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.
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

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: [Your Name]  Class: 20xx
Major1: Education
Major2: Economics
Minor:

EXAMPLE
Primary Advisor: Anderson, Karen
Second Advisor: Rosenthal, Robert A.

My Registration PIN: 001122
My Registration Begins: Month, Day, 9 pm
myHill.stonehill.edu
**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.

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**How to Log into myHill**

- Type [http://myhill.stonehill.edu](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.

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

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
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)
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>S Digit CRN</th>
<th>Course/Section</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>21091</td>
<td>ECO 101A</td>
<td>Economics of Business</td>
<td>M, W</td>
<td>4:30-5:45</td>
<td>ummy</td>
<td>3</td>
<td>Major</td>
</tr>
<tr>
<td>21092</td>
<td>MTH 110A</td>
<td>Calculus I</td>
<td>T</td>
<td>4:30-5:45</td>
<td>ummy</td>
<td>3</td>
<td>Major</td>
</tr>
<tr>
<td>21093</td>
<td>ENG 101A</td>
<td>English I</td>
<td>TR</td>
<td>10:15-12:15</td>
<td>ummy</td>
<td>3</td>
<td>Major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S Digit CRN</th>
<th>Course/Section</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>21094</td>
<td>HIS 201A</td>
<td>History I</td>
<td>W</td>
<td>4:30-5:45</td>
<td>ummy</td>
<td>3</td>
<td>Major</td>
</tr>
</tbody>
</table>

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](image)
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):
  
  o **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.
  
  o **You must enter all three LC CRNs at the same time when registering for the Learning Community.**
  
  o **Some LCs require labs.** – these labs are not linked and will need to be added separately.
  
  o **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.
  
  o **Be sure to have alternate choices for Learning Communities** – in case you are not able to register for your first choice of LC.
  
  o **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.
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 pre-requisite 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 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.

- 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.
How to View or Print your Class Schedule:

- Click the myAcademics Tab
- Choose the Concise Student Schedule link under the Registration section

Concise Student Schedule

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Freshman</td>
</tr>
<tr>
<td>Level:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Major:</td>
<td>Biology</td>
</tr>
</tbody>
</table>

<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 Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20244</td>
<td>BIO 101</td>
<td>Biological Principles 1</td>
<td>Stonehill College</td>
<td>4.000</td>
<td>UG</td>
<td>Sep 01, 2010</td>
<td>Dec 23, 2010</td>
<td>MWF 8:30 am - 9:20 am</td>
<td>ST 209</td>
<td>TBA</td>
</tr>
<tr>
<td>20247</td>
<td>BIO 101</td>
<td>Biological Principles 1 Lab</td>
<td>Stonehill College</td>
<td>0.000</td>
<td>UG</td>
<td>Sep 01, 2010</td>
<td>Dec 23, 2010</td>
<td>T 8:30 am - 11:20 am</td>
<td>SC 348</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Total Credits: 4.000

[ Student Detail Schedule ]