Course Registration Guide

This guide provides instructions on registering for classes including how to join a waitlist for a closed class.

Preparing for Registration

- Make sure you do not have any financial holds on your account that would impact registration.
- Review your curriculum plan in DegreeWorks to decide which courses you need to take next.
- Contact your Advisor or Program Director if you have questions or need help.

Logging into the Nest

- Go to the SJU Nest website nest.sju.edu
- 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 the **Classes & Registration** tab, then click the **NEW-Self Service Course Registration** button.

- Once on the Registration homepage, click the **Register for Classes** link.
• Select the correct term from the drop-down menu, then click **Continue**.

![Select a Term](Image)

• Enter your CRN Numbers in the boxes on the worksheet.
  • Click **Add to Summary**.

![Enter CRN Numbers](Image)

• Review the course information for the CRNs you entered.
  • If all is correct, click **Submit** to finalize class Registration.

![Register for Classes](Image)
• If you are successful, you will see a highlighted Registered message.

• After successful registration, you can now access your multi-view Registration Information Page.
  • Using the controls at the center of the screen, you can access your Student Schedule by Day and Time.
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 101 as an example.

- On the Registration homepage, click the **Browse Classes** link.

- Select the correct term from the drop-down menu, then click **Continue**.

- If searching for ENG 101 Classes, select **English** from the Subject drop-down menu, type **101** into the Course Number Box, then click **Search**.
The Search Results page shows ENG 101 classes offered this term.

- Other important information is listed, such as: Course Number, Course Section, CRN #, Instructor, Meeting Time and Location, and Section Codes.

- To know more information about a specific ENG 101 course, click the **Craft of Language** link.

<table>
<thead>
<tr>
<th>CRN</th>
<th>The number you need to add or drop a course. Write down the CRN since you may need it for some registration steps.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subj/Crse</td>
<td>The <strong>Subject and Course Number</strong> (e.g., ENG 101). Please note that undergraduate courses are number 100-499. Courses numbered 500 and higher are graduate courses.</td>
</tr>
<tr>
<td>Sec</td>
<td>Course sections open to PLS/HDC Adult Degree Completion students:</td>
</tr>
<tr>
<td></td>
<td>- Any “P” section = courses offered through PLS</td>
</tr>
<tr>
<td></td>
<td>- AL = Adult Learning Seminar</td>
</tr>
<tr>
<td></td>
<td>- HY = Hybrid course that includes online and in class components</td>
</tr>
<tr>
<td></td>
<td>- OL = Online (courses numbered 100-499)</td>
</tr>
<tr>
<td></td>
<td>Course sections open to Graduate students:</td>
</tr>
<tr>
<td></td>
<td>- Any “G” section = courses offered through Graduate Studies</td>
</tr>
<tr>
<td></td>
<td>- OL = Online (courses numbered 500-899)</td>
</tr>
<tr>
<td></td>
<td>Other section codes include:</td>
</tr>
<tr>
<td></td>
<td>- D = Traditional Day Offerings (may be open to PLS/HDC students)</td>
</tr>
<tr>
<td></td>
<td>- SL = Service Learning Course (may be open to PLS/HDC students - 3 hours of service required per week)</td>
</tr>
<tr>
<td></td>
<td>- HN = Honors Program course (Day students only)</td>
</tr>
<tr>
<td></td>
<td>- FY = First year seminar (Day students only)</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>
Using the Advanced Search Option

If you selected Advanced Search, you have several search options to help find your courses.

- You can search by one, or multiple, **Subjects**. For example:
  - To search for an alternative course to satisfy your language requirement, search and select **Classics and Linguistics and Literature in Translation** from the **Subject** drop-down menu. After all three options appear in the **Subject** box, click **Search**.

- The **Attribute** box allows you to limit your search to courses that meet a specific requirement (e.g., First-Year Seminar, Math Beauty, GEP requirements, Overlay classes, etc.). (This example shows searching for First-Year Seminar classes).

- The Search Results page shows all the First-Year Seminar classes offered this term
- To know more information about a specific FYS course, click the **title link**.
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, click the Register for Classes link on the Registration homepage.
- Enter your CRN Numbers in the boxed on the worksheet, then click Add to Summary.

- Review the course information for the CRNs you have entered. If all is correct, click Submit.
• When you have successfully registered for classes, you will see a highlighted **Registered** message.

![Register for Classes](image)

### 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 **Waitlist Capacity**. **Waitlist Actual** indicates the number of students on the waitlist, and **Waitlist Remaining** indicates the number of waitlist seats remaining.

In this example, ENG 461 has a **Waitlist Capacity** of 2. This indicates that up to 2 students can join the waitlist for this class. There are 0 students on the waitlist (**Waitlist Actual**), indicating that there are 2 waitlist spots remaining (**Waitlist Remaining**).

*In order to access this Enrollment/Waitlist page, [Browse Classes](#) for ENG 461, click the Food Writing Lecture title link, then click the Enrollment/Waitlist tab.*
• 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**.

**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.