

TUTORIAL FOR myRWU

We recommend using any computer with one of the following browsers:

PC: Internet Explorer (IE) 5.0 or later. Or Netscape Navigator (Netscape) 7.0 or later.

MAC: Internet Explorer 5.0 or later. Or Netscape Navigator 7.0 or later.

1. ACCESS myRWU

From the RWU homepage at <http://www.rwu.edu/> click on myRWU in the lower left of the screen



OPERATING HOURS

SERVICES TAB MENU

(including registration and accessing grades and financial statements):

7:00AM-11:45PM MON-SUN
(Bristol Eastern time)

Other applications such as
BLACKBOARD and **E-MAIL:**
24 Hours a Day, 7 Days a Week

2. LOG IN TO YOUR SESSION

1. Type your Log In ID into the **Log In ID** text field.
2. Type your Password into the **Password** text field box.
3. Click **Log In**.
4. Your personal **myRWU** page, your “**Dashboard**,” will open once you log in successfully.

PASSWORDS

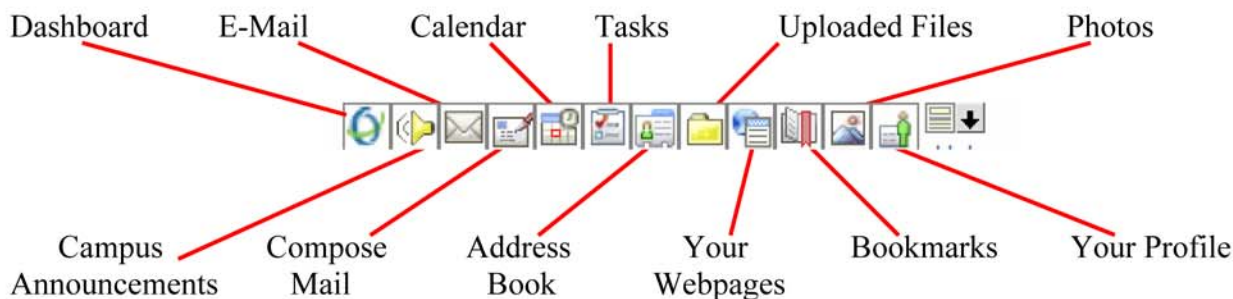
Your **temporary password** is the first initials of your first name and last name (lower case) and the last 4 digits of your Social Security Number (e.g. gd1234).

You will be required to change this password the first time you log in. Make sure to remember your new password!

If you forget your password, or have problems logging in call the IT Help Desk at x5200, Option 1 or (401) 254-5200, Option 1.

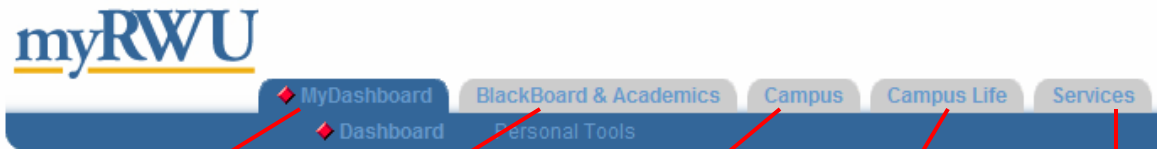
3. USE THE TOOLBAR

You can navigate myRWU with the **Tool Bar** located in the upper right hand corner of the screen. The icons are explained in the diagram below:



4. THE DASHBOARD TABS

You can also navigate myRWU by clicking on the tabs located at the top of the screen. The tabs are explained in the diagram below.



Brings you to your personalized Dashboard
*must be logged in

Click to access Blackboard
*must be logged in

Find out campus news and events

Access the RWU e-mail directory

See Services section below.
*must be logged in

5. KNOW THE SERVICES TAB

Under the Services tab, there is a menu on the left side of the screen listing the services available to you. Most are self-explanatory and you simply need to click on the link and follow the prompts.

Student Information (7am - Mid. ET)

- Search for Available Classes
- Dropping Classes
- Express Registration
- Grade Point Average by Term
- Grades
- My Class Schedule
- Search and Register for Classes
- Register for previously selected sections
- Test Summary
- Transcript
- My Statements
- My Statements (Law School)
- Campus Book Store
- Buy Your Technology
- My Profile
- Residence Life Guest Pass

See Registration section below

View your **grades by term**. Mid-term warning grades (if any) appear in the left column.

This will show **exam scores** such as SAT.

Test Summary

Admissions Tests	Date Taken	Score	Percentile	Status	Status Date
SAT Verbal	05/24/04	750		Accepted	05/24/04
SAT Math	05/24/04	670		Accepted	05/24/04

Placement Tests	Date Taken	Score	Percentile	Status	Status Date
MATH 102 Placement	10/06/05				

Print or view your **unofficial transcript** of all RWU courses taken with grades and transfer credit if any.

Your major, minor, core concentration, as well as **your advisor's name** and contact information are listed on this page.

Check your **class schedule** for the semester. Always do this after registering to make sure the schedule is what you wanted.

