NEW Quick Start Registration Guide

This guide provides an overview of the registration process and how to join a waitlist for a closed class.

Logging into the Nest

- Go to the SJU Nest website nest.sju.edu
- Log on to the Nest.

Searching for Courses

- Once in the Nest, click the Classes & Registration tab, then click the Self Service Course Registration button.

![Image of Nest website]

Need Help?

Express Lane:
- Tutoring, Fees, Room and Board
- Billing & Payment
- Other Osteopathic Transcripts
- Obtaining Information

Need More Help? Reach Out to These Areas:
- Visit the Student Services Knowledge Base
- Submit a FAFSA
• Once on the Registration homepage, click:
  • **Browse Classes** link before registration is open to view course offerings.
  • **Register for Classes** link once registration is open.

  ![Registration Page](image)

  - Select the correct term from the drop-down menu, then click **Continue**.
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 undergraduate GEP requirement, click **Advanced Search** (see [Using the Advanced Search Option](#)).

- Select a subject from the **Subject** drop-down menu (this example shows searching for English classes). You can add a course number or other information. Then click **Search**.
• The Search Results page shows all the English classes offered this term
• To know more information about a specific course, click the title link.

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).

![Browse Classes](image)

**Registering for Classes**

If you are ready to register, click the **Register for Classes** link on the Registration homepage.

- If you have added classes while searching during registration, move to the next step to submit your classes.
- If you have searched for classes prior to registration, enter the **CRN Numbers** in the boxes on the worksheet, then click **Add to Summary**.

![Register for Classes](image)
• Review the course information for the CRNs you have entered. If all is correct, click Submit.

![Register for Classes](image)

• When you have successfully registered for classes, you will see a highlighted Registered message.

![Register for Classes](image)

**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 spots 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.

Add Classes Worksheet

CRNs

42190

Submit Changes  Class Search  Reset

• 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.