



## 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:

1. Log into [myHill.stonehill.edu](http://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 [www.stonehill.edu/registrar.xml](http://www.stonehill.edu/registrar.xml)

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

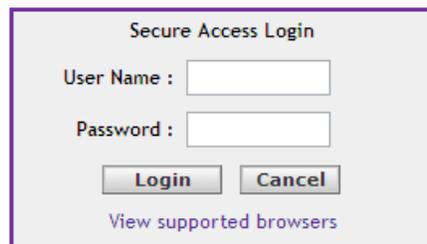
**Registration PIN:** You are required to enter an additional PIN in order to register. You must get this PIN from your Primary Advisor before registration.

Name: <i>Your Name</i>	Class: <i>20xx</i>
Major1: Education	
Major2: Economics	
Minor:	<b>EXAMPLE</b>
Primary Advisor: Anderson, Karen	
Second Advisor: Rosenthal, Robert A.	
My Registration PIN: <b>001122</b>	
My Registration Begins: <i>Month, Day, 9 pm</i>	
	<a href="http://myHill.stonehill.edu">myHill.stonehill.edu</a>

**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.

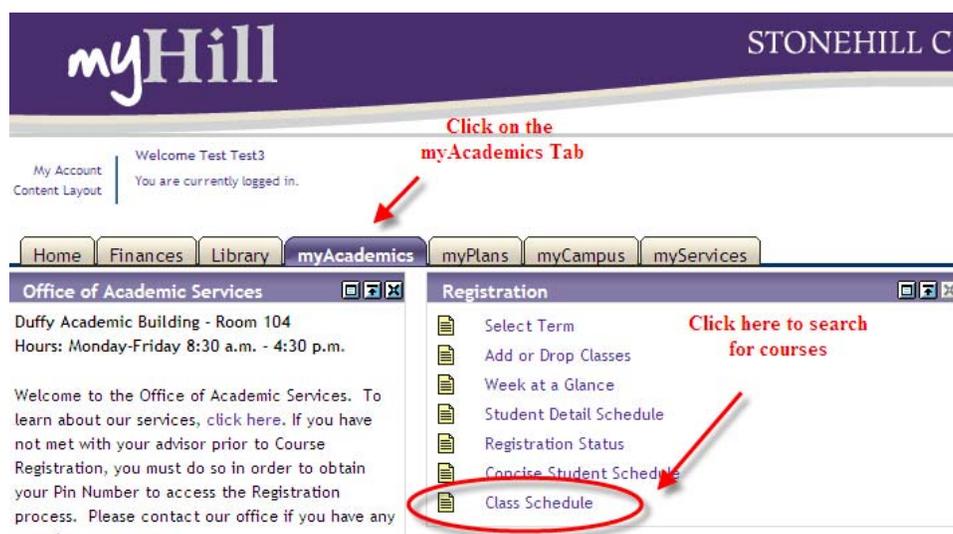


A screenshot of a 'Secure Access Login' dialog box. It features a title bar at the top with the text 'Secure Access Login'. Below the title bar, there are two input fields: 'User Name : [text box]' and 'Password : [text box]'. Underneath the password field are two buttons: 'Login' and 'Cancel'. At the bottom of the dialog box, there is a link that says '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



- 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

### Class Schedule Search

Use any combination of selection options to narrow your search for courses.

You **MUST** choose at least one Subject. Use the **Ctrl** key on your keyboard to select more than one subject from the list, or the **Shift** key on your keyboard to select an entire group of subjects.

For example: If you want to find all the Moral Inquiry course offerings, use the Shift key to select all subjects, and then select Moral Inquiry from the Attribute Type menu.

In the Title line, you may search for a portion of the course title by using the **%** key. For example, searching for **%Art%** (case sensitive) will return **any** course with Art in the title.

