

## LOGIN INSTRUCTIONS

1. Please go to <https://psrsonis.jenzabarcloud.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
- 🏠 Academics
- 🏠 Custom
- 🏠 Logout

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 7th, please direct any and all questions you have to [rsbank@psr.edu](mailto:rsbank@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 <a href="#">Enter Objective</a>		

General Services	Course Evaluations	Course Announcements
Cumulative GPA: 3.55 Reminders: 0/0 Requests: None Defined Classroom: Link	No Evaluations Due <b>Holds</b> Registration Hold - Registrar is angry	No new course announcements Welcome to Pacific School of Religion! As your Dean, please visit you have chosen to continue your education. Pacific School of Religion is committed to your academic success and in assisting you to attain your educational goals. If you have any questions or have any needs, please let us know and we will be able to help you. Dr. Steven Alabram

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

Key Contacts
Grades/State - Registrar <a href="mailto:rsbank@psr.edu">rsbank@psr.edu</a> Leslie Taylor - Co-Director of Admissions, Enroll, and Records <a href="mailto:ls@psr.edu">ls@psr.edu</a> Robert Anderson - Co-Director of Services, Registration and Records <a href="mailto:rsbank@psr.edu">rsbank@psr.edu</a> Dayi Marachi - Co-Director of Admissions, Enroll, and Records <a href="mailto:rsbank@psr.edu">rsbank@psr.edu</a>

Connected To
Learning Management Systems 

**News**

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



# SONIS TRAINING STUDENT MANUAL

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

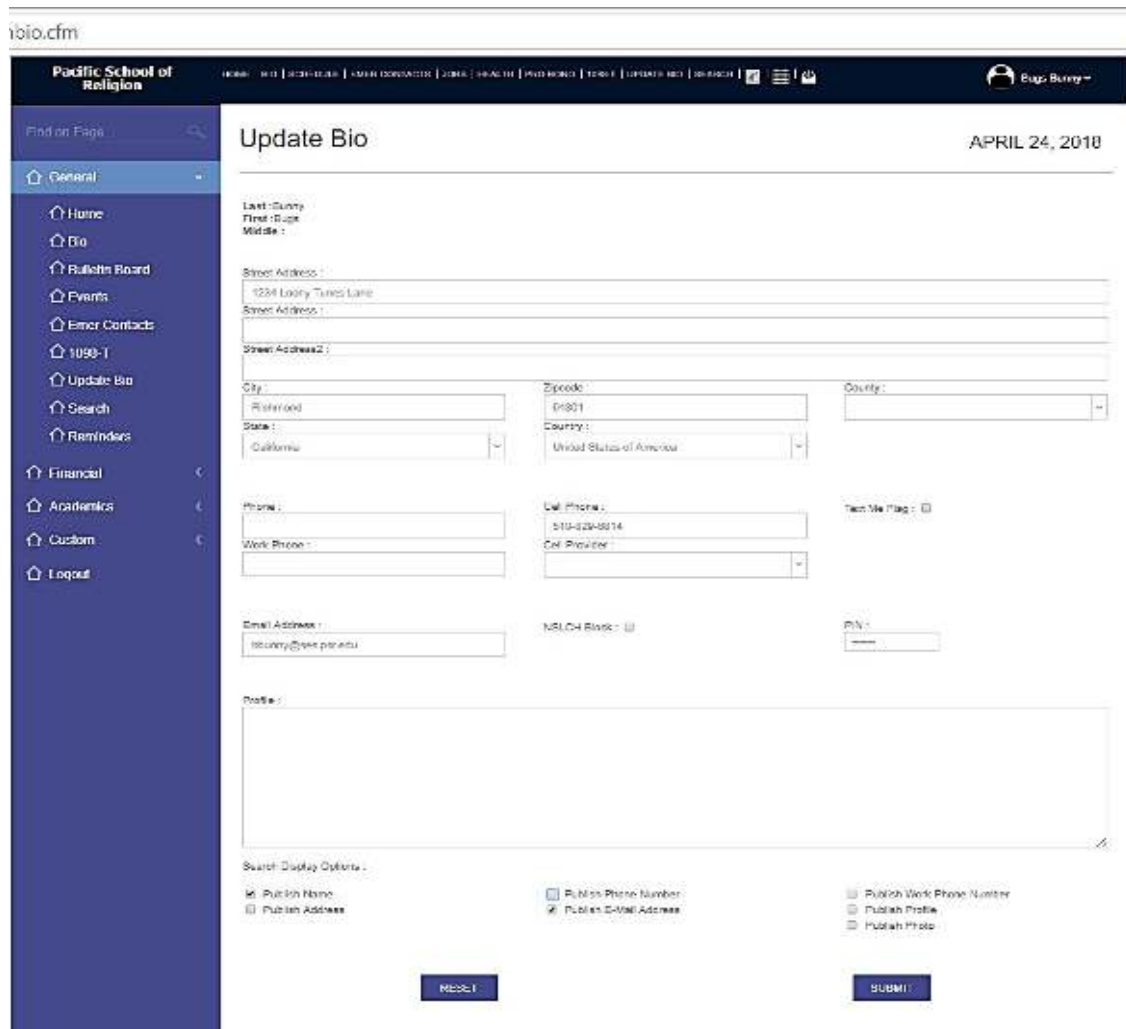
Under General information, you can view your current program and contact information.

