

myHill

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. Search the Class Schedule
2. Fill out a Course Registration Worksheet.
3. Meet with your Advisor(s).
4. Obtain a Registration PIN from your primary Advisor. (See below)
5. Use Scheduler Planner to develop your schedule.
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: Dates and Times for registrations are listed on the Academic Calendar.

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 2018) 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.

Registration Holds: Students with outstanding obligations to Student Accounts, Health Services, Community Standards, or the Registrar's Office must clear their holds prior to registration in order to register for classes.

Students can check to see if any holds are applied to their record by clicking myHill > Students > Academics > My Profile.

How to Log into myHill

- Go to <https://myhill.stonehill.edu/> into any supported browser (Chrome, Firefox, Edge, Safari)
- Enter your Stonehill User Name and Password and click Login.
- Please note that this is the password that you use to log into eLearn and the campus network. If you have changed your email password, the new email password will not work.
- Your Password is not your Registration PIN.

How to Search for Classes:

There are 2 ways to build/create a schedule. You can use the directions below and use the schedule and a worksheet or you may use College Scheduler, a schedule building tool which may be found in mhHill > Students > Academics > Classes and Registration > Schedule Planner.

- Click on the Students drop down, select Academics
- Choose the Class Schedule link under Classes and Registration

The screenshot shows the Stonehill College myHill website interface. At the top, the navigation bar includes the Stonehill College logo, the name 'STONEHILL COLLEGE', and links for Home, Campus, Employees, Faculty, Library, Students, Quicklinks, and Sign Out. A callout box points to the 'Students' dropdown menu, with the text 'Click on the Students drop down and select the Academics.' The 'Students' dropdown is open, showing options for Academics, Finances, and Academics. A second callout box points to the 'Academics' link, with the text 'Click here to search for courses.' In the main content area, the 'Classes and Registration' section is highlighted with a blue box, and the 'Class Schedule Search' link is also highlighted with a blue box. Other sections visible include Student Information, Academic Resources, Records Requests, and Apply for Programs.

- Next, select the Term and click Submit

STONEHILL COLLEGE myHill Back to myAcademics Tab

STONEHILL HOME Groups Logout Help

Select Term or Date Range **H80000001 Your Name**
Oct 21, 2014 02:09 pm

Search by Term:

- None
- None
- Spring 2015 (View only)
- Fall 2014 (View only)
- Summer II 2014 (View only)
- Summer I 2014 (View only)
- Spring 2014 (View only)
- Winter 2014 (View only)
- Fall 2013 (View only)
- Summer II 2013 (View only)
- Summer I 2013 (View only)
- Spring 2013 (View only)
- Winter 2013 (View only)
- Fall 2012 (View only)
- Summer II 2012 (View only)
- Summer I 2012 (View only)
- Spring 2012 (View only)
- Winter 2012 (View only)
- Fall 2011 (View only)
- Summer II 2011 (View only)
- Summer I 2011 (View only)
- Spring 2011 (View only)
- Winter 2011 (View only)
- Fall 2010 (View only)

and its affiliates.

- 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

STONEHILL COLLEGE myHill Back to myAcademics Tab

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Class Schedule Search **H80000001 Your Name**
Oct 24, 2014 09:20 am

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

Subject: Learning Community
Mathematics
Military Science
Music
Interdiscipline
Physics
Political Science
Psychology
Religious Studies

Course Number: _____
Title: _____
Credit Ranges: _____ hours to _____ hours
Part of Term: _____
Non-date based courses only
Instructor: Anderson, J. R.
Anderson, Karen L.
Attribute Type: Natural Science Inquiry
Interdiscipline

Start Time: Hour: [00] Minute: [00] am/pm [am] [pm]
End Time: Hour: [00] Minute: [00] am/pm [am] [pm]
Days: Mon Tue Wed Thur Fri Sat Sun

[Class Search] [Reset]

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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 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 Prerequisite/Comment Line – make sure that you have fulfilled the prerequisites. 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. (i.e. 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)

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STONEHILL COLLEGE
STONEHILL HOME

[Back to myAcademics Tab](#)

CRN - Course Reference Number

Please make a note on your [Registration Worksheet](#)

Class Schedule Listing

H80000001 **Student Name**

Spring 2015

Oct 21, 2014 02:41 pm

Sections Found

[Biological Principles II](#) 40006 [BIO 102 - A](#)

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 more detailed Course info

Pre-requisite comment line

Time

8:30 am - 9:20 am

Days Where

MWF Duffy Academic Center 216

Instructors

Bronwyn Heather Bleakley (P)

Capacity 50

Enrolled 0

Remaining 50

Waitlist 0

[View Textbook Information](#)

Days: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

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

Course Registration Worksheet

Name: Student Name Term: Fall 20XX PIN number XXXXXX

This registration worksheet should be used in conjunction with your degree audit. 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.

