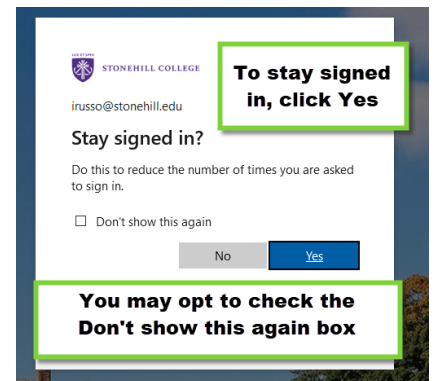
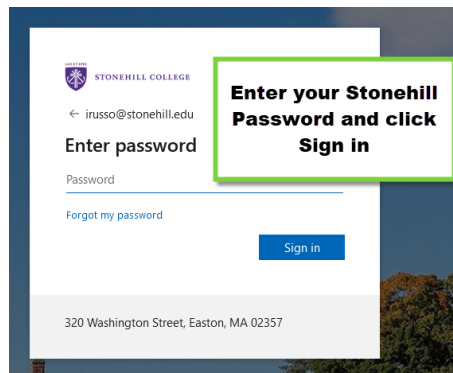
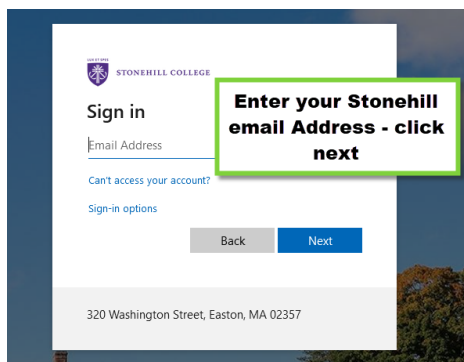


myHill

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

Log into <https://myHill.stonehill.edu>

Enter your Stonehill User Name and Password in the box provided, then enter your password. You may choose to Stay signed in and also check the box Don't show this again. The next time you log into myHill, you will not need to enter your user name and password if you are using the same computer.



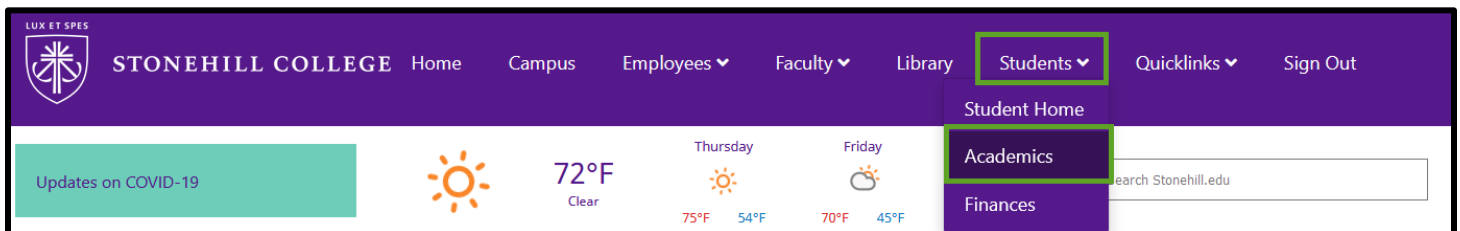
If you forget your password please contact the Help Desk 508-565-1111

Things to know 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.

Once you are logged into myHill:

- In myHill, click on the Students drop down and select Academics



To Search for Classes:

- Click on the Students drop down, select Academics
- Click on the Class Schedule link under Classes and Registration
- Next, select the Term and click Submit

The left screenshot shows the Stonehill College website navigation menu. Under the 'Classes and Registration' section, 'Course Listing Search' is highlighted with a green box and a callout box that says 'Click the Course Listing Search'. A green arrow points from the callout box to the 'Course Listing Search' link.

The right screenshot shows the 'Select Term or Date Range' dropdown menu. 'Fall 2020 (View only)' is selected and highlighted with a green box. A callout box that says 'Select the Term' points to the selected term. Other terms listed include 'None', 'Summer I 2020 (View only)', 'Spring II 2020 (View only)', 'Spring 2020 (View only)', 'Winter 2020 (View only)', 'Fall II 2019 (View only)', 'Fall 2019 (View only)', 'Summer II 2019 (View only)', and 'Summer I 2019 (View only)'.

