

## **Registration Guide**

This Student Guide will prepare you for: Searching for courses Registering for courses Understanding Day Codes Adding to a Waitlist Viewing your class schedule

#### Steps to Take Before Registration:

- I. Log into myHill.stonehill.edu .
- 2. Search the Class Schedule.
- 3. Fill out a Course Registration Worksheet.
- 4. Meet with your Advisor(s).
- 5. Obtain a Registration PIN from your primary Advisor. (See below)
- 6. Make sure any Registration Holds are cleared. (See below)
- 7. Register for Classes beginning on assigned date and time. (time is EST)

**Registration Dates:** Your assigned date and time for Registration will be listed on your Registration PIN card. You can also find the Registration dates on the Registrar's webpage at <a href="http://www.stonehill.edu/registrar.xml">www.stonehill.edu/registrar.xml</a>

**Registration is First-Come-First-Served:** Students will register in Class Year order on a first-come-first-served basis.

**Registration PIN:** You are required to enter an additional PIN in order to register. You must get this PIN from your Primary Advisor before registration.



**Registration Holds:** Students with outstanding obligations to Student Financial Services, Health Services, Student Affairs, or the Registrar's Office must clear their holds prior to registration in order to register.

# How to Log into myHill

- Type http://myhill.stonehill.edu into any supported browser (Internet Explorer or Firefox are best)
- Enter your Stonehill User Name and Password and click Log-in.
  - Please note that this is the password that you use to log into eLearn and the campus network. If you have changed your e-mail password, the new e-mail password will not work.

Secure Access Login
Secure Access Login
User Name :
Password :
Login Cancel
View supported browsers

If you forget your password please contact the Help Desk at 508-565-HELP (4357).

### How to Search for Classes:

- Click on the myAcademics Tab
- Choose the Class Schedule link under the Registration section

myHill	STONEHILL CO
My Account Content Layout Welcome Test Test3 You are currently logged in.	Click on the myAcademics Tab
Home Finances Library myAcademi Office of Academic Services Duffy Academic Building - Room 104 Hours: Monday-Friday 8:30 a.m 4:30 p.m.	ics     myPlans     myCampus     myServices       Image: Select Term     Click here to search       Image: Select Term     for courses
Welcome to the Office of Academic Services. To learn about our services, click here. If you have not met with your advisor prior to Course	<ul> <li>Add of brop classes</li> <li>Week at a Glance</li> <li>Student Detail Schedule</li> <li>Registration Status</li> </ul>
Registration, you must do so in order to obtain your Pin Number to access the Registration process. Please contact our office if you have any	Concise Student Sched

- Next, select the Term and click Submit
- Select at least one subject
  - You can select all subjects by clicking and dragging your mouse over all the subjects.
- Refine your search by entering the course number, or
  - Search by Instructor, or
  - Search by an Attribute (which is a grouping of courses) e.g. all Moral Inquiry courses, or all courses which are part of the Learning Communities, or
  - Time or Day of the week
- Click Class Search

Use any combination of	selection options to narrow your search for courses.
You <b>MUST</b> choose at le your keyboard to selec	ast one Subject. Use the <i>Ctrl</i> key on your keyboard to select more than one subject from the list, or the <i>Sh</i> t an entire group of subjects.
For example: If you wa the Attribute Type mer	nt to find all the Moral Inquiry course offerings, use the Shift key to select all subjects, and then select Mor nu.
In the Title line, you m For example, searching	ay search for a portion of the course title by using the <b>%</b> key. for %Art% (case sensitive) will return <b>any</b> course with Art in the title.
Subject:	Physics Political Science Psychology
Course Number:	300,500
Title:	
Credit Range:	hours to hours
Part of Term: Non-date based course only	s
Instructor:	All Anders II, Geoffrey T.
Attribute Type:	Middle Eastern & Asian Studies A Moral Inquiry Natural Scientific Inquiry A
Start Time:	Hour 00 🛩 Minute 00 🛩 am/pm am 🛩
End Time:	Hour 00 🕶 Minute 00 🕶 am/pm am 🕶
Days:	🗌 Mon 🗌 Tue 🗌 Wed 🗌 Thur 🗌 Fri 🗌 Sat 🗌 Sun

- Once you have found the course(s) you are interested in, please make note of the following information about the course:
  - **The 5 digit CRN or Course Reference Number** this number will be used when you register for classes.
  - **The Pre-requisite/Comment Line** make sure that you have fulfilled the prerequisites. If you have not, you will need to submit a Course Approval Form signed by the instructor to register for the course. (See Course Permissions below)
  - **Course Subject Code** Please note that all of the Stonehill courses now have a 3 or 4 character subject code. (eg. Political Science course PS 380 is now POL 380)
  - Days of the week M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F= Friday, S = Saturday, U = Sunday (e.g. TR meets Tuesday/Thursday)

