Course Registration Guide

This guide provides instructions on registering for classes. In addition to a complete overview of all features within the registration process, there is also a Quick Start section if you are already comfortable with the process and just need a reminder about the steps.

Preparing for Registration

- Review your Curriculum Worksheet to decide which courses you need to take next.
- Contact PLS Advising if you have questions or need a copy of your Curriculum Worksheet:
  - Maria Beazley 610-660-1262
  - Marita Hurst 610-660-1263
  - Or email plsadvising@sju.edu
- Schedule an appointment with an advisor: https://plsadvising.youcanbook.me/. Please note: If you are a student in a major offered through the Day school, you have a departmental faculty advisor (contact PLS Advising if you are unsure of your advisor’s name). When preparing for registration, you must consult with your departmental advisor. If needed, you may also consult with the PLS Advising Office.

Logging into the Nest

- In your web browser go to www.sju.edu.
- On the main page, click on the Nest.
• Log on to the Nest.

Searching for Courses

The schedule is posted prior to the start of registration. This is a great time to see what classes are available and prepare to discuss your choices with your advisor. In addition to previewing the schedule, you can use the steps below to register yourself for classes.

• Once in the Nest, click Registration.
• Scroll down to the bottom of the page to find the **Registration Tools** section.

  • Click **Look Up Classes** to preview courses **before** registration opens.
  • Click **Add/Drop Classes** to **register** for classes. This feature also allows you to drop a class up until the end of the Add/Drop period each semester.

```
Registration Tools

Step 1 Prepare for Registration
- Check Your Status
- View Your Holds

Step 2 Make a Plan
- View Degree Works
If necessary, check in with your academic advisor and/or Advising Center (HSB Advising) (CAS Advising)
- Find Your Academic Advisor

Step 3 Register
- Look Up Classes
- Add / Drop Classes
- View Your Registrations

Still Need Help?
For all academic and curriculum issues please reach out to your academic advisor. For additional assistance you may reach out to your respective advising centers:
- CAS Advising Center
- Haub Advising Center
- Professional and Liberal Studies
- Haub Degree Completion

For additional assistance you may reach out to Hawk Central
hawkcentral@sju.edu
610-695-2000
Registration Knowledgebase
Registration Errors
```

• Select the term for registration and click **Submit**.

```
Select Term

Select a Term:
- Summer 2015
- Summer 2015
- Spring 2015
- Intersession 2015
- Fall 2014

Submit
```
• On the Registration Add/Drop page, click **Class Search** to begin looking for courses.

### Registration Add/Drop

*Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the pull-down lists in the Action field. If no options are listed in the Action field, the class may not be dropped.*

*When add/drop selections are made, click Submit Changes.

You may click Class Search to review the class schedule.

### Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
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</table>

#### NOTE

If you know the CRNs for your courses, you can type them into the boxes on the Registration Add/Drop page and click **Submit Changes**.

### Using the Basic Course Search

The basic course search is a good method to use when you are searching for a specific course. The following steps demonstrate how to register for ENG 102 as an example.

• In the Subject list, select “English”.
• Click Course Search.

### Look-Up Class to Add

*Use the selection options below to search the class schedule for the classes you want. You may choose any combination of fields to narrow your search. When your selection is complete, click Find Classes.*

**Subject:**

- Education
- Education Leadership
- **English**
- English as Second Lang
- Environmental Science
- Family Bus & Entrepreneurship
- Finance
- Financial Planning
- Food Marketing
- French

Course Search | Advanced Search
• Locate your class in the list. Click **View Sections** to see more details.

<table>
<thead>
<tr>
<th>Look-Up Class to Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>To register for classes, check the box to the left of the CRN and click Register or Add to Worksheet.</td>
</tr>
</tbody>
</table>

### Spring 2015

<table>
<thead>
<tr>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
</tr>
<tr>
<td>102</td>
</tr>
<tr>
<td>150</td>
</tr>
</tbody>
</table>

- **101** Craft of Language
- **102** Texts & Contexts
- **150** First Year Seminar

• You will see all of the sections offered for your class. See the table below for help on this page.

