

REGISTRATION TIPS

PRIOR TO REGISTRATION:

- 1. Check your Degree Audit.** Start by reviewing your Degree Audit called “myAudit” to help you figure out which course requirements you need to take. myAudit is an easy-to-read, color-coded, hierarchical listing of all the requirements for your degree including cornerstone, major and minor requirements. This is available by clicking on the “myAudit” link under the myAcademics tab of myHill.
- 2. Plan Courses Ahead of Time.** Decide which courses you want to take in advance and write down the CRNs on a separate piece of paper, so you can easily enter them. Choose alternate sections in case the one you want is full. This will prevent you from having to take time to search the course listings during registration. A worksheet is available for your use, under the myAcademics tab in myHill.
- 3. Review course pre-requisites and registration restrictions.** Pre-requisites and restrictions are listed in the comment section of the course listing under the course title. If you don't meet the requirements for a particular course, please submit a Course Approval form to the Registrar's Office. Course Approvals must be received and coded prior to your registration date/time for you to add the course to your schedule and approval does not guarantee you a seat in the class. Course Approval Forms can be found under the myAcademics tab in myHill or at the Registrar's Office, Duffy 112.
- 4. Know you cannot register for repeated, failed or withdrawn courses.** Please note that if you have previously withdrawn or failed a course, you will not be able to register for it again. You must register for these in person at the Registrar's Office. Also note that the system will not allow you to register for two topics courses that have the same course number: i.e.: POL 357 Topics in Politics. You will need to register for the second one at the Registrar's Office as well.
- 5. Check for any Holds.** Check to see if you have any holds on your account that will prevent registration by clicking on the “View Holds” link under the myAcademics tab of myHill. To avoid Registration delays, do this well in advance of registration and keep checking it to make sure you have time to clear them.
- 6. See your Advisor.** Meet with your primary advisor in advance of your registration date. You may find the name of your primary advisor on your degree audit or under the Academic Profile section of the myAcademics tab of myHill. It is recommended that you bring a copy of your myAudit and list/worksheet of courses you want to take to your appointment.
- 7. Obtain your PIN card.** Your advisor will give you a PIN card which includes the date and time of your registration and the registration PIN or access code that you will need to register. Write the PIN number down somewhere in case you lose your card. You will need your PIN to access add/drop until official registration ends.

ON YOUR DESIGNATED REGISTRATION NIGHT:

- 1. Be Patient.** Performance issues from different computers, browsers and wireless connections may vary. We recommend that you plug into a wired ethernet connection which is faster than a wireless connection. Log-in using your regular User name and Password to log into myHill. You will be prompted for the Registration PIN when you click on the "Add or Drop Classes" link under the myAcademics tab of myHill. Log in once and allow the page to fully load before you try to log in again. Don't log into more than one computer at once.
 - 2. Slow-downs of myHill will happen at peak registration times (9-10 pm).** Please note that this is normal due to the volume of students logging into the system at the same time, given that the system is authenticating user access, checking for registration PINs, holds, pre-requisites, course approvals, and course openings. Do not keep hitting re-refresh or keep clicking the Add or Drop link. It will add volume to the system and will further delay your ability to get in. Like a phone bank only so many connections can be made in a given second. This is not a system failure.
- If you do receive an access error message, please contact the Help Desk at 508-565-1435 or helpdesk@stonehill.edu ASAP.**
- 3. You may add yourself to a waitlist if a course is full.** Classes fill. Waitlist seats are also limited and once they are full, no more students can be added. Adding yourself to a waitlist does not guarantee you a spot in the class, so please make sure you add yourself to an alternate class in case you do not get off of a waitlist. Please don't panic if you do not get all of your intended classes. We will work with you and while we can't guarantee that you will get all of your ideal classes, times and instructors we will make sure you have a complete schedule.
 - 4. Your Science Lab selection may change.** In order to make sure that every student who needs a lab gets into one, it is possible that your lab choice may be altered after registration. While we try to minimize movement of selected schedules it is often necessary to balance out the lab placements. You will be notified if your lab selection needs to be modified.

- 5. Make sure that you log out.** Staying logged in adds to the traffic on the system even if you are not actively registering.

Questions: e-mail registrar@stonehill.edu. Even though the Registrar staff will be monitoring the registration system during peak hours, you may not get a response until the next day.