Registering for Classes

Guide to Registering for Classes through the Nest
Register for Classes

Registration Tools
- Access Student Profile
- Self-Service Course Registration (formerly NEW-Self-Service Course Registration)

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/SHSE Advising Support Center
- Haub Advising Center
- HSB Graduate Advising
- Professional and Liberal Studies
- Haub Degree Completion
Click on Register for Classes
Select a Term

- Select the correct term
- Click Continue
Enter CRNs

- If you previously researched classes, enter your CRNs in the boxes on the Worksheet. Click Add to Summary.
- If needed, click on the Find Classes tab to search for classes.
Click Submit to Register for Classes

- Review the course information for the CRNs your entered
- Note that you are not registered when courses are listed as Pending
- If all is correct, click Submit to finalize class Registration
Registered Status

- If you are successful, you will see a highlighted `Registered` message
View Registration Information Page

After successful registration, view your schedule

Using the view controls, at the center of the screen, you can access your Student Schedule by day and time or your Schedule Details
If you need to make changes to your schedule:

- Click on the Action drop down box in the summary box, select Drop Course.
- Click Submit.
- Submit the CRN for the new course selection.
View your Schedule by Day and Time
View your Schedule Details

The Schedule Details Page gives you all the information you need to know for each specific class: CRN Number, Class Section, Class day and time, Class Location, and Instructor.
Possible Restrictions/Error Messages

If you get any of these error messages, contact your Advising Center for help.

- **Closed Course**: You will need to consider an alternate course. You can enter another CRN, or you can click on “Find Classes” to research other options.

- **Major Restriction**: Course is restricted to students in a particular major.

- **Level Restriction**: Undergrad Day students cannot register for graduate courses (GR) courses or select Adult Learner course sections. Check section codes.

- **Prerequisite restriction**: Some courses require other courses as prerequisites (e.g., ACCT 101 and ECN 101 must be taken prior to taking FIN 200).

- **Time conflict**: Meeting times cannot overlap. Talk to an advisor.
Questions? Contact your Advising Center

Advising Support Center for CAS and SHSE
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610-660-2631

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shseadvising@sju.edu
www.sju.edu/cas/advising

HSB Advising Center
Mandeville 150
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