

Getting Started

WNCLOUD

SEARCH

LOGIN

▲ SOU Alerts

There are no alert notifications

[Manage your SOU Alert account](#)

Account Help

- Students - Activate your Account
- Reset your Password
- Lookup Username

! Alumni and Former Students

Banner Self-Service (SISWeb) provides former students with online access to personal records including transcripts, address updates, billing information, and more.

LOGIN TO SISWEB

InsideSOU will be your main source of information while you are a student at SOU. You may access the page several ways:

- Click on InsideSOU link at the top of the SOU homepage, SOU.edu. or go directly to **inside.sou.edu**

From the InsideSOU home page you will **Login** to your account.

New Users:

1. Click on **Students - Activate your Account**
2. Verify your:
 - a. First Name
 - b. Last Name
 - c. Birth Date
 - d. SOU ID#
 - e. Username
3. Create a password following the directions
4. Return to the Login screen and input the username given and the password you created.

Returning Users: Login Using your username and password. If you are having difficulty, try re-activating your account through *Students - Activate your Account* or *Reset your Password* If you've been gone for more than a year, you will want to log in through *Banner Self-Service (SISWeb)*

Important Links in InsideSOU

MOODLE

Moodle: Moodle is the learning platform used at SOU to deliver content for courses that are offered online, hybrid, and many (but not all) Face-to-face courses. Depending on how your instructor has chosen to use Moodle, you can read and download course materials, view grades, submit assignments, and/or participate in online discussions with your classmates. For more information see sou.edu/distancelearning/current/moodle-student-guide.pdf

EMAIL

Gmail: SOU uses Google Apps for its email system. Your student email is the primary way the university will communicate important information. The first time you access you SOU Gmail, you will need to activate your email account by following the prompts and accepting the user agreement. For more information about your SOU email account (including instructions for automatically forwarding your messages), see sou.edu/it/gapps.

Class Schedule

Class Schedule: Find classes for each term and write down the CRN for the courses you are wanting to add. Look at times and days the classes are scheduled and be able to filter through in person, hybrid, or on campus courses. Shows the amount of credits each class is and when clicking on the title of a course you can see what prerequisites are required to be able to register for the course.

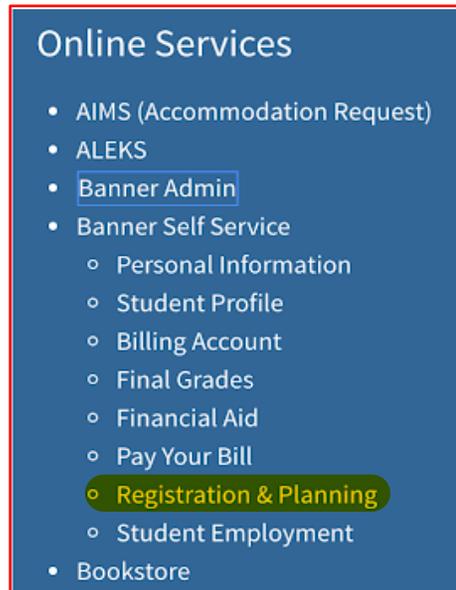
Directory

Directory: Look up instructors, advisors, and staff by first or last name. This provides you with information on their office phone number, email address, department, and office location on the SOU Campus.

Student Registration Tools/Banner Self-Service Student and Faculty Tools

How to Register for Classes

1. Log into your InsideSOU account.
2. Select **CLASS SCHEDULE** at the top of the home page to search for classes
 - a. Select the term, select the subject and then click the **GREEN SEARCH BUTTON**
 - i. There are **OPTIONAL FILTERS** you may use. This is the best option when you need to narrow down your search criteria or to find classes that fill University Studies requirements.
 - b. Write down the **CRN (COURSE REFERENCE NUMBER)** for the classes you want to register for on the weekly schedule sheet.
3. Go back to the home page for InsideSOU and click on **REGISTRATION & PLANNING** located in the online services blue box.



4. This will bring up the Registration Portal. From this page click on REGISTER FOR CLASSES.

If you have registration holds click on **PREPARE FOR REGISTRATION** to review steps to complete pre-registration requirements.

