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

- 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
- 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.
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.

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 quality 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