Class Schedule Listing CRN	CRN - Course Ref Please make a note on you	erence Number r Registration Workshee	66xxxxxxx t Apr 01	Student Name Fall 2010 1, 2010 09:51 am
Sections Found	Click he	ere for more detailed Cou	irse info	
Ethics & Moral Character - 20449 - PHL	221 - A			
Pre-requisite: GENP 100 or GENP 140. Ope Associated Term: Fall 2010 Registration Dates: Feb 01, 2010 to Dec 2 Levels: Undergraduate Attributes: Moral Inquiry Instructors: Brendan O'Sullivan (P) Stonehill College Campus Lecture Schedule Type	n to juniors and seniors. Limited 3, 2099	to 25. Pre	-requisite comme	nt line
Traditional Instruction Method Instructiona 3.000 Credits	Method			
View Catalog Entry	ere for the Course Description			
Scheduled Meeting Times				
Type Time <u>Day</u> s Where Da	e Range Sche	dule Type Instructors		
Class 1:00 pm - 2:15 pm TR TBA Se	001, 2010 - Dec 23, 2010 Lectu <b>F = Tuesday, R = Thursday</b>	re TBA	(P)	

## Course Registration Worksheet:

- Write down the courses (including CRNs) that you want to take, as well as some alternate courses on a Course Registration Worksheet like the one below.
- Bring your worksheet to your advisor appointment.

Name: Field This registrati Completing the prerequisites of Write	57 <u>, 2457</u> ion worksheet sho is worksheet will , and restrictions pr <b>in your p</b>	uld be used in conjunction v prepare you far your meetin ior to making your schedule referred CRN	ourse Regist with your degree g with your face 'S My Pr	ration Worksheet audit and/or your majo My advisor and facilitati eferred Schedule	Term: <u>Fall 20XX</u> or requirements sheets (ave e the registration process.)	ailable or Please m	PIN number <u>OO((22</u> the Academic Services webpage). ake sure to double check course					
5 Digit CRN Course#/Sect Course Name Eay(s) Time(s) Instructor(s) Credit Reason for taking												
202.04	CSC 101A	Cutenberg to Cotes	MW	1-2:15	Perry	3	LC Requirement					
20643	SOC 2124	A Great Society	TR	1-2:15	Walsh	3	LC Requirement					
20645	LC 230A	Thru Lasting Glass	T	2:30-5	Walsh Perry	3	LC Requirement					
20482	VPH 220A	Art of Baroque	mus	2:30-3:45	Sheckler	3	minor					
20320	Com105 B	Interp. Comm	TR	8:30-9:15	Wenson	3	major					
5 Digit CRN	Course#/Sect	Course Name	Alt Day(s)	ternate Choices Time(s)	Instructor(s)	Credit	Reason for taking					
20008	BUS 124A	Sport Mngt	mω	2:30-3:45	Leahy	3	alternak for VPH 2204					
	Thi	s worksheet is Forms for S W	available student's ww.stone	e in the Regis on the Regis ehill.edu/regist	strar's Office a strar's Web pag rar.xml	nd ur je	nder					

#### How to Register for Classes:

- Be sure to have your completed Registration Worksheet with alternate sections and your Registration PIN card handy.
- Log into myHill and Click the myAcademics Tab.
- Click on the Add or Drop Classes link under Registration.
- Select the Term and Click Submit.
- Enter your Registration PIN and Click Submit.
- Enter the CRN's from your worksheet into the boxes and click Submit Changes.
   Linked courses such as LCs and Lecture/Labs must be added at the same time.
- You may also Add a Course by using the Class Search option.
- Once you click Submit Changes, you are Registered.

Add or Drop Classes	Fall 2010 010 11:45 am
To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in t pull-down list.     Enter CRN's from the Registration Add Classes Worksheet Worksheet.	he Action
CRNs	
[ <u>View Holds</u>   <u>Change Course Options</u>   <u>Registration Fee Assessment</u> ] RELEASE: 8.1	

## How to Drop a Course:

- Click on the Add or Drop Classes link under Registration.
- Select the Term and Click Submit.
- Next to each course you will see a drop down menu under the Action heading with **DROP** as the only action.
- Select **DROP** then click Submit Changes.
  - Linked courses such as LCs and Lecture/Labs must be dropped at the same time.

