Registration Guide

This Student Guide will prepare you for:
Searching for courses
Registering for courses
Learning Community Registration
Waitlist Process
Viewing your class schedule

Steps to Take Before Registration:

1. 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
www.stonehill.edu/x9647.xml

Registration is completed in Class-Year order: Students will register on a first-come-first-served basis, in their assigned Class-Year order. A student's class "status" (Senior, Junior, Sophomore, First-Year) may not match their assigned Class-Year (Class of 2013) because of transfer courses or AP credits.

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: *Your Name*   Class: *20xx*
Major1: Education
Major2: Economics
Minor:
                        EXAMPLE

Primary Advisor: Anderson, Karen
Second Advisor: Rosenthal, Robert A.

My Registration PIN: **001122**

My Registration Begins: *Month, Day, 9 pm*
                    myHill.stonehill.edu

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.

Students can check to see if any holds are applied to their record by clicking on the "View Holds" link under the myAcademics tab in myHill.

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.
  - o 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.
  - o Your Password is not your Registration PIN.
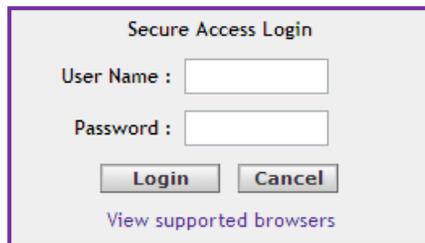
Secure Access Login

User Name : _____

Password : _____

[Login] [Cancel]

View supported browsers

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

- 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
  - Exact Time or Day of the week

- Click Class Search

- Once you have found the course(s) you are interested in, please make note of the following information about the course on a Course Registration Worksheet (see Course Registration Worksheet below):

  - **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 have a 3 or 4 character subject code. (eg. Political Science courses start with POL)

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

66xxxxxxx   Student Name
Fall 2010
Apr 01, 2010 09:51 am

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, 2099
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	COM105B	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	Sport 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

- You may also get a Course Selection Worksheet on myHill under the Forms and Applications area of the myAcademics Tab.

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 Lecture/Labs must be added at the same time.
  - Courses with multiple lab options are not linked to give you flexibility to choose the lab you want.
  - **Lab sections will be balanced, so your lab placement may change, to maximize the enrollments and insure that every student has a lab.**

- You may also Add a Course by using the Class Search option.

- Click Submit Changes. As long as you do not receive any Registration Add errors, you are Registered.

- Once you have found the Learning Community you are interested in, please make note of the following information about the course(s):

  - **The 5 digit CRN or Course Reference Number(s) for <u>all</u> the connected courses** – These numbers will be used when you register for the Learning Community.

  - **You must enter all three LC CRNs at the same time when registering for the Learning Community**.

  - **Some LCs require labs**. – these labs are not linked and will need to be added separately.

  - **The Pre-requisite/Comment Line** – Please note that some Learning Communities require travel or an extra fee. Also be aware of any course pre-requisites. If you have not, you will need to submit a Course Approval Form signed by the instructor to register for the course.

  - **Be sure to have alternate choices for Learning Communities** – in case you are not able to register for your first choice of LC.

  - **Some Fall semester LCs are split over the entire academic year** - in these cases, a non-credit section of the course being offered in the alternate semester will be linked to the other courses. You will still need to add all three of the connected CRNs when you register. The Registrar's Office will delete the non-credit course from your record after Fall Add/Drop ends. The Registrar's Office will automatically pre-register you for the 2nd half of the LC in the spring semester.

Learning Community and Registration Add Errors:

- You will get a Registration Add Error if: the Learning Community or course is closed, you created a time conflict, or there is at least one course pre-requisite which you do not quality for.

- You will also get an error message if you do not add all the connected CRNs at the same time.

- 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 on Apr 09, 2010   None   20482 VPH 220 A   Undergraduate 3.000 Standard Letter   From Bern the Baroq

Total Credit Hours: 3.000   **Conflicts**
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Apr 09, 2010 01:36 pm

Click hyperlink to see Prerequisites

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 20482	20008	BUS	124	A	Undergraduate	3.000	Standard Letter	Sport Manage
Prerequisite requirement has not been met.	20028	BUS	321	A	Undergraduate	3.000	Standard Letter	Corporate Fin
Corequisite LC 240 (CRN 20066) required	20068	PSY	204	A	Undergraduate	3.000	Standard Letter	Human Develo Adult Years
Major or Minor Restriction	20542	HIS	330	A	Undergraduate	3.000	Standard Letter	Topic:Trans-A

only open to majors or minors

Course is linked with another

Add Classes Worksheet

CRNs

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 on myHill under the Forms and Applications area of the myAcademics Tab.

Course Waitlists:

- 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.

- There will only be 10 waitlist seats for each course.

- Registration will be shut down for three-four weeks after the last official business day of registration (as noted on the Academic Calendar). During this time period, we will ask each faculty member or Department with a waitlist to review it.

- Any decision to take additional students or add sections will need to be made in that time period.

- Students will be taken off of the waitlist by the faculty using one of three priority systems below:
    a.   Option 1: Major/Minor Order (typically used for required major or minor courses). e.g., Senior Majors first, Senior Minors second, Junior Majors third….etc.
    b.   Option 2: Class Year Order (typically used for General Education courses). e.g., Seniors first, Juniors second, Sophomores third…etc.
    c.   Option 3: First-Come – First-Served (typically used for open elective courses).

- Students will be notified by the Registrar's Office when a seat becomes available.

- **Waitlists will be maintained during this time-period period only.** All of the waitlists will then be dissolved and Add/Drop will be open to all students on a first-come first-served basis from that point forward.

- **Students are encouraged to sign up for a full schedule in case you do not get off of a waitlist. Being on a waitlist does not guarantee a seat in the course.**

- Click the myAcademics Tab

- Choose the Concise Student Schedule link under the Registration section

Concise Student Schedule

Fall 2010
Apr 01, 2010 12:28 pm

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Name: Student Name
Classification: Freshman

Level: Undergraduate

Major: Biology

Address: 123 Street
Anywhere, MA 00001

CRN	Course	Title	Campus	Credits	Level	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	T	8:30 am - 11:20 am	SC 348	TBA
			Total Credits:	**4.000**							

[Student Detail Schedule]