

## Student Record System (SRS)

# USER GUIDE

9931 Willows Road  
Redmond, WA 98052  
Phone (425) 558-0299  
Toll-Free (866) 478-5236  
FAX (425) 558-0378

[www.digipen.edu](http://www.digipen.edu)

## What is SRS?

---

The SRS, or Student Records System, is an online system developed for DigiPen to help you access the information you want, when you want it. Amongst other functions, you can use this online system to check your grades, register for classes, add and drop courses from your schedule, and submit transfer credits for evaluation.

## Logging into SRS

---

1. Go to: <https://management.digipen.edu/srs-app/students>
2. Enter your login ID and password (these will be provided by the Admissions Department in mid-April or upon enrollment). Your login ID is also your student ID number.

You may need to update your password before the system allows you to continue.

## Update Address and Contact Info

---

Keeping your address and contact details up-to-date is critical. This is how DigiPen's Administrative office communicates important information to students.

1. Click on "Contact Information" in the "My Profile" section of the top menu bar.
2. Click on the appropriate address section you wish to change (i.e. "Show >> Permanent Address")
3. Update information as necessary.
4. Scroll to the bottom and click "Change."
5. Click "confirm" if everything is correct.

## Register for Classes

---

www.digipen.edu

1. Click on "Online Registration Form" in the "Classes" section of the top menu bar (at this point, you may either update your address or register for classes).
2. Click on "Register Classes."
3. Click either "Show >> Easy Options" or "Show >> Course Timetables," depending on what courses you would like to add (most new incoming students will want to select "Easy Options")
4. Click "Add" to add your desired courses.
5. Click "Validate"
6. If all courses are valid, click "Submit" and THEN "ok."

If the courses are not valid, SRS will tell you why. You may not add invalid courses to your registration request. If you do not receive the section or course that you wanted, you may be missing the required co- or pre-requisites, or there could be a time conflict.

If a course is found to be "invalid" by the system, the entire registration will not go through. In order to register for classes you will need to remove the invalid class from the schedule and resubmit the form.

Your registration request will be sent to the Administration office for processing. Once it is processed, your registration is complete. Information is sent to Accounting and Financial Aid for billing and aid disbursement purposes.

## A Note about "Easy Options" and Recommended Sequence of Courses:

The Recommended Sequence of Courses (RSOC) is the schedule of courses (found in the Course Catalog) that all students should follow to stay on track for degree completion. "Easy Options" are pre-made schedules that follow the RSOC. Incoming freshman will be assigned to an advisor during Orientation, but should still register for all the required classes as soon as possible. If you have any questions before you've been assigned an advisor, please direct your questions to Marshall Traverse at [mtraverse@digipen.edu](mailto:mtraverse@digipen.edu) or Gordon Dutrisac at [gdutrisa@digipen.edu](mailto:gdutrisa@digipen.edu). All students should meet with their advisor once a semester to ensure that they are on the right track for degree completion. If you don't know whom your advisor is, check on SRS under your Personal Information. The advisor will be listed about halfway down the page.

The Registration area of the Incoming Students website ([digipen.edu/incomingstudents/](http://digipen.edu/incomingstudents/)) has more information to help you prepare to register for classes and/or find answers to frequently asked registration questions.

## Add or Drop a Course

---

[www.digipen.edu](http://www.digipen.edu)

Please be aware that you cannot make changes to your schedule until after your initial registration has been received and processed by the Administration. Add/Drop will be complete once the Administrator processes your request.

### To Add a Course:

1. Click on "Online Add/Drop Form" in the "Classes" section of the top menu bar.
2. Click on the "Add Class..." button.
3. Enter the section code for the class you wish to add. If you need to find the particular section number for the class you wish to add, scroll the window to the right and select the appropriate choice (i.e. Recommended Sequence of Courses, Missing Courses, or Course Timetable).
4. Click "Submit."
5. Click "Ok."

### To Drop a Course:

1. Click on "Online Add/Drop Form" in the "Classes" section of the top menu bar.
2. Click on "Drop" for the desired course.
3. Click "Submit."
4. Click "Ok."

### A Note about Add/Drop Deadlines:

Keep Course Add/Drop deadlines in mind. All important deadlines are listed in the Academic Calendar (online and in the course catalog). Once a deadline passes, you cannot add or drop a class and will be committed to the choices that you have made.

## Print Your Current Schedule

---

[www.digipen.edu](http://www.digipen.edu)

1. Click "Class Schedule" in the "My Profile" section of the top menu bar.
2. Select the desired semester you wish to print.
3. Make a selection of the schedule from "Section" in the upper left column to the total amount of credits displayed in the lower right. The schedule should now be highlighted.
4. Under the "File" menu of your web browser, choose "Print," and use the option under "Page Range" to print "Selection."
5. Click "Print."

## Transfer Credit Evaluations and Course Waivers

---

1. Click on "Credit Evaluation Form" in the "Online Requests" section of the top menu bar.
2. Click "Add"
3. Select appropriate course ID and action (Waiver/Transfer).
4. Fill out information regarding previous course (Institute, Course descriptions, Credits, Grade, etc.).
5. Click "Ok."
6. Repeat as necessary for other courses.
7. Click "Submit" when finished.

Your credit evaluation request will be sent to the Administration office for processing. Your request will be marked as either "Approved" or "Denied." Once the evaluation is complete, this information is sent to the Accounting and Financial Aid offices for billing and aid disbursement purposes.

Please see the course catalog or DigiPen's website for more information about DigiPen's credit evaluation policies. Please contact the Registrar's Office for any questions regarding transfer credits.

# Grades Report

---

[www.digipen.edu](http://www.digipen.edu)

1. Click on "Grades Report" in the "My Profile" section of the top menu bar to view and print all of your grades to date.

## Printing Your Grades Report

From the Grades Report view mode, you may either view the information or print it out.

1. Select the text you wish to print with the mouse cursor. It should now be highlighted.
2. Under the "File" menu of your web browser, choose "Print"
3. Use the option in "Page Range" to print "Selection"
4. Click "Print"

## Other SRS Functions

---

### Student Bulletin Board

In addition to announcements and news posted to the website, you can also find important notices (e.g., new course listings, on- and off- campus job opportunities, updated lab hours, etc.) via the Student Bulletin Board on SRS.

### Online Requests

There are various other SRS processes (most found under "Online Requests") that are not specifically outlined in this guide. These currently include:

- FERPA Directory Block Request
- Change of Advisor Request Form
- Enrollment Verification Request

Other administrative functions that cannot be filed through SRS (e.g., Request for Change of Major) must be submitted in paper form to the front office at either campus.



9931 Willows Road  
Redmond, WA 98052  
Phone (425) 558-0299  
Toll-Free (866) 478-5236  
FAX (425) 558-0378

[www.digipen.edu](http://www.digipen.edu)

Please always remember to logout of your account when you are finished with your SRS session, especially if you are on a public computer.

## Questions about SRS?

If you are having technical or other difficulties using SRS, please contact the Administration Office at 425-558-0299 or send an email to [srs@digipen.edu](mailto:srs@digipen.edu).