Quick Start Registration Guide

This guide provides an overview of the registration process and how to join a waitlist for a closed class. For more detailed directions, please see the full Course Registration Guide.

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

- Once in the Nest, click Registration.
In the Registration Tools section, click Look Up Classes to preview courses or, Add/Drop Classes to register for classes.

- Select the term for registration and click Submit.

- On the Registration Add/Drop page, click Class Search to begin looking for courses.
Using the Basic Course Search

The basic course search is a good method to use when you are searching for a specific course. If you are looking for a course to fulfill a specific GEP requirement, click Advanced Search (see Using the Advanced Search Option).

- Select a subject in the Subject list and click Course Search.

Look-Up Class to Add

To register for classes, check the box to the left of the CRN and click Register or Add to Worksheet.

<table>
<thead>
<tr>
<th>Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
</tr>
<tr>
<td>Education Leadership</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>English as Second Lang</td>
</tr>
<tr>
<td>Environmental Science</td>
</tr>
<tr>
<td>Family Busn &amp; Entrepreneurship</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Financial Planning</td>
</tr>
<tr>
<td>Food Marketing</td>
</tr>
<tr>
<td>French</td>
</tr>
</tbody>
</table>

- Locate your class in the list. Click View Sections to see more details.

Look-Up Class to Add

<table>
<thead>
<tr>
<th>Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
</tr>
<tr>
<td>101</td>
</tr>
<tr>
<td>102</td>
</tr>
<tr>
<td>150</td>
</tr>
</tbody>
</table>
- You will see all of the sections offered for your class.

### Look-Up Class to Add

To register for classes, check the box to the left of the CRN and click Register or Add to Worksheet.

| Select | CRN  | Subj | Crse | Sec | Crsp | Cred | Title             | Days | Time      | Cap | Act | Rem | WL | WL | WL | WL | WL | XL | XL | XL | Instructor          | Date       | Location       | Attribute                      |
|--------|------|------|------|-----|------|------|--------------------|------|-----------|-----|-----|-----|----|----|----|----|----|----|----|--------------------|------------|---------------|--------------------------------|
|        | 12247| ENG  | 102  | D09 | D    | 3.00 | Texts & Contexts  | TR   | 05:00 pm-06:15 pm| 25  | 12 | 13 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | Aloha Demel Lockridge  | 01/15-05/12 | MH 246        | Signature Course (New GEP) and Undergraduate |
|        | 11913| ENG  | 102  | D40 | D    | 3.00 | Texts & Contexts  | TR   | 05:00 pm-06:15 pm| 25  | 26 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | David Wells  | 01/15-05/12 | SC 101       | Signature Course (New GEP) and Undergraduate |
|        | 12803| ENG  | 102  | D47 | D    | 3.00 | Texts & Contexts  | TR   | 05:00 pm-06:15 pm| 25  | 25 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | Gina Marie Tomaine  | 01/15-05/12 | MH 108       | Signature Course (New GEP) and Undergraduate |
|        | 12075| ENG  | 102  | P01 | E    | 3.00 | Texts & Contexts  | T    | 06:30 pm-09:25 pm| 25  | 15 | 10 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | Thomas J. Brennan  | 03/16-05/09 | SC 316       | Signature Course (New GEP) and Undergraduate |

- See [Registering for Classes](#) if you are ready to register for an available class.
Using the Advanced Search Option

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

Look-Up Class to Add

Use the selection options below to search the class schedule for the classes you want. You may choose any combination of fields to narrow your search. When your selection is complete, click Find Classes.

- **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:**
  - Credit Range: [ ]

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

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

- **Instructor:**
  - Abbas, Amber Heather
  - Abbasi, 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
  - [ ] Thur
  - [ ] Fri
  - [ ] Sat
  - [ ] Sun

[Suggest Search] [Reset]
• You can search by one, or multiple, Subjects. 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.

  ![Subject selection screenshot]

  • 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.”

  ![Attribute Type screenshot]

  • Click Section Search at the bottom of the page when you have selected all your search parameters.

  ![Section Found screenshot]
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, 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.
Joining a Waitlist

If a course for which you would like to register is filled to capacity, you may have the option to join an electronic waitlist. Please note that not all courses offer 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.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>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>XLCap</th>
<th>XIL Cap</th>
<th>XIL Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>41943</td>
<td>HIS</td>
<td>154</td>
<td>OL1</td>
<td>E</td>
<td>3.000</td>
<td>Forging the Modern World</td>
<td>TBA</td>
<td>18</td>
<td>18</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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 up, the first person on the waitlist will receive notification by SJU email; that person has a short period of time to register via the Nest.

- 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.