

Pacific School of Religion Sonis Training Student Manual

LOGIN INSTRUCTIONS

1. Please go to www.psrsonis.com
2. Under LOGIN, select Student
3. Enter your Sonis Student ID Number (PS#####) and assigned PIN
4. When you first LOGIN, you will be prompted that your PIN has expired. Please select a new PIN that is between 6-10 numbers long.

Homepage

- 🏠 General
- 🏠 Financial
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You have the following REGISTRATION HOLDS that need to be cleared:
'Registration Hold - Registrar is angry'

Welcome to Pacific School of Religion

This is the new student system called, SONIS. Through this portal you will find everything you need to manage your day to day life at PSR as a student. With summer registration on May the 7th, please direct any and all questions you have to rshank@psr.edu. We are excited about the switch to the new system and hope you find it to add convenience to your life as a student.

Career Objective		
None Defined		
Enter Objective		

General Services	Course Evaluations	Course Announcements
Cumulative GPA: 3.53 Reminders: 0/0 Requests: None Defined Clearinghouse: Link	No Evaluations Due	No new course announcements
	Holds	
	Registration Hold - Registrar is angry	Welcome to Pacific School of Religion! We are pleased that you have chosen us to further your education. Pacific School of Religion is committed to your academic success and in assisting you to attain your life and career goals. If you have any questions or issues our academic affairs office has a dedicated staff that will be able to respond. Dr. Susan Abraham

Financial
Balance Forward: \$0.00 Semester Charges: \$0.00 Semester Credits: 0.00 Pending Awards: \$0.00 Semester Balance: \$0.00

Key Contacts
Lynndey Reed - Registrar lreed@psr.edu Leslie Taylor - Co-Director of Admissions, Events, and Recruitment ltaylor@psr.edu Keaton Andreas - Co-Director of Admissions, Media, and Recruitment kandreas@psr.edu Cora Manuel - Co-Director of Admissions, Enrollment, and Financial Aid cmanuel@psr.edu

Connect To
Learning Management Systems:

News

SONIS TRAINING TODAY!!! SUMMER REGISTRATION BEGINS MAY 7TH MORE TO COME IN THE WEEKS AHEAD

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From the Home Page, you can view your GPA, tuition and fees balance, Holds that may be placed on your account, important contacts, and any reminders you set for yourself.

General Information

Under General information, you can view your current program and contact information.

The screenshot displays the Pacific School of Religion Sonis Training Student Manual interface. The top navigation bar includes links for HOME, BIO, SCHEDULE, EMER CONTACTS, JOBS, HEALTH, PRO BONO, 1098-T, UPDATE BIO, and SEARCH. A user profile for Bugs Bunny is shown in the top right. The left sidebar contains a search bar and a list of navigation options: General (selected), Home, Bio, Bulletin Board, Events, Emer Contacts, 1098-T, Update Bio, Search, Reminders, Financial, Academics, Custom, and Logout. The main content area is titled 'Bio' and shows the date 'APRIL 24, 2018'. A red warning message states: 'You have the following REGISTRATION HOLDS that need to be cleared: 'Registration Hold - Registrar is angry''. Below this, the user's name 'Bugs Bunny' is displayed. The interface is divided into two columns: 'CONTACT INFORMATION' and 'ENROLLMENT INFORMATION'. The contact information includes email address, phone, work phone, cell phone, street address, city, state, zip code, and country. The enrollment information includes campus, department, division, level, program, ID, and advisor.

Pacific School of Religion HOME | BIO | SCHEDULE | EMER CONTACTS | JOBS | HEALTH | PRO BONO | 1098-T | UPDATE BIO | SEARCH | Bugs Bunny

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1098-T

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Bio

APRIL 24, 2018

You have the following REGISTRATION HOLDS that need to be cleared:
'Registration Hold - Registrar is angry'

Course Records on Hold

Bugs Bunny

CONTACT INFORMATION

Email Address : bbunny@ses.psr.edu
Phone :
Work Phone :
Cell Phone : 510-829-6814
Street Address : 1234 Loony Tunes Lane
City : Richmond
State : CA
Zipcode : 94801
Country : United States

ENROLLMENT INFORMATION

Campus : Pacific School of Religion
Department : To Be Determined
Division : DMin
Level : In Tuition
Prog. : Doctor of Ministry
ID : PS5617231
Advisor : [Aaron Brody](#)

