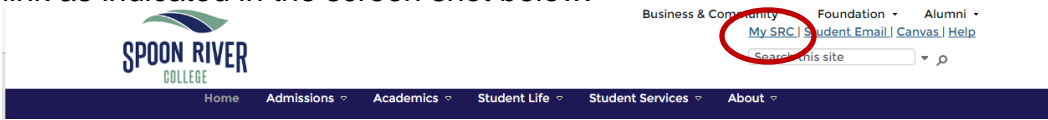
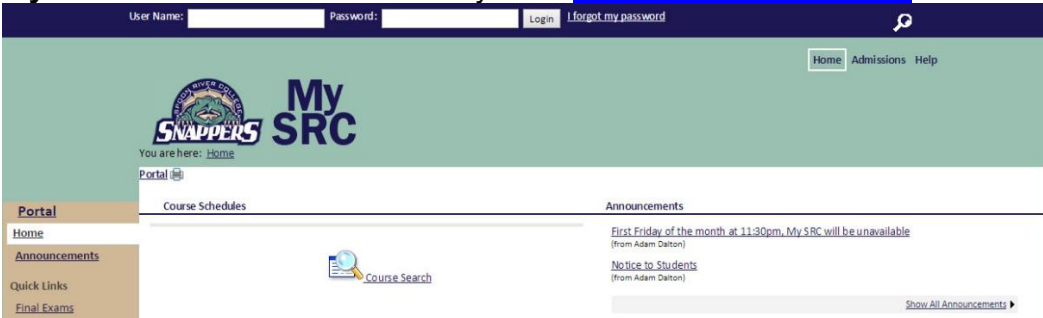


Registration Info

The **Spoon River College (SRC)** portal, **My SRC**, provides students access to personal information based on their association with SRC and is accessible at <http://www.src.edu>. Click on the **My SRC** link as indicated in the screen shot below.



My SRC is also accessible directly from <https://portal.src.edu/ics>.



Username

Your username format will be **firstname.lastname**. If that username has already been assigned to another person, a number will be added to the end (**firstname.lastname.1**). Your first name will be the official first name or a nickname from your admissions application.

Password

The student's default password is the first 2 letters of the first name (**first letter uppercase**) first 2 letters of the last name (**first letter upper case**) and the last four numbers of the social security number.

Example for John Smith

- user name = john.smith
- password = JoSm1234

Forgotten Password

If you forget your **My SRC** password, contact the Help Desk at (309)649-6381 or email helpdesk@src.edu. Please allow up to 48 hours to process your request.

Online Registration

To access online **Registration**, click on the **Student** tab as indicated in the screenshot below.



Then click the **Registration** link as indicated in the screenshot below.

Home Student

My SRC

You are here: Student > Calendar

Student

Student

Calendar

Academic Info

Registration

Paying for College

Class Cancellations Calendar

Calendar

No upcoming events

View All

Thursday, 10 December

4:00PM - 6:00PM

Canton Campus: Cast audition

Hall Drama Theatre, T209.

Full Size Calendar

To register or drop courses, click on the **Course Schedules** above the bar to verify the correct term is selected; otherwise use the drop down to select the correct term.

Course Schedules - Add/Drop Courses

Course Schedules

Add/Drop

Term: SU 2016

Student: FA 2015 Program: Select the Student Program for this registration and then select the Course Program to find a course.

Program: SP 2016

Add/Drop course: SP Wi 2016 Student Registration is open from 10/15/2015 to 06/03/2016

You are currently SU 2016 credits.

Course Program: SU SI 2016 Select which courses will be displayed in the schedule & searches below.

Personal Info Update

This form is used to collect data for the Personal Info Update

[Complete the Personal Info Update form](#)

Every semester students will be required to review the information regarding their intentions for the semester(s) that they are planning on registering for. Click the **Complete the Personal Info Update form** link as indicated in the screenshot below.

Course Schedules - Add/Drop Courses

Add/Drop

Term: SU 2016

Student Program: Undergraduate Program Select the Student Program for this registration and then select the Course Program to find a course.

