How to register for classes in Rockweb
Login to the Campus Portal (my.rockhurst.edu) using your network login
Click Rockweb
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.
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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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></td>
<td>None</td>
<td>10430 PA</td>
<td>2000</td>
<td>LCA Undergraduate</td>
<td>3.000</td>
<td>Undergraduate Standard</td>
<td>Legal Theory and Practice</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>10431 PA</td>
<td>3100</td>
<td>LCA Undergraduate</td>
<td>3.000</td>
<td>Undergraduate Standard</td>
<td>Business Organization</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>10313 TH</td>
<td>3000</td>
<td>LCF Undergraduate</td>
<td>3.000</td>
<td>Undergraduate Standard</td>
<td>Christianity II: Development</td>
<td></td>
</tr>
</tbody>
</table>

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

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).

To drop a class choose an option from the dropdown menu and submit changes.
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 hours
- **Campus:** All, Evening-Main, Main
- **Course Level:** All, Graduate, Undergraduate
- **Part of Term:** All, First 7 Week Session, Full Term
- **Instructor:** Alk, Shahid Andersen, Marshall Lee
- **Attribute Type:** All, Artistic Mode, Artistic Mode SPS
- **Start Time:** Hour 00
- **End Time:** Hour 00
- **Days:** Mon, Tue, Wed, Thu, Fri, Sat, Sun

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

Look-Up Classes to Add:

<table>
<thead>
<tr>
<th>Select 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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Financial Accounting</td>
<td>MW</td>
<td>11:00 am - 12:15 pm</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 (P)</td>
<td>08/18-12/11</td>
</tr>
<tr>
<td>□ 10499 AC</td>
<td>2000</td>
<td>LCA</td>
<td>M</td>
<td>3.000</td>
<td></td>
<td>Financial Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 10501 AC</td>
<td>2000</td>
<td>LCB</td>
<td>M</td>
<td>3.000</td>
<td></td>
<td>Financial Accounting</td>
<td>TR</td>
<td>11:00 am - 12:15 pm</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>C 10500 AC</td>
<td>2000</td>
<td>LCC</td>
<td>M</td>
<td>3.000</td>
<td></td>
<td>Financial Accounting</td>
<td>TR</td>
<td>12:30 pm - 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.

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.
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</th>
<th>Sec Level</th>
<th>Cred</th>
<th>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</td>
<td>3.000 Undergraduate</td>
<td>Standard Legal Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORQ.BL 1251 REQ 10013 BL</td>
<td>1250 LCA Undergraduate</td>
<td>3.000 Undergraduate</td>
<td>Standard General Biology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS RESTRICTION 11310 AC</td>
<td>4500 BCA Undergraduate</td>
<td>3.000 Undergraduate</td>
<td>Standard Principles of Accounting</td>
<td></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
  816-501-4291

- **Graduate & Professional Studies**
  Terry Forge: terry.forge@rockhurst.edu
  816-501-4068

- **Helzberg School of Management**
  Paul Nunez: paul.nunez@rockhurst.edu
  816-501-4578

  Valerie Wright: valerie.wright@rockhurst.edu
  816-501-4823
Student Records options

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

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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