### **Registration Add Errors:**

- You will get a Registration Add Error if either the course is closed or there is at least one course pre-requisite which you do not quality for.
- The status bar below the error message will provide you with more information about why you are not allowed to register.
- To prevent Registration Add Errors, be sure to review course requirements while preparing your registration worksheet, and seek permission from Instructors prior to registration if necessary.

**Web Registered <sup>;</sup> 09, 2010	** on Apr Non	e 🔽 20	482 VP	'H 2	20 /	A Ur	ndergradu	uate 3.	000 Standard Letter	From Berr the Baroq
Total Credit Hours:	: 3.000 Conflict	s /								
Billing Hours:	3.000									
Minimum Hours:	0.000	/								
Maximum Hours:	17.000					Clic	k hynerli	nk to	see Preregui	eitee
Date:	Apr 09, 2010 1	:36 pm					k nypein		see i rerequi	3103
					1					
Registration Add	Errors									
Status		CRN	Subj (	Crse	Sec	Level		Cred	Grade Mode	Title
Time conflict with C	CRN 20482	20008	BUS 1	24	A	Under	graduate	3.000	Standard Letter	Sport Manage
Prerequisite require been met.	ement has not	20028	BUS 3	321	A	Under	graduate	3.000	Standard Letter	Corporate Fin
Corequisite LC 240 required	(CRN 20066)	20068	PSY 2	204	A	Under	graduate	3.000	Standard Letter	Human Develo Adult Years
Major or Minor Res	triction	20542	HIS 3	30	A	Under	graduate	3.000	Standard Letter	Topic:Trans-A
only open to m	ajors or minors			Co	urse	is linl	ed with	anoth	er	
Add Classes Wo	orksheet									
CRNs										
				Γ						

### **Course Approvals:**

- If a course requires permission, or if you do not satisfy a pre-requisite, you must complete and submit a Course Approval Form to the Registrar's Office before you can add the course to your schedule.
- If you return the form to the Registrar's Office before you register for classes, then the course will be pre-coded to allow you to register for the course if a seat is available or the waitlist if the class is full.
- Course Approval Forms are available in the Registrar's Office or under Forms for Students on the Registrar's Webpage: <u>www.stonehill.edu/registrar.xml</u>

Name First LAST	Return to Registrar's Office – Duffy 112 This form is available in the Registrar's Office under Forms for Student's on the Registrar's N page www.stonehill.edu/registrar.xml						
Student ID 00112233		Clas	ss Year 20XX				
20324 COM 203 CRN Subject Number S	A Inst	A. M.	ATTINA				
Check all waivers Pre-requisit that apply: Enrollment Major/Minor Class Year I Late Add	Max Restriction estriction		Time Conflict Permission Required Attribute Restriction Honors				
Student Signature Faculty Simature	Dat	mo JOA	love				
Faculty or Dept. Chair Signature	Dat	te D	For Office Use Only				

## How to Add Yourself to a Waitlist:

- If a course is full, you will receive a Registration Add Error, noting that the status is Closed.
- You may place yourself on the Waitlist by clicking on the Action drop-down menu and selecting Waitlist by Web and clicking Submit Changes.
- Students will be notified by the Registrar's Office when a seat becomes available.

Registration Add Er	rors									
Status	Action	CRN	Subj (	Crse Se	ec Level	(	Cred	Grade Mode	Title	
Closed - 4 Waitlisted	None 💌	20413	AMS 2	200 A	Unde	graduate 3	3.000	Standard Letter	Intro to American	Studies
Add Classes Wor	Waitlist by Web	•	— a	Click or nd sel clic	n the dr ect Wait k Subm	op down a list by We it Change	arrow bano s	/ d		
CRNs										
Submit Changes	Class Searc	h F	Reset							

# How to View or Print your Class Schedule:

- Click the myAcademics Tab
- Choose the Concise Student Schedule link under the Registration section

Concise S	Concise Student Schedule Fall 2010										
This page lists the classes for which you are registered for the term. All of the detail information about the class is included.											
Name: Classification:	Student Name Freshman					Address	: 123 Any	Street where, MA 00001	1		
Level:	Undergraduate										
Major:	Biology										
CRN Course	Title	Campus	Credits	Leve	Start Date	End Date	Days	Time	Location	Instructor	
20244 BIO 101 A	Biological Principles I	Stonehill College	4.000	UG	Sep 01, 2010	Dec 23, 2010	MWF	8:30 am - 9:20 am	ST 209	TBA	
20247 BIO 101 L2	Biological Principles I Lab	Stonehill College	0.000	UG	Sep 01, 2010	Dec 23, 2010	т	8:30 am - 11:20 am	SC 348	TBA	
		Total Credits:	4.000								
			[ <u>Stud</u>	ent De	tail Schedule	e ]					