Add/Drop course period is OPEN. Student Registration is open from 10/15/2015 to 06/03/2016

You are currently registered for 0 credits.

Course Program: All Select which courses will be displayed in the schedule & searches below.

Personal Info Update

This form is used to collect data for the Personal Info Update

[Complete the Personal Info Update form](#)

Verify the selected required values are still correct; then select the term you are registering for. Press the **Submit** button as indicated in the screenshot below.

Personal Info Update
Biographic Information

1. ID Number [Redacted]

Verification
 If you need to change your major please contact your advisor.

16. Current Major: Communications

17. Student Intent: To prepare for transfer to a four year college or university *Required

18. Employment Status: Unemployed *Required

19. Highest Degree Earned: High School Diploma *Required

20. Transfer Plan: Plan to transfer to a 4-year college or university *Required

21. Displaced Home Maker: Not a Displaced Homemaker *Required

22. Single Parent: Not a Single Parent (nor a single pregnant woman) *Required

23. Term Registering: Select One *Required

Submit Cancel Select One
 SP 2016
 SU 2016

Once you click the **Submit** button you will see a message “Thank you for submitting your Personal Info Update” as shown below. You can now search for course(s) to register for by clicking the **Search** button.

Course Schedules - Add/Drop Courses

Add/Drop >> Add/Drop Courses

Thank you for submitting your Personal Info Update

Add/Drop

Term: SU 2016
 Student Program: Undergraduate Program Select the Student Program for this registration and then select the Course Program to find a course.
 Add/Drop course period is OPEN. Student Registration is open from 10/15/2015 to 06/03/2016
 You are currently registered for 0 credits.
 Course Program: All Select which courses will be displayed in the schedule & searches below.

Add by Course Code Course Search

Title: Begins With
 Course Code: Begins With
 Term: SU 2016
 Department: All
 Course Program: All

Search More Search Options

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division.						

When you find your course select the **Add** box and click **Add Courses** as shown in the screenshot below.

Course Schedules - Results

Add/Drop >> Add/Drop Courses > Results

Search Results

Search Options
 Other previously selected search criteria still apply.
 Term: SU 2016 Course Program: All Update Results Search Again

Student Program: Undergraduate Program
 Show All AB - BI | BU - CH | CH - GE | GT - MA | MA - PS | PS - WE Next Page-->

Add	Textbooks	Course Code	Name	Req	Note	Faculty	Seats	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>		ART120-11	Introduction to Art			Snowman, Tracy L	23/25	Open	00:00-00:00AM ; OTH Campus, Online TBA, On Line Course, LINE	3.00	06/06/2016	07/28/2016
<input type="checkbox"/>		BIO105-A1	Principles of Biology I			Boggs, Kristy C	22/23	Open	MTW 09:00-10:35AM ; CAN Campus, Taylor Hall, Gene Classroom, 206 MTW 10:45-11:50AM ; CAN Campus, Taylor Hall, Biol Lab, 205	4.00	06/06/2016	07/28/2016

Show All AB - BI | BU - CH | CH - GE | GT - MA | MA - PS | PS - WE Next Page-->

Add Courses

If you know the course number click on **Add by Course Code** tab and start typing in a numbered box. It will try to auto-complete based on what is offered for that semester. Click the **Add Course(s)** button.

Add by Course Code Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. Art	2. <input type="text"/>
3. ART120-T1 ART120-T2	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

Add Course(s)

There will be confirmation message displayed if the course was successfully added.

Course Schedules - Add/Drop Courses

Add/Drop

Term: SU 2016

Student Undergraduate Program *Select the Student Program for this registration and then select the Course Program to find a course.*

Program:

Add/Drop course period is **OPEN**. Student Registration is open from 10/15/2015 to 06/03/2016
You are currently registered for 3 credits.

Course Program: All *Select which courses will be displayed in the schedule & searches below.*

Messages

ART120-T1 Added

Add by Course Code Course Search