<table>
<thead>
<tr>
<th>Look-Up Class to Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>To register for classes, check the box to the left of the CRN and click Register or Add to Worksheet.</td>
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### Sections Found

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<th>Crss</th>
<th>Sec</th>
<th>Crnp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Term</th>
<th>WL</th>
<th>WA</th>
<th>WL</th>
<th>WA</th>
<th>XL</th>
<th>WA</th>
<th>XL</th>
<th>WA</th>
<th>XL</th>
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<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
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<td>ENG</td>
<td>102</td>
<td>D00</td>
<td>D</td>
<td>3.000</td>
<td>Texts &amp; Contexts</td>
<td>TR</td>
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<td>Signature Course (New GEP) and Undergraduate</td>
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<tr>
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<td>3.000</td>
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<td>06:30-09:30 pm</td>
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<td>0</td>
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<td>Signature Course (New GEP) and Undergraduate</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Select

Provides the course status:
• □ = Course is available for registration. Click the box to select.
• NR = Not available for registration
• SR = Seats remaining
• C = Closed

CRN

The number you need to add or drop a course. Write down the CRN since you may need it for some registration steps.

Subj/Crse

The Subject and Course Number (e.g., ENG 112). Please note that undergraduate courses are number 100-499. Courses numbered 500 and higher are graduate courses.

Sec

Course sections open to PLS/HDC students:
• Any “P” section = courses offered through PLS
• AL = Adult Learning Seminar
• HY = Hybrid course that includes online and in class components
• OL = Online

Other section codes include:
• D = Traditional Day Offerings (may be open to PLS/HDC students)
• SL = Service Learning Course (may be open to PLS/HDC students - 3 hours of service required per week)
• HN = Honors Program course (Day students only)
• FY = First year seminar (Day students only)

Day & Time

The meeting time for the class. Please note that “R” refers to Thursday.

Cap/Act/Rem

These columns indicate the number of open seats remaining in the class.
• Cap refers to the capacity of the class.
• Act refers to the number of students enrolled in the class.
• Rem refers to the number of open seats remaining.

WL & XL

Indicates seats available on the waitlist or in a cross-listed section for this class.

- Click on the CRN number to view additional information about the course.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
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<th>Crse</th>
<th>Sec</th>
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<th>WL Act</th>
<th>WL Rem</th>
<th>XL Cap</th>
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<td>D</td>
<td>D</td>
<td>3.000</td>
<td>Texts &amp; Contexts</td>
<td>TR</td>
<td>05:00 pm - 06:15 pm</td>
<td>25</td>
<td>12</td>
<td>13</td>
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<td>Texts &amp; Contexts</td>
<td>TR</td>
<td>05:00 pm - 06:15 pm</td>
<td>25</td>
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<td>D</td>
<td>D</td>
<td>3.000</td>
<td>Texts &amp; Contexts</td>
<td>TR</td>
<td>05:00 pm - 06:15 pm</td>
<td>25</td>
<td>25</td>
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<td>0</td>
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<td>P01</td>
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<td>3.000</td>
<td>Texts &amp; Contexts</td>
<td>T</td>
<td>06:30 pm - 06:45 pm</td>
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<td></td>
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</table>
• Once the **Class Schedule Listing** page appears, click the title of the course at the top of the page.

![Class Schedule Listing](image)

- The **Detailed Class Information** page displays the number of seats remaining and provides information on course requirements. In this example, ENG 102 class has a capacity of 25 students: 15 students are registered and 10 seats are open. It also notes that this class is restricted to students in Professional and Liberal Studies and indicates any prerequisites or corequisites for the course.

![Detailed Class Information](image)

- See **Registering for Classes** if you are ready to register for an available class.
Using the Advanced Search Option

If you are unsure of the course number, or you are looking for a course to fulfill a specific GEP requirement (for example, a “Philosophical Anthropology” or “Faith and Reason” course), you can use the advanced search function to search additional options.
On the Advanced Search page, you have several search options to help find your courses.
• You can search by **Subject**. If a course is offered through various departments (e.g., Faith & Reason, Philosophical Anthropology, etc.), or you want to see offerings across several subjects, you can select multiple subjects in your search. For example:

  • To search for an alternative course to satisfy your language requirement, press and hold the Control (Ctrl) key, and click on “Classics” and “Linguistics” and “Literature in Translation”. All subjects will be highlighted.
  • To select a range of subjects, (for example, all subjects) hold the Shift key and click on your first subject in the range and the last subject in the range. All selections between will be highlighted.

  ![Subject Selection](image)

  • The **Attribute Type** allows you to limit your search to courses that meet a specific requirement (e.g., GEP requirement, Faith-Justice course, etc.). In this example we selected “Religious Difference.”

  ![Attribute Type](image)

  • Click **Section Search** at the bottom of the page when you have selected all your search parameters.