The screenshot shows a student portal interface for Pacific School of Religion. The user is logged in as 'Bugs Bunny'. The page displays the student's name 'Bugs Bunny' and their current program 'Bio'. A red alert message states: 'You have the following REGISTRATION HOLDS that need to be cleared: Registration Hold - Registrar is angry!'. Below this, there are two columns of information: CONTACT INFORMATION and ENROLLMENT INFORMATION.

CONTACT INFORMATION	ENROLLMENT INFORMATION
Email Address: <a href="mailto:bugsnny@psr.edu">bugsnny@psr.edu</a>	Campus: Pacific School of Religion
Phone:	Department: To Be Determined
Work Phone:	Division: DMN
Cell Phone: 510-829-6914	Level: B.S. Tubman
Street Address: 1294 Loony Tunes Lane	Prog: Doctor of Ministry
City: Richmond	ID: P5697221
State: CA	Advisor: Aaron Brady
Zipcode: 94801	
Country: United States	

## UPDATE CONTACT INFORMATION:

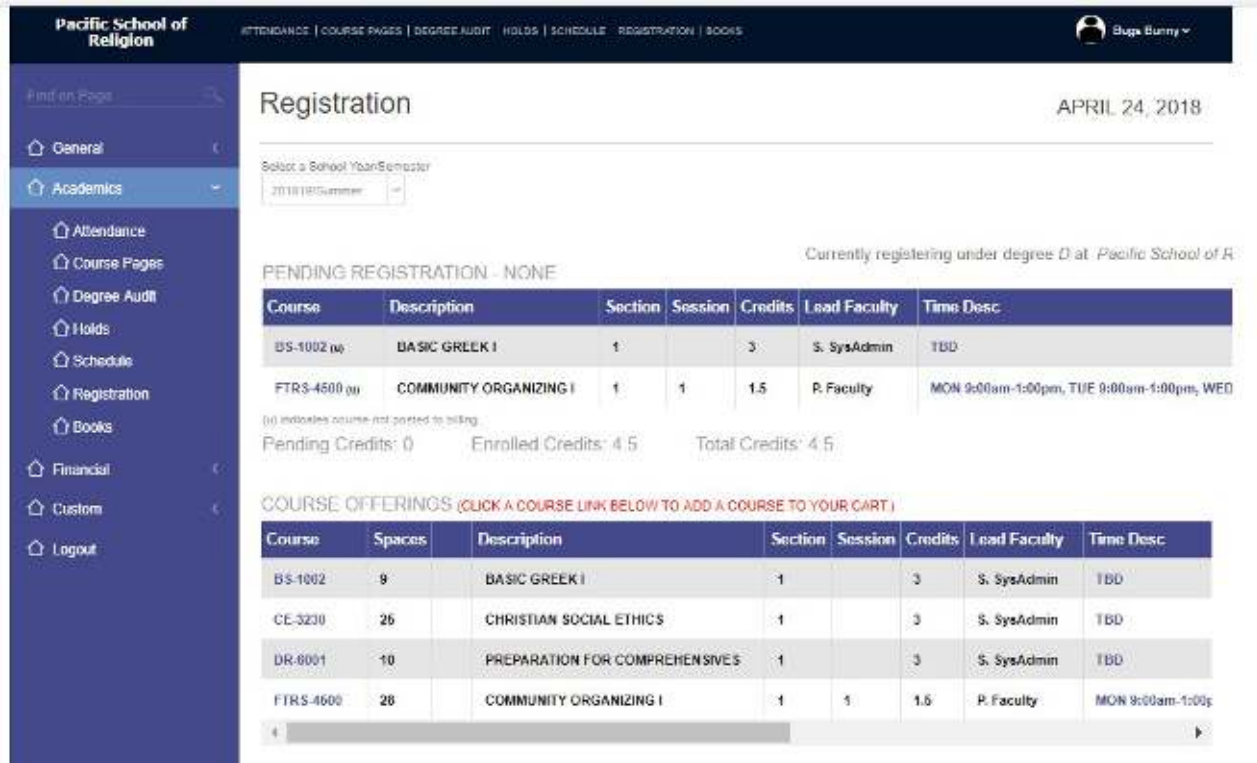
1. Select “Update Bio” in the left hand search column.
2. From this page, only update your address and phone number. Your email address must remain the school assigned email.