If you are ready to register, click on **REGISTER FOR CLASSES**

ellucian

[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

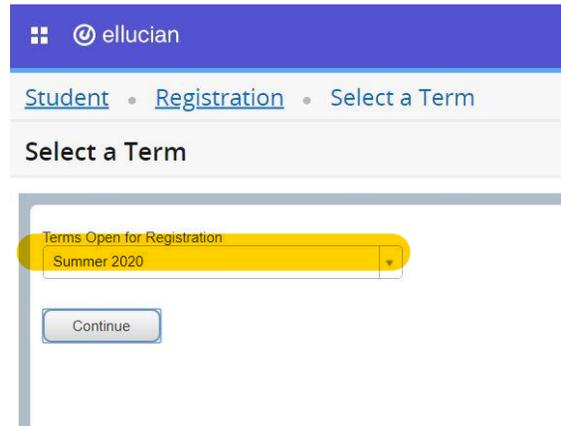
View your past schedules and your ungraded classes.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

- When you click on **REGISTER FOR CLASSES** the Select a Term page will load.
Select the term you plan to register for classes in from the dropdown menu, then click **CONTINUE**.

A screenshot of the 'Select a Term' page in the ellucian system. The breadcrumb trail shows 'Student' > 'Registration' > 'Select a Term'. A dropdown menu titled 'Terms Open for Registration' is open, showing 'Summer 2020' as the selected option. A 'Continue' button is located below the dropdown.

- Select **ENTER CRNs** tab from the top of the Register for Classes screen. Type each CRN into their own box (tab or select Add Another CRN to show another CRN box) and then select **ADD TO SUMMARY** when ready.

A screenshot of the 'Register for Classes' screen in the ellucian system. The breadcrumb trail shows 'Student' > 'Registration' > 'Select a Term' > 'Register for Classes'. The 'Enter CRNs' tab is selected. The page title is 'Register for Classes'. Below the title, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The main content area is titled 'Enter Course Reference Numbers (CRNs) to Register' and shows 'Term: Summer 2020'. There are three input fields for CRNs. The first two are filled with '8732' and '8611', and their corresponding course names are displayed: 'Rock Music of the 1960s-1970s MUS 206, 0' and 'Ethics: Moral Issues PHL 205, 0'. The third field is empty. At the bottom, there is a '+ Add Another CRN' link and an 'Add to Summary' button.

7. Drag the middle bar up so you can view your Class Schedule (left box) and Summary (right box). The **STATUS** column in the summary box will show you if courses are pending (not yet registered), registered, or dropped. The Class Schedule (left box) shows courses with in person class times as grey when pending and in color when registered successfully. When satisfied with your schedule hit the submit button in the bottom right.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

Schedule | Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration		
10am							
11am							
12pm							
1pm							

Summary

Title	Details	Hours	CRN	Schedule 1	Status	Action
Image and Animation D...	EMDA 201R, 0	2	8743	Discussi...	Pending	Web Registered
Digital Image Foundations	EMDA 201, 0	2	8742	Lecture	Pending	Web Registered
Ethics: Moral Issues	PHL 205, 0	4	8611	Comput...	Pending	Web Registered
Rock Music of the 1960 ...	MUS 206, 0	4	8732	Comput...	Pending	Web Registered
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 99

Submit

8. Courses you've successfully registered for will show **REGISTERED** in the status column. Courses with registration errors will be highlighted in red. You can review the course errors at the top right of the screen or by selecting the link in the status column. To remove courses that have registration errors select remove from the action drop down menu and hit submit.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Summer 2020

EMDA 201 CRN 8742: Corequisite EMDA 201R required

EMDA 201R CRN 8743: Time conflict with CRN 8742

Class Schedule for Summer 2020							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		Digital Image and Foundation: Animation Design - Recitation	Digital Image and Foundation: Animation Design - Recitation	Digital Image and Foundation: Animation Design - Recitation	Digital Image and Foundation: Animation Design - Recitation		
10am							
11am							
12pm							
1pm							
2pm							

Summary

Title	Details	Hours	CRN	Schedule 1	Status	Action
Image and Animation D...	EMDA 201R, 0	2	8743	Discussi...	Errors Preventing...	Remove
Digital Image Foundations	EMDA 201, 0	2	8742	Lecture	Errors Preventing...	Remove
Ethics: Moral Issues	PHL 205, 0	4	8611	Comput...	Registered	None
Rock Music of the 1960...	MUS 206, 0	4	8732	Comput...	Registered	None
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 99

Submit

9. Once you hit submit, you'll see the courses with errors removed from your schedule and summary, and your successfully registered courses in both boxes (unless they are online courses like in this example – then they will not show in the class schedule box on the right).

