted to register for a course that doesn’t match your current level of either Graduate or Undergraduate. You’ll need to obtain approval from the instructor and the appropriate dean to take this course, and you’ll need to contact the professional advisor in your college for an override.

- **Time Conflict** – This error message indicates that you have scheduled two classes for the same time period. The system will accept one course and reject another. The error message will specify the courses in conflict. You’ll need to select another class or section to correct this problem.
Professional Advisors

- **Arts & Sciences**
  Rob Hamilton  robert.hamilton@rockhurst.edu

- **Graduate & Professional Studies**
  Terry Forge  terry.forge@rockhurst.edu

- **Helzberg School of Management**
  Paul Nunez  paul.nunez@rockhurst.edu
Student Records options

Search

Student Records

View Holds
Midterm Grades
Final Grades
Grade Detail
Academic Transcript
Degree Evaluation
Course Catalog
View Student Information
Class Schedule

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Student Account options

Student Account

To make a payment on your student account by credit card or electronic check, please click this link: Pay On Line

Click on this link to contact the RU Student Accounts Office: Student Accounts Office

Click on this link to learn about Payment Plan options: TMS Payment Plans

Account Summary
Account Summary by Term
Account Detail for Term
Account Summary by Period
View Holds
Statement and Payment History

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