**Subject:**

**Course Number:**

**Title:**

**Credit Range:**  hours to  hours

**Part of Term:** Non-date based courses only

**Instructor:**

**Attribute Type:**

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

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- 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 pre-requisites. 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** 66xxxxxx Student Name  
Fall 2010  
Apr 01, 2010 09:51 am

**CRN** **CRN - Course Reference Number**  
Please make a note on your Registration Worksheet

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**Sections Found** [Click here for more detailed Course info](#)

**Ethics & Moral Character** - **20449** - **PHL 221 - A**

Pre-requisite: GENP 100 or GENP 140. Open to juniors and seniors. Limited to 25. **Pre-requisite comment line**

**Associated Term:** Fall 2010  
**Registration Dates:** Feb 01, 2010 to Dec 23, 2009  
**Levels:** Undergraduate  
**Attributes:** Moral Inquiry  
**Instructors:** Brendan O'Sullivan (P)

Stonehill College Campus  
 Lecture Schedule Type  
 Traditional Instruction Method Instructional Method  
 3.000 Credits  
[View Catalog Entry](#) **Click here for the Course Description**

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:00 pm - 2:15 pm	TR	TBA	Sep 01, 2010 - Dec 23, 2010	Lecture	TBA (P)

**T = Tuesday, R = Thursday**

**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: FIRST, LAST      Course Registration Worksheet Term: Fall 20XX      PIN number 001122

This registration worksheet should be used in conjunction with your degree audit and/or your major requirements sheets (available on the Academic Services webpage). Completing this worksheet will prepare you for your meeting with your faculty advisor and facilitate the registration process. Please make sure to double check course prerequisites and restrictions prior to making your schedule.

Write in your preferred CRN's

**My Preferred Schedule**

5 Digit CRN	Course#/Sect	Course Name	Day(s)	Time(s)	Instructor(s)	Credit	Reason for taking
20204	CSC 101A	Gutenberg to Gates	MW	1-2:15	Perry	3	LC Requirement
20643	SOC 212A	A Great Society	TR	1-2:15	Walsh	3	LC Requirement
20645	LC 230A	Thru Looking Glass	T	2:30-5	Walsh/Perry	3	LC Requirement
20482	VPH 220A	Art of Baroque	MW	2:30-3:45	Sheckler	3	minor
20320	COM 105B	Interp. Comm	TR	8:30-9:15	Wenson	3	major

**Alternate Choices**

5 Digit CRN	Course#/Sect	Course Name	Day(s)	Time(s)	Instructor(s)	Credit	Reason for taking
20008	BUS 124A	Spwt Mngt	MW	2:30-3:45	Leahy	3	alternate for VPH 220A

This worksheet is available in the Registrar's Office and under  
Forms for Student's on the Registrar's Web page  
[www.stonehill.edu/registrar.xml](http://www.stonehill.edu/registrar.xml)

## 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  
Apr 01, 2010 11:45 am

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 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Add Classes Worksheet**

Enter CRN's from the Registration Worksheet.

CRNs

<input type="text"/>									
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[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

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## 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.



## 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: [www.stonehill.edu/registrar.xml](http://www.stonehill.edu/registrar.xml)

	<b>Stonehill College</b> <b>Course Approval Form</b>	Return to Registrar's Office -- Duffy 112
Name <u>FIRST, LAST</u>		This form is available in the Registrar's Office and under Forms for Student's on the Registrar's Web page <a href="http://www.stonehill.edu/registrar.xml">www.stonehill.edu/registrar.xml</a>
Student ID <u>00112233</u>	Class Year <u>20XX</u>	
<u>20324</u> CRN	<u>COM</u> Subject	<u>203</u> Number
<u>A</u> Section		<u>A. MATTINA</u> Instructor
Check all waivers that apply:	<input type="checkbox"/> Pre-requisite <input type="checkbox"/> Enrollment Max <input checked="" type="checkbox"/> Major/Minor Restriction <input type="checkbox"/> Class Year Restriction <input type="checkbox"/> Late Add	<input type="checkbox"/> Time Conflict <input type="checkbox"/> Permission Required <input type="checkbox"/> Attribute Restriction <input type="checkbox"/> Honors
<u>Student Signature</u>	<u>Faculty Signature</u>	<u>MO/DA/YR</u>
Student Signature	Faculty or Dept. Chair Signature	Date
		For Office Use Only Date _____ Initials _____

## 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 Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 4 Waitlisted	None None Waitlist by Web	20413	AMS	200	A	Undergraduate	3.000	Standard	Letter	Intro to American Studies

Add Classes Worksheet

**CRNs**

Click on the drop down arrow and select Waitlist by Web and click Submit Changes