3. Press “Submit” to save.

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

## Academics



The screenshot shows the 'Registration' page for a student named 'Supa Bunny' on April 24, 2018. The page includes a navigation menu on the left with options like 'Attendance', 'Course Pages', 'Degree Audit', 'Holds', 'Schedule', 'Registration', 'Books', 'Financial', 'Custom', and 'Logout'. The main content area shows a 'PENDING REGISTRATION - NONE' section with a table of currently registered courses. Below that is a 'COURSE OFFERINGS' section with a table of available courses. The user is currently registered under degree D at Pacific School of Religion.

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
BS-1002 (pe)	BASIC GREEK I	1		3	S. SysAdmin	TBD
FTRS-4600 (uj)	COMMUNITY ORGANIZING I	1	1	1.5	P. Faculty	MON 9:00am-1:00pm, TUE 9:00am-1:00pm, WED

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc
BS-1002	9	BASIC GREEK I	1		3	S. SysAdmin	TBD
CE-3230	26	CHRISTIAN SOCIAL ETHICS	1		3	S. SysAdmin	TBD
DR-6001	10	PREPARATION FOR COMPREHENSIVES	1		3	S. SysAdmin	TBD
FTRS-4600	28	COMMUNITY ORGANIZING I	1	1	1.5	P. Faculty	MON 9:00am-1:00p

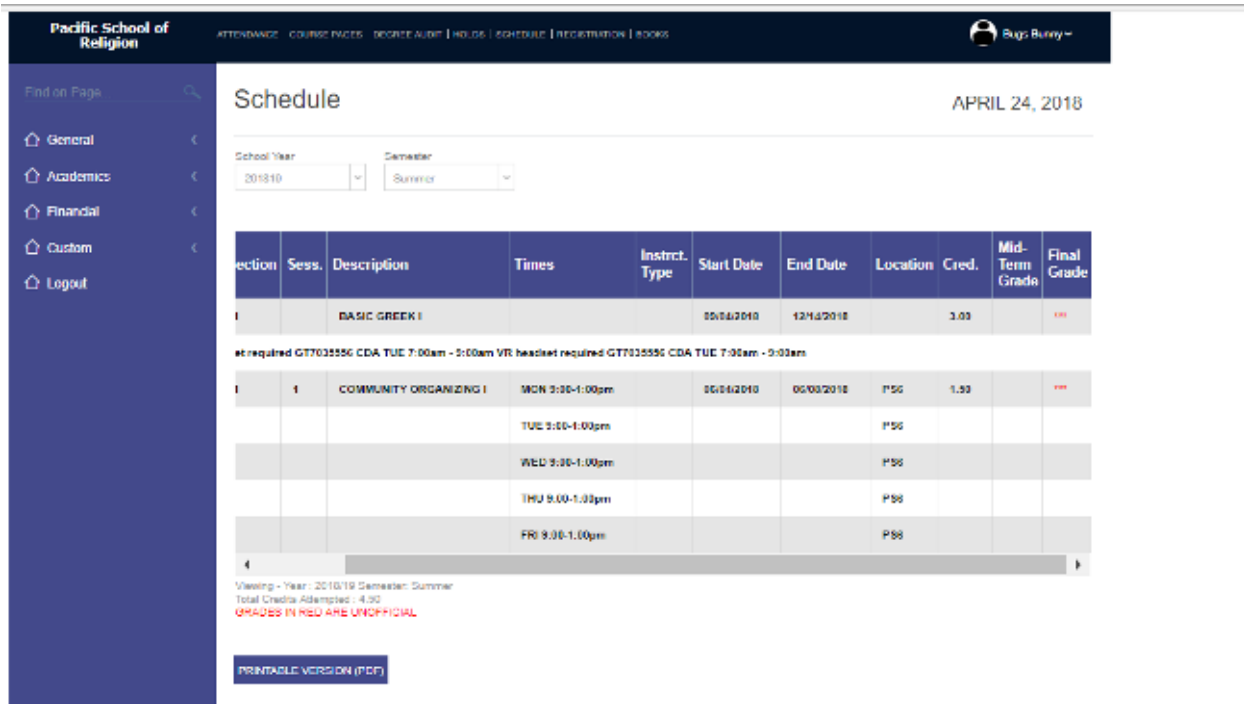
### Registration:

- 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”.

