

ABOUT SELF SERVICE & HOW TO REGISTER

Rowan's Self Service online tool (<http://www.rowan.edu/selfservice>) is one of the key resources for Rowan students. Use it to:

- register for courses
- adjust your schedule (add/drop courses) Note: make sure this is performed within deadlines to avoid costs and other issues.
- view grades
- request official transcripts and/or enrollment verifications
- view/print unofficial course and grade lists (in lieu of an official transcript)
- review your schedule for the term
- apply for graduation
- view accounts and pay bills
- check for holds on your account
- officially accept your aid/loan offers
- and much more!



Self Service is available 7AM – 11PM, (EST) every day including Saturday and Sunday.

Problems with Self Service? If you encounter any problems with Self Service and your registration-related activities, call the Office of the University Registrar (856) 256-4350, between 8:00AM and 4:30PM weekdays.

HOW TO REGISTER

Most registration and registration-related activities can take place in Self Service (www.rowan.edu/selfservice) online as outlined above.[^]

[^]Students must still meet any and all prerequisites/restrictions for the course(s) of interest.

Before you register:



- Be sure you have paid your online account.
- Be sure you have checked that you do not have any holds that would bar registration.
- Be sure you are within the open times for Self Service (7AM-11PM EST).
- If you are registering for an online course for the first time, be sure you first register for the Rowan Online Immersion course (ONL 00100) first, or you will get a prerequisite error. This course is a one-time, zero-credit, zero-cost online-learning tutorial required of any student registered for an online or hybrid course. It appears in CANVAS alongside your other online or hybrid

course registrations, is approximately 1 hour long, and can be completed at your own pace (you are not required to be online at a specific date or time). You must successfully complete a final quiz in order to receive a grade of "Successful" on your transcript for ONL 00100. Questions? Contact Rowan Online: <http://www.rowanonline.com/portal>

Online Registration Step-by-Step:

1. Meet with your program advisor to select courses and review prerequisites, restrictions, and other issues before registering.
2. Go to: rowan.edu/selfservice.
3. Click "Access Banner Services." (Banner is the name of our student information system in which student and course records are held.)
4. Enter your Rowan ID as User ID. (If you don't know your Rowan ID, visit <https://id.rowan.edu/>.)
5. Enter your PIN. **If this is your FIRST TIME logging in to the Self Service system, your PIN will be your 6-digit birthday, in the format MMDDYY.** (If you don't know your PIN, visit <https://id.rowan.edu/>.)
6. Click "Login." (First time users will see a screen that says "Your PIN has expired." Please follow the prompts to set a permanent PIN.) (For first time login, you will be prompted to set a security question. To change PIN or security question, select "Personal Information.")
7. To register, select "Student & Financial Aid."
8. Click "Registration."
9. Click "Add or Drop Classes."
10. Select the semester (term) you are registering for, then click "Submit."
11. Enter the **five-digit course reference number (CRN)** of the courses you wish to register for and click the "Submit Changes" button.
 - a. CRN is the number all the way to the left in the Section Tally (http://banner.rowan.edu/reports/reports.pl?task=Section_Tally).
 - b. You can also do a "Class Search" from this screen to quickly find another class, but the full Section Tally is still best for searches.
12. Classes successfully registered will be listed first, closed classes or those that you are not eligible to register for will be displayed second, (with a message stating the registration error), and additional blank boxes will be at the bottom for adding more courses.
 - a. If you encounter problems with a prerequisite or other restriction, you may request an override by visiting www.rowan.edu/register and click on "Forms" for the proper forms. The academic department who oversees the course into which you wish to register will determine if they approve any requested waivers/overrides. If approved, you will be sent an email (in most cases) notifying you of the approval and encouraging you to register yourself ASAP (if you are otherwise eligible to register at that time).
 - b. If you encounter problems with a hold, contact the individual/departments that placed the hold to clear up ASAP.
13. When you are finished, click "Exit" at the top right of any screen. This will prevent others from accessing your personal information.

Note: After registration, review your schedule for accuracy via Rowan Self Service (rowan.edu/selfservice) by clicking on "Student Detailed Schedule." (Keep in mind that other details about your course may also be listed in the title column of the Section Tally.)

BE AWARE OF REGISTRATION-RELATED DEADLINES!

Registration-related activities (including registration adjustments such as drop/add and withdrawals) have deadlines associated with them and it is very important you are aware of these and follow these each term. Please visit www.rowan.edu/registration and click on the Registration-related Dates guide for the term in question. You must make adjustments before final deadlines.

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