



## 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. Log into [myHill.stonehill.edu](http://myHill.stonehill.edu) .
2. Search the Class Schedule.
3. Fill out a Course Registration Worksheet.
4. Meet with your Advisor(s).
5. Obtain a Registration PIN from your primary Advisor. (See below)
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:** Your assigned date and time for Registration will be listed on your Registration PIN card. You can also find the Registration dates on the Registrar's webpage at [www.stonehill.edu/x9647.xml](http://www.stonehill.edu/x9647.xml)

**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 2013) 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.

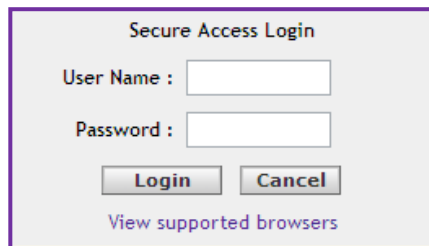
Name: <i>Your Name</i>	Class: <i>20xx</i>
Major1: Education	
Major2: Economics	
Minor:	
	
Primary Advisor: Anderson, Karen	
Second Advisor: Rosenthal, Robert A.	
My Registration PIN: <b>001122</b>	
My Registration Begins: <i>Month, Day, 9 pm</i>	
	<a href="http://myHill.stonehill.edu">myHill.stonehill.edu</a>

**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.

Students can check to see if any holds are applied to their record by clicking on the “View Holds” link under the myAcademics tab in myHill.

## How to Log into myHill

- Type **http://myhill.stonehill.edu** into any supported browser (Internet Explorer or Firefox are best)
- Enter your Stonehill User Name and Password and click Log-in.
  - Please note that this is the password that you use to log into eLearn and the campus network. If you have changed your e-mail password, the new e-mail password will not work.
  - Your Password is not your Registration PIN.



The image shows a login dialog box titled "Secure Access Login". It contains two input fields: "User Name :" and "Password :". Below the fields are two buttons: "Login" and "Cancel". At the bottom of the dialog, there is a link that says "View supported browsers".

If you forget your password please contact the Help Desk at 508-565-HELP (4357).

## How to Search for Classes:

- Click on the myAcademics Tab
- Choose the Class Schedule link under the Registration section

The screenshot shows the myHill Stonehill College website. At the top, there is a purple header with the myHill logo and "STONEHILL COLLEGE". Below the header, there is a navigation menu with tabs: Home, Finances, Library, myAcademics, myPlans, myCampus, and myServices. The myAcademics tab is highlighted. Below the navigation menu, there are two main sections: "Office of Academic Services" and "Registration". The "Registration" section contains a list of links: Select Term, Add or Drop Classes, Week at a Glance, Student Detail Schedule, Registration Status, Concise Student Schedule, and Class Schedule. The "Class Schedule" link is circled in red. Red arrows point to the "myAcademics" tab and the "Class Schedule" link. Text annotations include "Click on the myAcademics Tab" and "Click here to search for courses".

- Next, select the Term and click Submit
- 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

The screenshot shows the "Class Schedule Search" form. The form has a title "Class Schedule Search" and a subtitle "Use any combination of selection options to narrow your search for courses." Below the subtitle, there are instructions: "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." and "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." Below these instructions, there are several search criteria: "Subject:" with a dropdown menu showing "Physics", "Political Science", and "Psychology"; "Course Number:" with a text input field; "Title:" with a text input field; "Credit Range:" with two text input fields and "hours to" in between; "Part of Term:" with a dropdown menu; "Instructor:" with a dropdown menu showing "All", "Anders II, Geoffrey T.", and "Anderson, J. R."; "Attribute Type:" with a dropdown menu showing "Middle Eastern & Asian Studies", "Moral Inquiry", and "Natural Scientific Inquiry"; "Start Time:" with "Hour" and "Minute" dropdowns and "am/pm" and "am" dropdowns; "End Time:" with "Hour" and "Minute" dropdowns and "am/pm" and "am" dropdowns; and "Days:" with checkboxes for "Mon", "Tue", "Wed", "Thur", "Fri", "Sat", and "Sun". At the bottom of the form, there are "Class Search" and "Reset" buttons. Red arrows point to the "Subject:" dropdown and the "Attribute Type:" dropdown. Text annotations include "You must always select at least one subject." and "You may search for a grouping of courses by searching by an attribute".