## 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:



The screenshot shows the 'Schedule' page in the Pacific School of Religion student portal. The page is dated APRIL 24, 2018. It features a navigation menu on the left with options like General, Academics, Financial, Custom, and Logout. The main content area displays a table of classes for the 2018/19 School Year, Summer Semester. The table includes columns for Section, Sess., Description, Times, Instruct. Type, Start Date, End Date, Location, Cred., Mid-Term Grade, and Final Grade. Two classes are listed: 'BASIC GREEK I' and 'COMMUNITY ORGANIZING I'. The 'COMMUNITY ORGANIZING I' class has a section number of 1 and is scheduled for Monday through Friday from 9:00am to 1:00pm. Below the table, there is a summary of the viewing period (Year: 2018/19, Semester: Summer, Total Credits Attempted: 4.00) and a note that grades in red are unofficial. A 'PRINTABLE VERSION (PDF)' button is located at the bottom of the table area.

Section	Sess.	Description	Times	Instruct. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
I		BASIC GREEK I			05/04/2018	12/14/2018		3.00		---
Prerequisite: GT7035556 CDA TUE 7:00am - 9:00am VR headset required GT7035556 CDA TUE 7:00am - 9:00am										
I	1	COMMUNITY ORGANIZING I	MON 9:00-1:00pm		05/04/2018	06/03/2018	P56	1.00		---
			TUE 9:00-1:00pm				P56			
			WED 9:00-1:00pm				P56			
			THU 9:00-1:00pm				P56			
			FRI 9:00-1:00pm				P56			

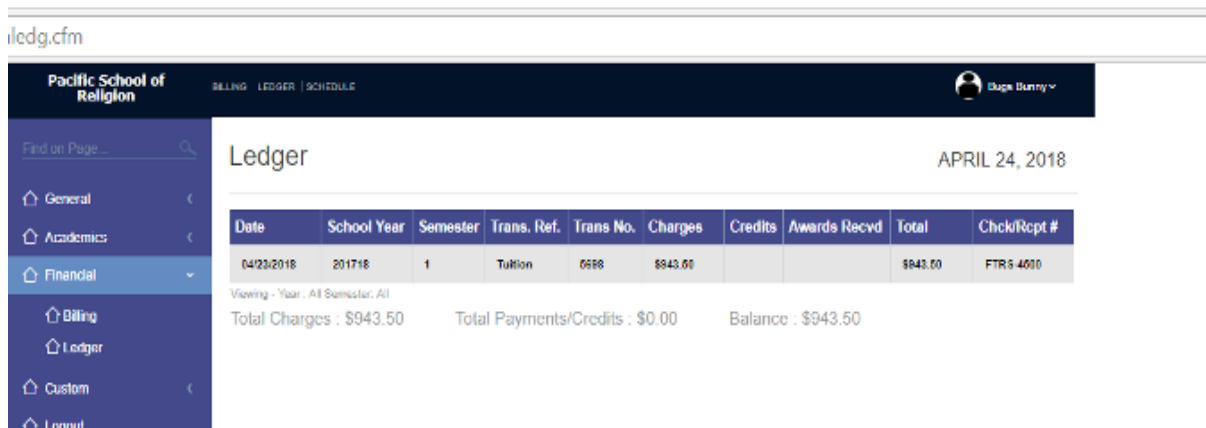
Viewing - Year: 2018/19 Semester: Summer  
Total Credits Attempted: 4.00  
GRADES IN RED ARE UNOFFICIAL

[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.**

## Financial

### LEDGER:



The screenshot shows the 'Ledger' page in the Pacific School of Religion's financial system. The page title is 'Ledger' and the date is 'APRIL 24, 2018'. A navigation menu on the left includes 'General', 'Academics', 'Financial' (selected), 'Billing', 'Ledger', 'Custom', and 'Logout'. The main content area displays a table with the following data:

Date	School Year	Semester	Trans. Ref.	Trans No.	Charges	Credits	Awards Recvd	Total	Chck/ Rcpt #
04/23/2018	201718	1	Tuition	0688	\$943.00			\$943.00	FTR 4000

Below the table, it shows summary information: 'Viewing - Year: All Semester: All', 'Total Charges : \$943.50', 'Total Payments/Credits : \$0.00', and '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 3<sup>rd</sup> 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.