My Preferred Schedule

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

Alternate Choices

5 Digit CRN	Course#/Sect	Course Name	Day(s)	Time(s)	Instructor(s)	Credit	Reason for taking
20008	BUS 124 A	Sport Management	MW	2:30-3:45 pm	Leahy	3	alternate for VPH 220 A
20413	AMS 200 A	Intro Amer Studies	M	2:30-5:00 pm	Belanger	3	waitlist alternate

This Worksheet is available under


Student Resources in myHill

How to Register for Classes:

- Have your Registration Worksheet with alternate sections and Registration PIN handy.
- Log into myHill and Click the Students drop down and Select Academics
- Click on the Add or Drop Classes link under Classes and 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

Add or Drop Classes

Fall 2010
Apr 01, 2010 11:45 am

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

RELEASE: 8.1

How to Change/Register for Learning Communities:

Registering for Learning Communities is completed through a separate process prior to regular course registration. Once that process has been completed you may change your Learning Community as long as seats are available and no waitlist has been established.

When registering for an LC, please make note of the following information about the course(s):

- **The 5 digit CRN or Course Reference Number(s) for all the connected courses.**
 - These numbers will be used when you register for the Learning Community.
- **You must enter all three LC CRNs (if applicable) at the same time when registering for the Learning Community.** Some LC's only have one class.
- **Some LCs require labs.** – these labs are not linked and will need to be added separately during your registration time.
- **The Prerequisite/Comment Line** – Please note that some Learning Communities require travel or an extra fee. Also be aware of any course prerequisites. If you have not completed any of the prerequisites you will need to submit a signed Course Approval Form to the Registrar's Office to register.
- **Be sure to have alternate choices for Learning Communities** – in case you are not able to register for your first choice LC.
- **Some Fall semester LCs are split over the entire academic year** - in these cases, a non-credit "holder" 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 "holder" 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 prerequisite which you do not qualify 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

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 Add Classes Worksheet Course is linked with another

CRNs

How 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.
 - Dropping one linked course, such as part of an LC, will drop you from all of the linked courses.

Course Approvals:

- If a course requires permission, or if you do not satisfy a prerequisite, 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 *myHill > Students > Academics > Academic Resources > Registration Forms > Course Approval Form*

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.

The screenshot shows a table titled "Registration Add Errors" with the following columns: Status, Action, CRN, Subj Crse, Sec Level, Cred, Grade, Mode, and Title. The first row shows a course with Status "Closed - 4 Waitlisted", Action "None" (with a dropdown menu open showing "None" and "Waitlist by Web"), CRN "20413", Subj Crse "AMS 200", Sec Level "A", Cred "Undergraduate 3.000", Grade "Standard", Mode "Letter", and Title "Intro to American Studies". Below the table is a section labeled "Add Classes Worksheet" with a "CRNs" header and a row of ten empty input boxes. At the bottom are three buttons: "Submit Changes", "Class Search", and "Reset". Red arrows point from the "Waitlist by Web" option in the dropdown menu to the "Submit Changes" button, and from the "CRNs" header to the first input box. A red text box with an arrow pointing to the dropdown menu contains the instruction: "Click on the drop down arrow and select Waitlist by Web and click Submit Changes".

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

CRNs

Submit Changes Class Search Reset

- There will be limited waitlist seats for each course.
- Registration will be shut down for two to three weeks after the last official day of registration (as noted on the Academic Calendar). During this time period, we will ask each faculty member or Department to review their waitlists.
- 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 using one of three priority systems below:
 - **Major/Minor Order:** (typically used for required major or minor courses). e.g., Senior Majors first, Senior Minors second, Junior Majors third....etc.
 - **Class Year Order:** (typically used for General Education courses). e.g., Seniors first, Juniors second, Sophomores third... etc.
 - **First-Come – First-Served:** (typically used for open elective courses).
- Students will be notified via email by the Registrar’s Office when a seat becomes available.

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

How to View or Print Your Class Schedule:

- Click Student drop down and select Academics.
- Choose My Class Schedule link under Classes and Registration.

STONEHILL COLLEGE STONEHILL HOME

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H8000000 **Your Name**
Fall 2014
Oct 21, 2014 02:19 pm

Concise Student Schedule

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
Address: 123 Your Street
Anywhere, MA 00001

Level: Undergraduate
College: Stonehill College
Major: Psychology
Stonehill College

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
						Aug 27, 2014	Dec 18, 2014	R	1:00 pm - 2:15 pm	Duffy Academic Center 117	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						