Course Records on Hold

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UPDATE CONTACT INFORMATION:

1. Select “Update Bio” in the left hand search column.
2. From this page, only update your address and phone number. Your email address must remain the school assigned email.

bio.cfm

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Bugs Bunny

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Update Bio

APRIL 24, 2018

Last :Bunny
First :Bugs
Middle :

Street Address :
1234 Loony Tunes Lane
Street Address :
Street Address2 :
City : Richmond
State : California
Zipcode : 94801
Country : United States of America
County :
Phone :
Work Phone :
Cell Phone : 510-820-6814
Cell Provider :
Text Me Flag : ☐
Email Address : bbunny@ses.psr.edu
NSLCH Block : ☐
PIN : *****
Profile :
Search Display Options :
☒ Publish Name
☐ Publish Address
☐ Publish Phone Number
☒ Publish E-Mail Address
☐ Publish Work Phone Number
☐ Publish Profile
☐ Publish Photo

RESET

SUBMIT

3. Press “Submit” to save.

1098T's will be available online for the 2018 Fiscal Year

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Academics

Pacific School of Religion ATTENDANCE | COURSE PAGES | DEGREE AUDIT | HOLDS | SCHEDULE | REGISTRATION | BOOKS Bugs Bunny

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General Academics Attendance Course Pages Degree Audit Holds Schedule Registration Books Financial Custom Logout

Registration

APRIL 24, 2018

Select a School Year/Semester
201819/Summer

Currently registering under degree D at Pacific School of R

PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
BS-1002 (u)	BASIC GREEK I	1		3	S. SysAdmin	TBD
FTRS-4500 (u)	COMMUNITY ORGANIZING I	1	1	1.5	P. Faculty	MON 9:00am-1:00pm, TUE 9:00am-1:00pm, WED

(u) indicates course not posted to billing.

Pending Credits: 0 Enrolled Credits: 4.5 Total Credits: 4.5

COURSE OFFERINGS (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc
BS-1002	9	BASIC GREEK I	1		3	S. SysAdmin	TBD
CE-3230	25	CHRISTIAN SOCIAL ETHICS	1		3	S. SysAdmin	TBD
DR-6001	10	PREPARATION FOR COMPREHENSIVES	1		3	S. SysAdmin	TBD
FTRS-4500	28	COMMUNITY ORGANIZING I	1	1	1.5	P. Faculty	MON 9:00am-1:00p

Registration:

- Under Academics, select Registration – from this page, you can see a list of all course offerings and any courses you’re currently registered for, by semester.
IF YOU HAVE A HOLD ON YOUR STUDENT ACCOUNT, YOU WILL SEE A BLANK PAGE WITH A REMINDER TO RESOLVE IT PRIOR TO REGISTRATION.
- Select the proper year and term (for instance, Summer 2018 would be listed as 201819/Summer).
- To select a course, browse the course offerings. Click on course title to move it to your registration table. NOTE: this does not conclude your registration. That is why it is highlighted in **RED** and is pending. You have 30 minutes to decide if you want to register for the course.
- TO REMOVE IT from pending, click on the Course title. Once you “Confirm Removal” it will disappear from your pending registration.
- TO SAVE AND REGISTER for the course, click on “Continue Registration Process”. At the next screen, you will be able to choose to take it for credit or audit, or Pass/Fail. Once you’ve selected your course options, select “Continue Registration Process”.
- Complete Registration – review your schedule and, if it is correct you will select “Complete Registration”.

