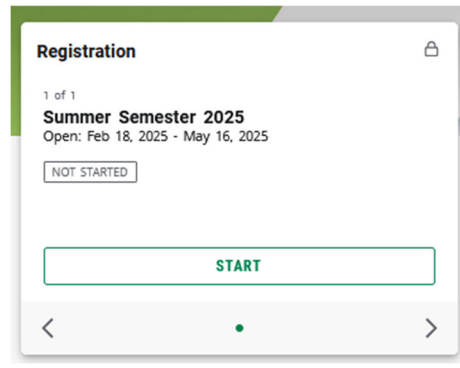


Ellucian Experience Instructions

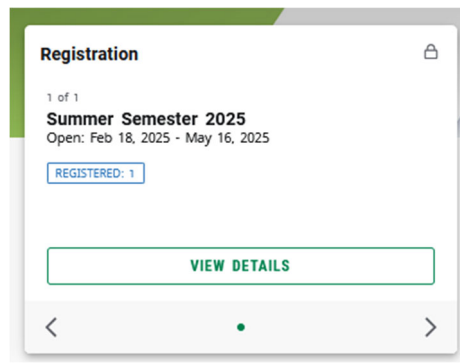
Registration



To add the courses you discussed with your advisor:

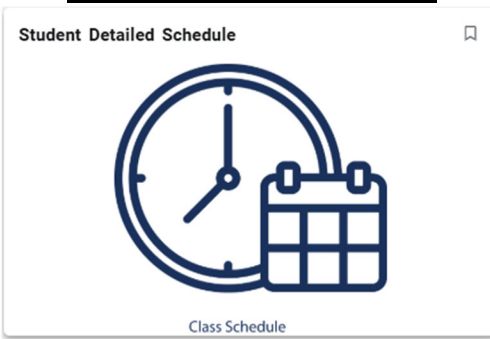
1. Find the **Registration** Card and click “START.”
 2. Make sure the correct term is selected in the drop down box.
 3. Click the ADD COURSE button in the bottom right.
 4. Search for the courses recommended by your advisor.
 5. Once you find the correct course click the + next to the course.
 6. You can continue to search for the other courses needed or if that is the only course you can click the X in the top right corner
 7. Select courses, click “Register” and “Confirm.”
 8. The summary of the courses you registered for will populate and you can click DONE.
-

Drop a Course



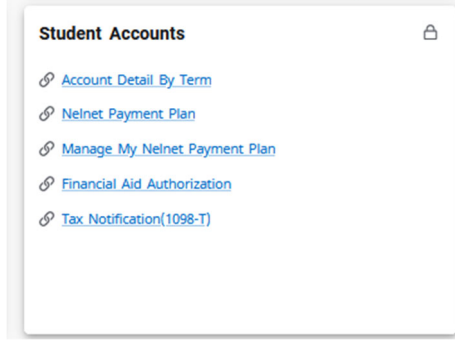
1. Select the **Registration** Card and click “VIEW DETAILS.”
 2. Find the course you would like to drop and click anywhere in that box to open the box.
 3. Click the “X” to the right of the course you want to remove.
 4. Click “CONFIRM.”
 5. Click “UPDATE REGISTRATION.”
 6. Click “CONFIRM.”
 7. Click “DONE.”
 8. Review your changes by refreshing the Schedule card.
-

Print Student Schedule



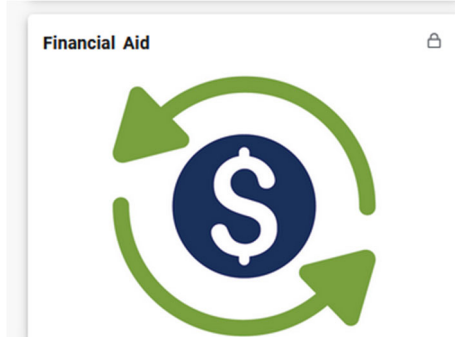
1. Navigate to Student Detailed Schedule Card
2. Once you click on the card you will be prompted to click on the term and enter your Student ID number.
3. Click the Submit button and your schedule will populate

How to View your Balance and Pay for Classes Online



1. Log in to **MySRTC**.
 2. Click on the **Ellucian Experience tile**.
 3. Find the **Student Accounts** Card.
 4. Select **Account Detail by Term**.
 5. Select **Pay Now** at the top right.
 6. Select the term for payment.
 7. Enter a payment amount and click **Pay By Credit** or Pay by **Payment Plan with Nelnet**.
-

Check your Financial Aid Status



1. Find the **Financial Aid** Card
 2. Scroll down to the Student Requirements section.
 3. Check if any items are listed as required to determine your eligibility.
-

Set Up Direct Deposit



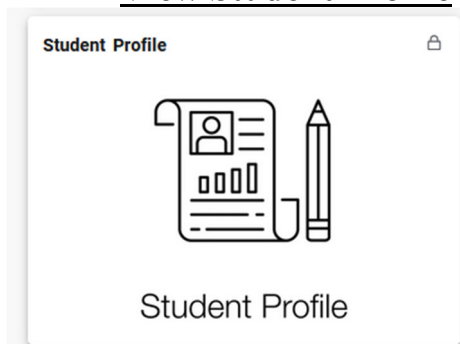
1. Find the **Direct Deposit** card.
 2. Click the Add New button on the right.
 3. Enter all information required.
 4. Click SAVE NEW DEPOSIT.
-

View Unofficial Transcript



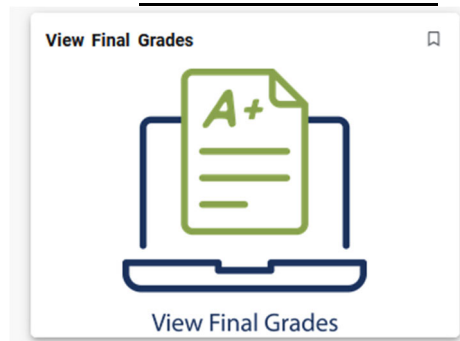
1. Find the **Unofficial Transcript** card.
 2. In the Transcript Level drop down box, select Credit.
 3. In the Transcript Type drop down box, select Official Paper Transcript.
 4. Click the SUBMIT button.
 5. Click the PRINT button on the right of the page.
-

View Student Profile



1. Find the **Student Profile** card.
 2. You can view your biographical information.
 3. You can view prior education and testing information.
 4. You can view your unofficial transcript.
 5. You can view your grades.
 6. In the top right corner, there will be a Registration Notices. You can view your academic standing here.
 7. In the top right corner, there will be Holds notification. You can view any holds on your record.
-

View Final Grades



1. Find the **View Final Grades** card.
 2. In the Select a Term drop down choose the term you would like to view your grades.
 3. In the Select a Course Level drop down choose Credit.
-