Graduate Arts & Sciences
Registration Guide

Preparing for Registration

- Review your Advising Sheet to decide which courses you need to take next.
- Contact your advisor if you have questions or need a copy of your Advising Sheet.
- If you need help connecting with your advisor or campus resources, please contact the Graduate Studies Office at (610) 660-3131 or by email at gradstudies@sju.edu

Getting Started

- RECOMMENDED BROWSERS - Mozilla Firefox or Google Chrome.
  Some errors have occurred using Internet Explorer.

- Log on to the Nest.
- Click the Registration icon to browse available classes.
- Scroll to the bottom at the page to find the Registration Tools section. Click Look Up Classes.

- Select the term for registration. Then hit submit.
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 courses in the Educational Leadership program, as an example.

- In the Subject list, select your major.
- Click Course Search.

Look-Up Classes to Add:

- Locate your class in the list. Click View Sections to see more details.
- You will see all of the sections offered for your class.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj/Crse</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>XL Cap</th>
<th>XL Act</th>
<th>XL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>OC1</td>
<td>U</td>
<td>3.000</td>
<td>EdLeaderResch&amp;ReflectPract</td>
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<td>01/15-65/61</td>
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<td>Robert H. Palestini (P)</td>
<td>01/12-65/61</td>
</tr>
</tbody>
</table>

- Select your class by checking the box. Click on **Register**.

Here is a helpful translation of some terms and abbreviations you may see during the registration process.

<table>
<thead>
<tr>
<th>Select</th>
<th>The Course Status (SR = Seats Remaining and C = closed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Course Requisition Number - The individual section identifier for a course that you need to add or drop a course.</td>
</tr>
<tr>
<td>Subj/Crse</td>
<td>The <strong>Subject</strong> and <strong>Course Number</strong> (e.g., EDL 600). Please note that undergraduate courses are numbered 100-499. <strong>Courses numbered 500 and higher are graduate courses.</strong></td>
</tr>
<tr>
<td>Day &amp; Time</td>
<td>The meeting time for the class. Please note that “R” refers to Thursday.</td>
</tr>
</tbody>
</table>
| Sec    | These abbreviations indicate whether a class is on campus, online, or both.  
• **GO1** refers to an on campus class.  
• **OL1** refers to an online class.  
• **HY1** refers to a hybrid class (on campus and online). |
| 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. |
- Click on the **CRN number** to view additional information about the course.

- If you are successful, you will see a “**Web Registered**” message. Confirm that you registered for the course you intended. If you do not get a “**Web Registered**” message, then you have not registered for the course.
Possible Restrictions/Error Messages

If the course is offered online, you may need approval or an "override" from your advisor some courses. You can enter another CRN (if you have back up options prepared), or you can click on “class search” to research other options. Please remember to reach out to your advisor for guidance, or with questions.

Additional restrictions or errors can include:

- A course or a section may be restricted to a specific major.
- Campus Restriction – some courses are limited to online or off campus cohorts (e.g., UAH, MAG) or our online students.
- Time conflict – meeting times cannot be overridden

Important Note About Course Registration and Attendance:

Saint Joseph’s University does not administratively drop students who are registered for courses. Students are responsible for managing their own registration each semester and following the add, drop, and withdraw dates listed on the academic calendar(s).

Students that fail to attend a class during the first week (or in some cases the first two weeks) will not be dropped from the course and may incur a full tuition charge and an F or FA grade for the course. Students that are experiencing personal emergencies need to contact their advisor or the Graduate Studies Office and complete the proper paperwork to avoid academic penalties.