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

- 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
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.

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.
  o 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.

Course Permissions:
- 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.
- 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.

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