Course Name and Title	Status	Meeting Information	Credits
ENGL101-03 (118126) ENGL101-Fundamentals of Writing	New	01/25/2007-05/14/2007 Class Monday, Thursday 06:30PM - 08:20PM, Fine Arts, Room 201	3.00
MATH 214-02 (118223) Calculus II	New	01/25/2007-05/10/2007 Lab Thursday 11:00AM - 11:50AM, Marine & Natural Sciences Bldg, Room 211	0.00
MATH 214-02 (118223) Calculus II	New	01/24/2007-05/16/2007 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, New Academic Building, Room 101	4.00
CHEM 302-50 (117516) Organic Chem II Lab	New	01/25/2007-05/15/2007 Lab Tuesday 02:00PM - 04:00PM, Marine & Natural Sciences Bldg, Room 202	0.00
CHEM 302-01 (117512) Organic Chemistry II	New	01/24/2007-05/16/2007 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, College of Arts and Sciences, Room 187	4.00
BIO 221L-02 (117566) Physiology Lab	New	01/25/2007-05/10/2007 Lab Thursday 08:00AM - 10:00AM, Marine & Natural Sciences Bldg, Room 207	0.00
BIO 221-01 (117564) Physiology	New	01/24/2007-05/16/2007 Lecture Monday, Wednesday, Friday 12:00PM - 12:50PM, Marine & Natural Sciences Bldg, Room 200	4.00
PHYS 102-18 (117280) PHYS 102/PHYS 202/PHYS 203	New	01/25/2007-05/15/2007 Lecture Tuesday, Thursday 12:30PM - 01:30PM, College of Arts and Sciences, Room 227	3.00

See Registration section below

You can access your current **financial account**. You'll see when a payment or loan disbursement clears on your account.

You'll find the form you need to submit for a **guest pass** under the Services tab as well.

6. BE PREPARED FOR REGISTRATION

There are 5 Services menu items related directly to registration. All 5 are explained in the **Guide to Registration** located at the end of this Tutorial. It is essential that you learn and know the steps of registering prior to the time you are able to register. Please take the time to read through the Guide.

CONGRATULATIONS! YOU HAVE COMPLETED THE myRWU TUTORIAL!

GUIDE TO REGISTRATION

This guide begins where the myRWU tutorial leaves off and will prepare you for utilizing myRWU for registration.

PROCEDURE

1. Make an appointment to **see your advisor** to review course requirements and discuss your academic plans. Your advisor's name and e-mail address are located under "My Profile" on myRWU.
2. Many advisors put up sign up sheets on their **office doors** prior to advising. Try stopping by his or her office in addition to e-mail.
3. You **MUST** meet with your advisor and he or she must lift your **advisor hold** to enable you to register.
4. All financial, disciplinary, medical, and housing **holds must be resolved** with the Bursar, Student Affairs, Student Health Center, and Housing before you can register.
5. You will receive your Registration Priority date and time from the Registrar in your RWU e-mail. This will be the date and time when you will first be able to **REGISTER** for classes on myRWU. You can register at any point after that time.

REGISTRATION PRIORITY

A computer assigns registration dates and times based on credits earned prior to the current semester.

For freshmen that have no credits earned, the assignment will be random.

SEARCH FOR AVAILABLE CLASSES

This menu item lets you look through all the various courses/sections taught in a particular semester or session.

You are encouraged to search for classes and plan your schedule before meeting with your advisor. In addition, browse the Course Schedule located at <http://registrar.rwu.edu/>

SEARCH AND REGISTER FOR CLASSES

This menu item is one of the 2 primary ways to register for classes via myRWU.

How to Search for a Course:

1. Specify the academic term by clicking in the box "Term." You must select at least 2 more options to continue searching.
 2. For a specific course, you can specify the subject, course number, and/or section in the set of 3 boxes labeled "Subject," "Course Number," and "Section."
 3. If you want to search for a certain level within a major area, i.e. 400 level Business classes, enter your choices into "Subject" and "Course Level."
 4. Other Options include start times, end times, days of the week and locations (campuses and study abroad).
 5. After you hit "Submit," the resulting classes will appear.
- ** Note: Co-requisites of matching classes may also be displayed.

The screenshot shows a web form titled "Search/Register for Sections". It contains several input fields and a table. At the top is a "Term" dropdown menu. Below it are "Starting On/After Date" and "Ending By Date" fields. A table with four columns: "Subject", "Course Level", "Course Number", and "Section" has several rows with dropdown menus in the first two columns. Below the table are "Sections Meeting After" and "Sections Ending Before" dropdowns. A row of day-of-the-week checkboxes (Mon, Tue, Wed, Thu, Fri, Sat, Sun) is present. Below that are "Course Title Keyword(s)", "Location", and "Academic Level" dropdowns. At the bottom is an "Instructor's Last Name" field and a "SUBMIT" button. Arrows from the text below point to the "Term" dropdown, the "Subject" and "Course Level" dropdowns in the table, and the "SUBMIT" button.

How to Register for Courses:

1. All the basic information about a course is listed in a grid on the results screen. You can find more information by clicking on the blue linked title of each course.
2. Take note of the course capacity. The second number tells you the **maximum number** of seats in the class. The first number tells you how many seats are **left!**
3. Select the checkbox next to the courses you would like to register for.
4. Press **“Submit.”**

5. The screen that follows is the **“Register and Drop Sections”** screen.
6. In the drop down menu under **“Action,”** you need to select what you want to do for each individual course:

- Register** - To enroll in the course
- Audit** – To audit the course (see catalog for more information)
- Remove From List** – Deselect a course you have chosen not to enroll in.

7. If you need to drop any courses, you can select the box next to those courses.
8. Choose one of the two choices in the drop down menu at the bottom of the screen: **“Allow me to adjust all”** or **“Complete Only Available”**

9. Press **“Submit.”**

ALL OR AVAILABLE?

*If you select **ALL** and cannot get into every selection, you will not get the others even though they are available!*

*If you select **ONLY AVAILABLE** and one course of the five you wish to take is closed, the computer will register you for all other courses for which you are eligible.*

The results of what you chose will appear on the next screen. Actions taken will be at the top, as well as all the courses you are currently enrolled in for that semester in the middle.

Note: You must register in person for courses you have previously taken. You may also need to be signed into a course that requires professor approval.

