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

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

![Select Term](image)

• On the Registration Add/Drop page, click **Class Search** to begin looking for courses.
• Or, if you know the CRNs for your courses, type them in the boxes at the bottom of the page and click **Submit Changes**.

![Add Classes Worksheet](image)

**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” and click Course Search.

![Look-Up Class to Add](image)
- Locate your class in the list. Click **View Sections** to see more details.

### Look-Up Class to Add

<table>
<thead>
<tr>
<th>Spring 2015</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>English</th>
</tr>
</thead>
</table>

| CRN   | Subj | Crss | Secs | Creds | Title               | Days | Time   | Cap | Act | WL Cap | WL Act | WL Min | WL Max | XL Cap | XL Act | XL Min | XL Max | Instructor                     | Date (MM/DD) | Location | Attribute                  |
|-------|------|------|------|-------|----------------------|------|--------|-----|-----|--------|--------|--------|--------|--------|--------|--------|-----------------------------|--------------|----------|-----------------------------|
| 12247 | ENG  | 102  | D09  | 3.000 | Texts & Contexts     | TR   | 05:00-06:15 pm | 25  | 12  | 13     | 0      | 0      | 0      | 0      | 0      | 0      | Aloha Demetri Lockwood (P)  | 01/15-09/12  | MH 246    | Signature Course (New GEP) and Undergraduate |
| 11613 | ENG  | 102  | D40  | 3.000 | Texts & Contexts     | TR   | 05:00-06:15 pm | 25  | 25  | 0      | 0      | 0      | 0      | 0      | 0      | 0      | David Willis (P)             | 01/15-09/12  | SC 101    | Signature Course (New GEP) and Undergraduate |
| 12083 | ENG  | 102  | D47  | 3.000 | Texts & Contexts     | TR   | 05:00-06:15 pm | 25  | 25  | 0      | 0      | 0      | 0      | 0      | 0      | 0      | Gina Marie Tomine (P)        | 01/15-09/12  | MH 160    | Signature Course (New GEP) and Undergraduate |
| 12075 | ENG  | 102  | P01  | 3.000 | Texts & Contexts     | T    | 06:30-07:45 pm | 25  | 15  | 10     | 0      | 0      | 0      | 0      | 0      | 0      | Thomas J. Brennan (P)       | 03/16-05/09  | SC 316    | Signature Course (New GEP) and Undergraduate |

- You will see all of the sections offered for your class. See the table below for help on this page.
### 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 Adult Degree Completion students:
- Any “P” section = courses offered through PLS
- AL = Adult Learning Seminar
- HY = Hybrid course that includes online and in class components
- OL = Online (courses numbered 100-499)

Course sections open to Graduate students:
- Any “G” section = courses offered through Graduate Studies
- OL = Online (courses numbered 500-899)

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.

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<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Comp</th>
<th>Sect</th>
<th>Title#</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Cap 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>
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<td>12247</td>
<td>ENG</td>
<td>102</td>
<td>D09</td>
<td>D</td>
<td>3.000</td>
<td>Texts &amp; Contents</td>
<td>TR</td>
<td>06:00 pm-08:15 pm</td>
<td>25</td>
<td>12</td>
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<td></td>
<td></td>
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<tr>
<td>□</td>
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<td>102</td>
<td>D40</td>
<td>D</td>
<td>3.000</td>
<td>Texts &amp; Contents</td>
<td>TR</td>
<td>06:00 pm-08:15 pm</td>
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<tr>
<td>□</td>
<td>12075</td>
<td>ENG</td>
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<td>P01</td>
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<td>3.000</td>
<td>Texts &amp; Contents</td>
<td>T</td>
<td>06:30 pm-09:45 pm</td>
<td>25</td>
<td>15</td>
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</table>

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**Course Registration Guide**
• 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 co-requisites 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.

Look-Up Class to Add

- Subject:
  - Accounting
  - Actuarial Science
  - Aerospace Studies
  - Art
  - Biology
  - Business
  - Chemistry
  - Chinese
  - Classics
  - Communications

- Course Number:
- Title:
- Schedule Type:
  - All
  - Academic Field Exposure
  - Co-op

- Credit Range:
- hours to
- hours

- Campus:
- Course Level:
  - All
  - Allure/Senior Audit
  - Coll of Profess & Liberal Arts

- Part of Term:
  - Non-date based courses only

- Instructor:
  - All
  - Abbas, Amber Heather
  - Abdou-Elnen, Faisal

- Attribute Type:
  - All
  - Africana Studies Course
  - American Studies Course

- Start Time:
  - Hour
  - Minute
  - AM/PM

- End Time:
  - Hour
  - Minute
  - AM/PM

- Days:
  - Mon
  - Tue
  - Wed
  - Thu
  - Fri
  - Sat
  - Sun

[Submit Search] [Reset]
• 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.

• 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.”

• Click Section Search at the bottom of the page when you have selected all your search parameters.
- The following example displays all Religious Difference courses that fit the search parameters.

<table>
<thead>
<tr>
<th>Religious Studies</th>
<th>Sections Found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>CRN</td>
</tr>
<tr>
<td>NR</td>
<td>11982</td>
</tr>
<tr>
<td>NR</td>
<td>12057</td>
</tr>
<tr>
<td>F</td>
<td>11495</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theology (also see REL classes)</th>
<th>Sections Found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>CRN</td>
</tr>
<tr>
<td>NR</td>
<td>12056</td>
</tr>
<tr>
<td>NR</td>
<td>11695</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.

![Registration Add/Drop](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 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.