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Summer 2020

Schedule Schedule Details **Summary**

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Ethics: Moral Issues	PHL 205, 0	4	8611	Comput...	Registered	None
Rock Music of the 1960...	MUS 206, 0	4	8732	Comput...	Registered	None
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 99

Submit

After this step you have successfully registered for courses and can exit out of the screen. The next steps show how to drop or re-register for courses you have in your summary box.

10. To view a details about the courses you registered for select the **SCHEDULE DETAILS** tab in the Class Schedule box on the right. To drop courses you previously registered for select **WEB DROP/DELETE** from the Action menu in the Summary box on the left and then hit Submit.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

Schedule Schedule Details

Class Schedule for Summer 2020

▼ **Ethics: Moral Issues** | Philosophy 205 Section 0 | Class Begin: 06/22/2020 | Class End: 08/16/2020 Registered

06/22/2020 -- 08/16/2020 [S|M|T|W|T|F|S] - Type: Class Location: Ashland Building: Asynchronous web based courses Room: WWW
 Instructor: Justin Harmon (Primary)
 CRN: 8611
 Message: Web Registered | Hours: 4 | Level: Undergraduate | Campus: Ashland | Schedule Type: Computer Accessed-Asynchronous | Instructional Method: Dist Delivery:No campus cntact | Grade Mode: Graded | Waitlist Position: 0 | Notification Expires: None

► **Rock Music of the 1980s-1970s** | Music 206 Section 0 | Class Begin: 06/15/2020 | Class End: 06/28/2020 Registered

06/15/2020 -- 06/28/2020 [S|M|T|W|T|F|S] - Type: Class Location: None Building: None Room: None
 Instructor: Vicki Purslow (Primary)
 CRN: 8732

► **Criminal Violence** | Criminology & Criminal Justice 384 Section 0 | Class Begin: 06/22/2020 | Class End: 08/16/2020 Registered

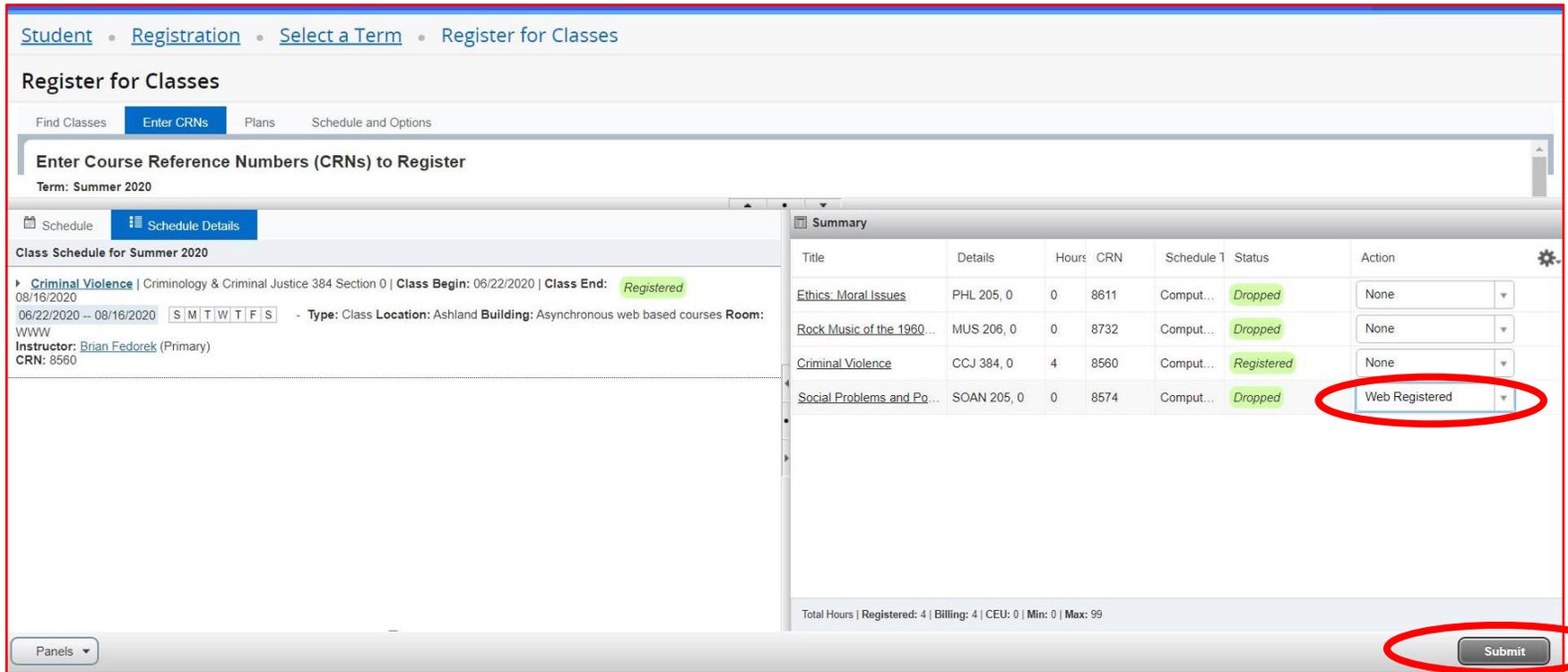
06/22/2020 -- 08/16/2020 [S|M|T|W|T|F|S] - Type: Class Location: Ashland Building: Asynchronous web based courses Room: WWW
 Instructor: Brian Fedorek (Primary)
 CRN: 8560

