

How to Register on the Web

ACCESS COURSE LISTINGS FOR UPCOMING SEMESTERS & COURSE DESCRIPTIONS:

Before going to register, view the course offerings, consult with your advisor, and have a tentative schedule worked out. Be sure to choose alternatives in case your first choice is not available. To view the offerings:

- Go to www.strose.edu/ugcourses
- Select the term from the pull down menu
- Click on a subject to view all the courses being offered in that subject
- Clicking on the title of a course will bring up the course description
- As courses are canceled, added, or filled, the change is reflected immediately

TO REGISTER:

- Go to <http://www.strose.edu>
- In the top right corner of the homepage click on **Gateways** and select **LOGIN**
- Next to "Secure Site" click on **LOGIN**
- Click on **Login to Secure Area** – Available 7 days a week 5:00am-3:30am
- Enter your **User ID number** (This is your College of Saint Rose Student Identification Number)
- For added protection you enter your **Personal Identification Number (PIN)**
 - If you visited the secure area before, you selected a six digit number as your personal identification number. If you have never visited the secure area, the PIN is your month, day, and year of birth (MM/DD/YY). You will be prompted to change the number at the first login. Pick a number you will remember. You will then be prompted to answer a security question. The answer will allow you to reset your PIN if you should forget it.
- Click on **Student & Financial Aid**
- Click on **Registration**
- Click on **Select Term**
- Click on **Check Your Registration Status** to see if and when you can register. Then arrow back to the previous page to actually register
- Click on **Register/Add/Drop Classes**
 - It will ask you to review your contact information – click Update All at the bottom when done
 - You will be prompted to enter your Alternate PIN which is specific to the current open enrollment period, you get this # from your advisor
 - Enter the CRN s for the courses you would like to take, and click on Submit when you have entered all your desired classes
- Click on **Student Schedule by Day & Time** to view your weekly schedule, or click on **Student Detail Schedule** to print a copy of your schedule

YOU CAN ALSO VIEW YOUR ACCOUNT BALANCE, FINANCIAL AID, AND UNOFFICIAL COPIES OF YOUR TRANSCRIPT ON THROUGH THE SECURE SITE.