RELEASE: 8.2

powered by  
SUNGARD HIGHER

- 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 Pre-requisite/Comment Line** – make sure that you have fulfilled the pre-requisites. 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. (eg. 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)

Class Schedule Listing 66xxxxxx Student Name  
Fall 2010  
Apr 01, 2010 09:51 am

**CRN** **CRN - Course Reference Number**  
Please make a note on your Registration Worksheet

---

**Sections Found** [Click here for more detailed Course info](#)

[Ethics & Moral Character](#) - **20449** - [PHL 221 - A](#)

Pre-requisite: GENP 100 or GENP 140. Open to juniors and seniors. Limited to 25. **Pre-requisite comment line**

**Associated Term:** Fall 2010  
**Registration Dates:** Feb 01, 2010 to Dec 23, 2099  
**Levels:** Undergraduate  
**Attributes:** Moral Inquiry  
**Instructors:** Brendan O'Sullivan (P)

Stonehill College Campus  
 Lecture Schedule Type  
 Traditional Instruction Method Instructional Method  
 3.000 Credits  
[View Catalog Entry](#) **Click here for the Course Description**

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:00 pm - 2:15 pm	<b>TR</b>	TBA	Sep 01, 2010 - Dec 23, 2010	Lecture	TBA (P)

**T = Tuesday, R = Thursday**

## 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.

Name: FIRST, LAST Course Registration Worksheet Term: Fall 20XX PIN number 001122

This registration worksheet should be used in conjunction with your degree audit and/or your major requirements sheets (available on the Academic Services webpage). 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.

**Write in your preferred CRN's**

**My Preferred Schedule**

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

**Alternate Choices**

5 Digit CRN	Course#/Sect	Course Name	Day(s)	Time(s)	Instructor(s)	Credit	Reason for taking
20008	BUS 124A	Spart Mngt	MW	2:30-3:45	Leahy	3	alternate for VPH 220A

This worksheet is available in the Registrar's Office and under  
Forms for Student's on the Registrar's Web page  
[www.stonehill.edu/registrar.xml](http://www.stonehill.edu/registrar.xml)


- You may also get a Course Selection Worksheet on myHill under the Forms and Applications area of the myAcademics Tab.

## How to Register for Classes:

- Be sure to have your completed Registration Worksheet with alternate sections and your Registration PIN card handy.
- Log into myHill and Click the myAcademics Tab.
- Click on the Add or Drop Classes link under 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.

**Enter CRN's from the Registration Worksheet.**

Add Classes 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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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

RELEASE: 8.1

## How to Register for Learning Communities:

- Once you have found the Learning Community you are interested in, 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 at the same time when registering for the Learning Community.**
  - **Some LCs require labs.** – these labs are not linked and will need to be added separately.
  - **The Pre-requisite/Comment Line** – Please note that some Learning Communities require travel or an extra fee. Also be aware of any course pre-requisites. If you have not, you will need to submit a Course Approval Form signed by the instructor to register for the course.
  - **Be sure to have alternate choices for Learning Communities** – in case you are not able to register for your first choice of LC.
  - **Some Fall semester LCs are split over the entire academic year** - in these cases, a non-credit 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 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.



## How to Drop a Course:

- Click on the Add or Drop Classes link under 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 LCs and Lecture/Labs must be dropped at the same time.

## Course Approvals:

- 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.
- 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 the Registrar's Office or on myHill under the Forms and Applications area of the myAcademics Tab.

## 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 web interface titled "Registration Add Errors". It features a table with columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, and Title. The first row shows a course with status "Closed - 4 Waitlisted", CRN "20413", subject "AMS", course "200", level "A", credit "Undergraduate 3.000", grade "Standard Letter", mode "Intro to American Studies", and title "Intro to American Studies". The "Action" column has a dropdown menu with options "None" and "Waitlist by Web". A red arrow points to the dropdown arrow, and another red arrow points to the "Waitlist by Web" option. Below the table is a section labeled "CRNs" with ten empty input boxes. At the bottom are three buttons: "Submit Changes", "Class Search", and "Reset". A red arrow points to the "Submit Changes" button. A red text box with an arrow pointing to the "Waitlist by Web" option contains the text: "Click on the drop down arrow and select Waitlist by Web and click Submit Changes".

- There will only be 10 waitlist seats for each course.
- Registration will be shut down for three-four weeks after the last official business day of registration (as noted on the Academic Calendar). During this time period, we will ask each faculty member or Department with a waitlist to review it.
- 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 by the faculty using one of three priority systems below:
  - a. Option 1: Major/Minor Order (typically used for required major or minor courses). e.g., Senior Majors first, Senior Minors second, Junior Majors third...etc.
  - b. Option 2: Class Year Order (typically used for General Education courses). e.g., Seniors first, Juniors second, Sophomores third...etc.
  - c. Option 3: First-Come – First-Served (typically used for open elective courses).
- Students will be notified by the Registrar's Office when a seat becomes available.
- **Waitlists will be maintained during this time-period period only.** All of the waitlists will then be dissolved and Add/Drop will be open to all students on a first-come first-served basis from that point forward.
- **Students are encouraged to sign up for a full schedule in case you do not get off of a waitlist. Being on a waitlist does not guarantee a seat in the course.**

