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

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

Click on the Students drop down and select the Academics.
- Next, select the Term and click Submit

```
Select Term or Date Range

Search by Term:
None

- Fall 2014 (View only)
- Spring 2014 (View only)
- Summer I 2014 (View only)
- Summer II 2014 (View only)
- Winter 2014 (View only)
- Fall 2013 (View only)
- Spring 2013 (View only)
- Summer I 2013 (View only)
- Summer II 2013 (View only)
- Winter 2013 (View only)
- Fall 2012 (View only)
- Spring 2012 (View only)
- Summer I 2012 (View only)
- Summer II 2012 (View only)
- Winter 2012 (View only)
- Fall 2011 (View only)
- Spring 2011 (View only)
- Summer I 2011 (View only)
- Summer II 2011 (View only)
- Winter 2011 (View only)
- Fall 2010 (View only)
- Fall 2009 (View only)
- Summer II 2009 (View only)
- Summer I 2009 (View only)
- Spring 2008 (View only)
- Winter 2008 (View only)
- Fall 2008 (View only)
- Summer II 2007 (View only)
- Summer I 2007 (View only)
- Spring 2007 (View only)
- Winter 2007 (View only)
- Fall 2007 (View only)
- Spring 2006 (View only)
- Winter 2006 (View only)
- Fall 2006 (View only)
- Summer II 2006 (View only)
- Summer I 2006 (View only)
- Spring 2006 (View only)
- Winter 2006 (View only)
- Fall 2006 (View only)
- Summer II 2005 (View only)
- Summer I 2005 (View only)
- Spring 2005 (View only)
- Winter 2005 (View only)
- Fall 2005 (View only)
```

- Click on the drop down arrow to select the term

```
Click Class Search

- 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 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)

Pre-requisite comment line
Click here for Course Descriptions
View Catalog Entry
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.

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

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

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
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.
**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.

- 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.

---

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20174</td>
<td>BUS 101</td>
<td>D First-Year Business Experience</td>
<td>Stonehill College</td>
<td>4.000</td>
<td>UG</td>
<td>Aug 27, 2014</td>
<td>Dec 18, 2014</td>
<td>M</td>
<td>2:30 pm - 3:45 pm</td>
<td>The Martin Institute (AUD)</td>
<td>Gettman</td>
</tr>
<tr>
<td>20104</td>
<td>COM 103</td>
<td>E Public Speaking</td>
<td>Stonehill College</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 27, 2014</td>
<td>Dec 18, 2014</td>
<td>R</td>
<td>1:00 pm - 2:15 pm</td>
<td>Duffy Academic Center 117</td>
<td>Tienney</td>
</tr>
<tr>
<td>20538</td>
<td>PSY 305</td>
<td>A Theories of Learning</td>
<td>Stonehill College</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 27, 2014</td>
<td>Dec 18, 2014</td>
<td>R</td>
<td>4:00 pm - 6:30 pm</td>
<td>Shields Science Center 140</td>
<td>Shyne</td>
</tr>
<tr>
<td>20542</td>
<td>PSY 320</td>
<td>B Introduction to Health</td>
<td>Stonehill College</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 27, 2014</td>
<td>Dec 18, 2014</td>
<td>TR</td>
<td>10:00 am - 11:15 am</td>
<td>Shields Science Center 141</td>
<td>O’Hea</td>
</tr>
<tr>
<td>20545</td>
<td>PSY 415</td>
<td>A Brain &amp; Behavior</td>
<td>Stonehill College</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 27, 2014</td>
<td>Dec 18, 2014</td>
<td>TR</td>
<td>8:30 am - 9:45 am</td>
<td>Shields Science Center 256</td>
<td>McCoy</td>
</tr>
</tbody>
</table>

**Total Credits: 16.000**