Course Registration Guide

This guide provides instructions on searching and registering for classes using Self-Service Course Registration in the Nest.

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 to review your plan for the next semester and to obtain your PIN for registration.
- Contact your Advising Center if you need additional help or have questions about registration.

Confirm your registration time and check for holds

- Log into the Nest: nest.sju.edu.
- Click the Classes & Registration tab, then click the Access Student Profile link.
- Click on the **Registration Notices** drop down and the Holds link in the upper right corner.
- Confirm your registration time and resolve any holds you may have prior to registration.

**Search for Classes**

Click the **Classes & Registration** tab, then click the **NEW-Self Service Course Registration** button.
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. See below for an explanation of columns.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Write down the CRN - you will need it for registration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject &amp; Course Number</td>
<td>The Subject and Course Number (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>Section</td>
<td>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 (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>Course sections restricted to PLS/HDC Adult Degree Completion students:</td>
<td></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) (Most online courses are open to day students in summer.</td>
</tr>
<tr>
<td>Meeting Time</td>
<td>The meeting time for the class. Please note that “R” refers to Thursday. Extend the meeting time column to see complete meeting day, time, and location.</td>
</tr>
<tr>
<td>Status</td>
<td>Indicates the number of open seats in the course and waitlist (if applicable).</td>
</tr>
</tbody>
</table>

• To learn more about a specific ENG 101 course, click on the Title of the Course.
Using the Advanced Search Option

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

- **Advanced Search options include:**
  - **Course Attribute** - The Attribute box allows you to limit your search to courses that meet a specific requirement (e.g., First-Year Seminar, Math Beauty, Overlay classes, etc.).
  - Specific day and time
  - Format (e.g., online courses vs. on campus)
  - For Example, to search for a Religious Difference course, select Religious Studies and Theology from the **Subject** drop-down menu. Both options appear in the **Subject** box. Select “Religious Difference” from the Attribute field. Click **Search**.

**Highlights...**

**CRN** is an important number for Registration. Record CRN on your Schedule Builder Worksheet.

**Attributes** will tell you all requirements that the course will meet (e.g., writing intensive overlay, philosophical Anthropology, Service Learning, etc.).

**Restrictions** – review to see if there are any restrictions that will prevent registration (e.g., reserved for a specific class, major, etc).

**Enrollment/waitlist** will indicate if a course is using the electronic waitlist option.
• The Search Results page shows all the Religious Difference classes offered this term. To learn more about a specific course, click the title link.

Registering for Classes

After searching 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.

• Click on the **Schedule and Options Tab** to view your schedule by day and time

![Schedule and Options Tab](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, online courses (during fall and spring semester) and on-campus PLS courses (P and HY sections). 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).
- Reserved Seating – seats are being held for a particular group or groups of students. Please note that most reserved seating is lifted after the initial days or registration are completed.
- 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**.
• Click on the **Enter CRNS tab** - enter the **CRN**. 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 page, select the “Web Registered” action from the drop down menu for the course and submit changes
• The course will now appear as “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.