



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>

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

Things to know before registration:

- **Registration PIN:** A PIN is required when Registration opens for the first time. You must meet with your Primary Advisor before registration to receive your PIN.
- **Registration Holds:** Students with outstanding obligations to Student Financial Services, Health Services, Student Affairs, or the Registrar's Office must clear holds prior to registration in order to register.

To Plan/Search for Classes:

- Click Course Listing Search
- Select Term

The screenshot shows the 'Class Schedule Search' form on the myHill website. The form includes fields for Subject, Course Number, Title, Credit Range, Part of Term, Instructor, Attribute Type, Start Time, End Time, and Days. Annotations with red arrows point to the Subject dropdown menu and the Attribute Type dropdown menu. The Subject dropdown is annotated with 'You must always select at least one subject'. The Attribute Type dropdown is annotated with 'You may search for a grouping of courses by searching by an attribute'. The form also includes a 'Class Search' button and a 'Reset' button. The page header shows 'STONEHILL COLLEGE myHill' and 'STONEHILL HOME' with icons for Groups, Logout, and Help. The user's name and session information are displayed in the top right corner.

- You must always select at least one subject
- To refine your search enter the course number
 - You may also search by Instructor or
 - by an Attribute
- 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

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myHill Back to myAcademics Tab **CRN - Course Reference Number** Groups Logout Help

Please make a note on your Registration Worksheet

Class Schedule Listing **CRN** **H8000001 Student Name**

Spring 2015
Oct 21, 2014 02:41 pm

Sections Found

Biological Principles II 40006 **BIO 102 - A** ← **Click here for more detailed Course info**

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

Attributes: Environmental Studies, Neuroscience, Natural Scientific Inquiry

4.000 Credits **Capacity** 50

Syllabus Not Available **Enrolled** 0

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

- Be sure to have your completed Registration Worksheet with alternate sections and your Alternate PIN card.
- Log in to myHill
- Click on the Add or Drop Classes
- Select the Term and Click Submit
- Enter your Alternate PIN and Click Submit
- Enter the CRN's from your worksheet and click Submit Changes.
- You may also Add a Course by using the Class Search option.

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.

Enter CRN's from the Registration Worksheet.

Add Classes Worksheet

CRNs

[[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)]

RELEASE: 8.1

To Drop a Course:

- Click on the Add or Drop Classes
- 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.

Course Permissions:

- If a course requires permission, or if you do not satisfy a pre-requisite, you must complete and submit a Course Approval Form to the Registrar's Office before you can add the course to your schedule.
- Course Approval Forms can be found under Resources.

Waitlists Process:

- Once a course is full, you may place yourself on the Waitlist by selecting Waitlist by Web and clicking Submit Changes.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 4 Waitlisted	<input type="button" value="None"/> <input type="button" value="None"/> <input type="button" value="Waitlist by Web"/>	20413	AMS	200	A	Undergraduate	3.000	Standard	Letter	Intro to American Studies

Add Classes Worksheet

CRNs

Click on the drop down arrow and select Waitlist by Web and click Submit Changes

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 on your Student Profile
- Click on the Concise Student Schedule

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myHill Back to myAcademics Tab Groups Logout Help

Concise Student Schedule **H8000000** **Your Name**

Fall 2014
Oct 21, 2014 02:19 pm

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
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