Title	Details	Hours	CRN	Schedule	Status	Action
Ethics: Moral Issues	PHL 205, 0	4	8611	Comput...	Registered	Web Drop/Delete
Rock Music of the 1960...	MUS 206, 0	4	8732	Comput...	Registered	Web Drop/Delete
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 99

Submit

11. To re-register for a course that you previously dropped select **WEB REGISTERED** from the action menu next to the course you'd like to register for in the Summary box. Then hit Submit.



Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

Schedule Schedule Details

Class Schedule for Summer 2020

► **Criminal Violence** | Criminology & Criminal Justice 384 Section 0 | **Class Begin:** 06/22/2020 | **Class End:** Registered
06/16/2020
06/22/2020 -- 08/16/2020 | S M T W T F S | - **Type:** Class **Location:** Ashland **Building:** Asynchronous web based courses **Room:** WWW
Instructor: Brian Fedorek (Primary)
CRN: 8560

Title	Details	Hours	CRN	Schedule T	Status	Action
Ethics: Moral Issues	PHL 205, 0	0	8611	Comput...	Dropped	None
Rock Music of the 1960...	MUS 206, 0	0	8732	Comput...	Dropped	None
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	Web Registered

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 99

Panels Submit

12. To fully withdrawal from all courses (drop every course for a term), you'll need to email the Office of the University Registrar in Raider Student Services at registrar@sou.edu to help you with this process. When trying to drop all your courses in one term you will receive the "Dropping last class is not allowed" error and a withdraw survey will need to be completed in order to drop from the term.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

Schedule Schedule Details

Class Schedule for Summer 2020

▶ **Criminal Violence** | Criminology & Criminal Justice 384 Section 0 | **Class Begin:** 06/22/2020 | **Class End:** Registered
 08/16/2020
 06/22/2020 -- 08/16/2020 [S M T W T F S] - **Type:** Class **Location:** Ashland **Building:** Asynchronous web based courses **Room:** WWW
Instructor: Brian Fedorek (Primary)
CRN: 8560

▶ **Social Problems and Policy** | Sociology and Anthropology 205 Section 0 | **Class Begin:** 06/22/2020 | **Class End:** Registered
 07/19/2020
 06/22/2020 -- 07/19/2020 [S M T W T F S] - **Type:** Class **Location:** Ashland **Building:** Asynchronous web based courses **Room:** WWW
Instructor: Kelly Szott (Primary)
CRN: 8574

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Ethics: Moral Issues	PHL 205, 0	0	8611	Comput...	Dropped	None
Rock Music of the 1960...	MUS 206, 0	0	8732	Comput...	Dropped	None
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	4	8574	Comput...	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 99

Submit

Dropping last class is not allowed.