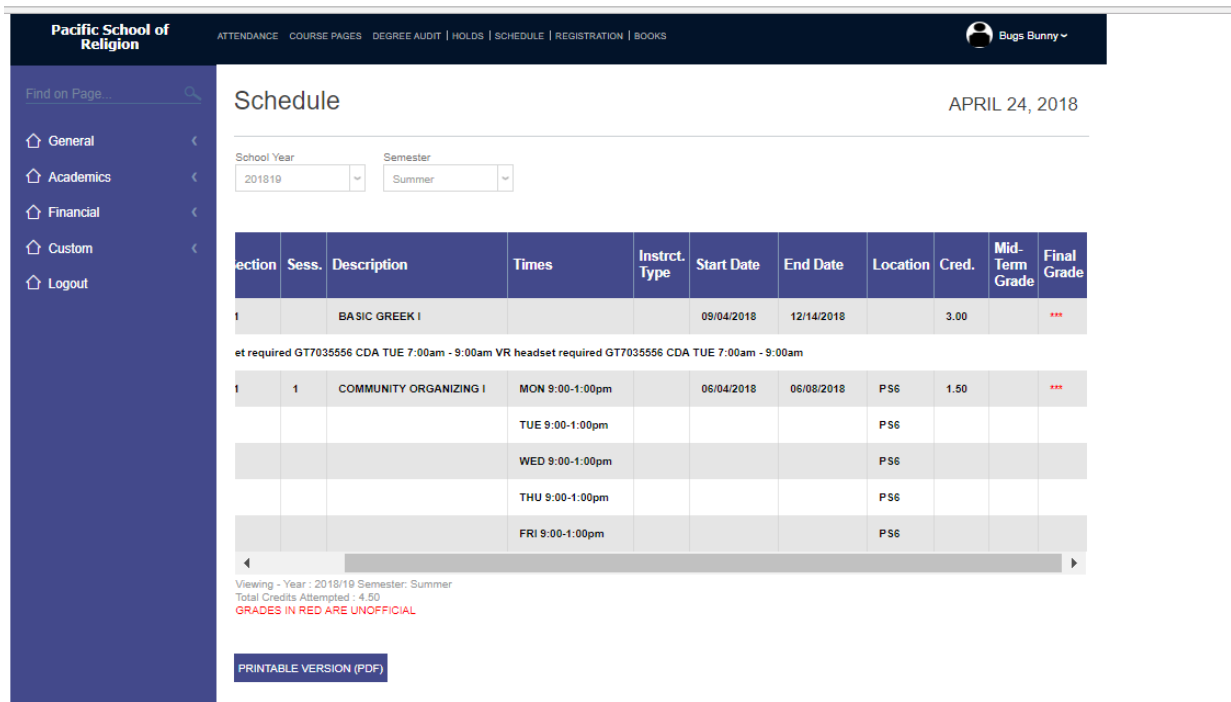
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HOLDS:

In the event there is a Hold placed on your student account, please go to “Holds” under Academics to view specific information. Please work with the department that placed the Hold to get it removed.

SCHEDULE:



Pacific School of Religion ATTENDANCE COURSE PAGES DEGREE AUDIT | HOLDS | SCHEDULE | REGISTRATION | BOOKS Bugs Bunny

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General Academics Financial Custom Logout

Schedule

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School Year: 201819 Semester: Summer

Section	Sess.	Description	Times	Instruct. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
1		BASIC GREEK I			09/04/2018	12/14/2018		3.00		***
et required GT7035556 CDA TUE 7:00am - 9:00am VR headset required GT7035556 CDA TUE 7:00am - 9:00am										
1	1	COMMUNITY ORGANIZING I	MON 9:00-1:00pm		06/04/2018	06/08/2018	P 56	1.50		***
			TUE 9:00-1:00pm				P 56			
			WED 9:00-1:00pm				P 56			
			THU 9:00-1:00pm				P 56			
			FRI 9:00-1:00pm				P 56			

Viewing - Year: 2018/19 Semester: Summer
Total Credits Attempted: 4.50
GRADES IN RED ARE UNOFFICIAL

PRINTABLE VERSION (PDF)

From this screen, you can see your current class schedule and, upon completion of the term, you will also see your grades posted. If you click on “Printable Version”, it displays a PDF that is clear and easily printable. **Your Official Final Grades Will Be Posted Here.**

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Financial

LEDGER:

ledg.cfm

Pacific School of Religion

BILLING LEDGER | SCHEDULE

 Bugs Bunny ▾

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Ledger

APRIL 24, 2018

Date	School Year	Semester	Trans. Ref.	Trans No.	Charges	Credits	Awards Recvd	Total	Chck/Rcpt #
04/23/2018	201718	1	Tuition	5698	\$943.50			\$943.50	FTR S-4500

Viewing - Year : All Semester: All

Total Charges : \$943.50

Total Payments/Credits : \$0.00

Balance : \$943.50

The Ledger will show you all financial transactions on your account as well as your most current balance. It will also show you posted Awards and Financial Aid.

BILLING:

Here you able to view your financial statements by term and pay your bill.

To Pay: Select "Credit Card Payment". This will take you to our 3rd party system, Authorize.net, that will handle the financial transactions. You will be able to pay either by credit card or checking account and routing number.