  ![Section Search](image)
The following example displays all Religious Difference courses that fit the search parameters.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Cn1</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>XR Cap</th>
<th>XR Act</th>
<th>XR Rem</th>
<th>Instructor</th>
<th>Date(MMDY)</th>
<th>Location</th>
<th>Attribute</th>
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<tr>
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<td>REL</td>
<td>101</td>
<td>P61</td>
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<td>3.000</td>
<td>Comparative Religion</td>
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<td>03:30 pm-03:40 pm</td>
<td>33</td>
<td>14</td>
<td>19</td>
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<td>D</td>
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<td>33</td>
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<td>31</td>
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<td>0</td>
<td>0</td>
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</table>

Theology (also see REL courses)

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<td>Jews &amp; Christological - HSV</td>
<td>W</td>
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<td>BL 204</td>
<td>Religious Difference Course</td>
</tr>
</tbody>
</table>

Registering for Classes

Once you have searched for the courses you wish to take next session, you are ready to register for classes.

- If you are ready to register for an available class, select the open box □ to the left of the CRN and click Register.
• If you are successful, you will see a “Web Registered” message. Confirm that you registered for the course you intended. If you do not see the “Web Registered” message, then you have not registered for the course.

**Possible Restrictions/Error Messages**

If the course is closed, it may offer the option of an electronic waitlist (see **Joining a Wait List**). If no waitlist is available for the course, you will need to consider an alternate course. You can enter another CRN (if you have back up options prepared), or you can click on “Class Search” to research other options.

Additional restrictions or errors can include:

• A course or a section may be restricted to a specific major
• Level restriction. You cannot register for graduate level courses and some undergrad DAY courses are restricted to Day students. Make sure you check your section codes.
• Pre-requisite restriction. Some courses require other courses as pre-requisites. If you have not taken these courses, you will not be able to register for this course. (e.g., ACCT 101 and ECN 101 must be taken prior to taking FIN 200).
• Campus Restriction – some courses are limited to off campus cohorts or our online students.
• Time conflict—meeting times cannot overlap.
Joining a Waitlist

If the course is closed, it may offer the option of an electronic waitlist. To determine if a course offers a waitlist, look at the column "WL Cap" (Waitlist cap). "WL Act" indicates the number of students on the waitlist, and "WL Rem" indicates the number of waitlist seats remaining.

In this example, HIS 154 has a WL Cap of 10. This indicates that up to 10 students can join the waitlist for this class. There are no students on the waitlist (WL Act), indicating that there are 10 waitlist spots remaining (WL Rem).

- If a course is filled, write down or copy the CRN for the course and click Add to Worksheet.
- On the Add/Drop page, enter the CRN in the boxes at the bottom of the page. Click Submit Changes.
• When the class appears, select "WaitList" from the drop down box and click Submit Changes again.

Accepting a Waitlist Seat

If a seat opens, the first person on the waitlist will receive notification by SJU email; that person has 24 hours to register via the Nest.

Please note: during the add/drop period (typically the first week of class) a student only has 12 hours to register. Given this, it is important to check your SJU email at least two times per day.

• On the Registration Add/Drop page, select the “Web Registered” option from the drop down menu for the course and submit changes
• The course will now appear as “Web Registered” on your worksheet. Remember to drop other waitlist courses if your schedule is finalized
• If the seat is not claimed, then it will be opened to the next person on the waitlist. There is no limit on how many courses for which you can waitlist yourself.
Quick Start

- In your web browser go to www.sju.edu.

- Click on the Nest and log on.

- Once in the Nest, click Registration.

- Scroll down to the bottom of the page to find the Registration Tools section.
  - Click Look Up Classes to preview courses before registration opens.
  - Click Add/Drop Classes to register for classes. This feature also allows you to drop a class up until the end of the Add/Drop period each semester.

- Select the term for registration.

- On the Registration Add/Drop page, click Class Search to begin looking for courses.
• Select your subject in the Subject list.

• Click Course Search.

• Locate your class in the list. Click View Sections to see more details.

• You will see all of the sections offered for your class.
  • Click on the CRN number to view additional information about the course.
    • On the Class Schedule Listing page, click the title of the course at the top of the page.
    • The Detailed Class Information page displays the number of open seats and information on course requirements.

• If you are ready to register for an available class, select the open box to the left of the CRN and click Register.

• If you are successful, you will see a “Web Registered” message. Confirm that you registered for the course you intended. If you do not see the “Web Registered” message, then you have not registered for the course.