- You must select at least one subject.
- To refine your search select Graduate under Course Level.
- Once you have defined your choice, click Class Search

The screenshot shows the 'Class Schedule Search' page on the Stonehill College website. It includes the following elements:

- Subject:** A dropdown menu with 'Integrated Marketing Comm' selected. A callout box says 'You must select one subject' with an arrow pointing to the selected item.
- Course Level:** A dropdown menu with 'Graduate' selected. A callout box says 'Refine your search by selecting a Course Level' with an arrow pointing to the selected item.
- Class Search:** A button at the bottom left with a callout box saying 'Click Class Search' pointing to it.
- Reset:** A button next to the Class Search button.
- Text:** 'Use any combination of selection options to narrow your search for courses.' and '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.' and '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.' and '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.'
- RELEASE: 8.7.2.4** at the bottom left.

- Once you have made your selection, make a note of the CRN (Course Reference Number) on a Registration Worksheet.
- Registration Worksheets can be found in the Academic Resources link in myHill

STONEHILL COLLEGE STONEHILL HOME

myHill Back to myAcademics Tab **CRN - Course Reference Number**
Please make a note on your Registration Worksheet Groups Logout Help

Class Schedule Listing **H80000001 Student Name**
Spring 2015
Oct 21, 2014 02:41 pm

CRN **Click here for more detailed Course info**

Sections Found
[Biological Principles II](#) **40006** [BIO 102 - A](#) **Pre-requisite comment line**

Pre-requisite: BIO 101. A lab section must be selected with the course. Limited to 50.

Attributes: Environmental Studies, Neuroscience, Natural Scientific Inquiry

4.000 Credits

Syllabus Not Available

[View Catalog Entry](#) **Click here for Course Descriptions**

Capacity	50
Enrolled	0
Remaining	50
Waitlist	0

Time	Days Where	Instructors
8:30 am - 9:20 am	MWF	Duffy Academic Center 216 Bronwyn Heather Bleakley (P)

[View Textbook Information](#) **Days: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday**

To Register for Classes:

- Log in to myHill at your designated Registration time, Click on the Students drop down, select Academics
- Click on the Add or Drop Classes link under Classes and Registration
- Select the Term and Click Submit
- Enter the CRN's and click Submit Changes.
- You may also Add a Course by using the Class Search option.

RELEASE: 8.1

To Drop a Course:

- Click on the Add or Drop Classes link under Classes and 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 Learning Communities and Lecture/Lab 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 qualify for.
- The status bar below the error message will provide you with more information about why you are not allowed to register
- In order to prevent Registration Add Errors, be sure to review course requirements while preparing your registration worksheet.

Codes for Days of the Week:

- M = Monday, T = Tuesday, W = Wednesday, **R = Thursday**, F= Friday, S = Saturday, U = Sunday (e.g. TR meets Tuesday/Thursday)

To View or Print your class schedule:

- Click the myAcademics Tab
- Click on the Concise Student Schedule

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
20174	BUS 101 D	First-Year Business Experience	Stonehill College	4.000	UG	Aug 27, 2014	Dec 18, 2014	M	2:30 pm - 3:45 pm	The Martin Institute (AUD)	Gettman
20104	COM 103 E	Public Speaking	Stonehill College	3.000	UG	Aug 27, 2014	Dec 18, 2014	WF	1:00 pm - 2:15 pm	College Center 106	Tierney
20538	PSY 305 A	Theories of Learning	Stonehill College	3.000	UG	Aug 27, 2014	Dec 18, 2014	R	4:00 pm - 6:30 pm	Shields Science Center 140	Shyne
20542	PSY 320 B	Introduction to Health Psychology	Stonehill College	3.000	UG	Aug 27, 2014	Dec 18, 2014	TR	10:00 am - 11:15 am	Shields Science Center 141	O'Hea
20545	PSY 415 A	Brain & Behavior	Stonehill College	3.000	UG	Aug 27, 2014	Dec 18, 2014	TR	8:30 am - 9:45 am	Shields Science Center 236	McCoy
				Total Credits:	16.000						