



Exploring Differences, Deepening Faith

REGISTRATION INFORMATION for Matriculated Students

Summer Session 2011 and Fall Semester 2011

It's time to register for Summer Session 2011 and the Fall Semester 2011. Online registration will be open from March 21st through May 10th. However, **you must meet with your advisor before attempting to register.**

Full text versions of the Summer Session and Fall Semester course schedules with course descriptions can be viewed on the website at the following addresses:

Summer: <http://www.hartsem.edu/pages/academics/courses/index.aspx>

Fall: <http://www.hartsem.edu/pages/academics/courses/2011-fall.aspx>

As always you can view and print a listing of your course history through the Student Access portal using your ID number and PIN. To register, please follow the process outlined below:

1. Look over the course schedule and decide which courses you are interested in taking. Be sure to review your remaining course requirements as you make your decision. (M.A. students: please remember that only courses designated with an asterisk will be counted as core courses and don't forget you must complete a Program of Study Worksheet before completing 24 credits.)
2. Meet with your advisor and discuss your plans. Your advisor will need to remove you from online registration hold in SONISWEB following your discussion.
3. Once your advisor has released you from hold, you will need to register using the SONISWEB Student Access portal. Detailed instructions and a video tutorial on how to register for your courses online using the SONISWEB Student Access portal can be found at: <http://www.hartsem.edu/pages/current-students/>
4. Students registering after the deadline of May 10th will have to use paper forms and will be charged a \$40 late fee.

If your advisor is on sabbatical: Please call Dean Efrain Agosto's assistant Lorraine Browne at (860)509-9553 to set up an appointment with him to discuss your course options.

Registration Holds: Please note if you fall into one of the categories listed below you will be on registration hold and will be unable to register until the issue is resolved.

Students with two or more incomplete courses from previous semesters.

M.A. students who have not filed a completed Program of Study Worksheet by 24 credits

Students with past due balances

Students who have not submitted Immunization Verification information

How to Read Course Numbers and Descriptions:

1. Courses numbered 500-599 are Master of Arts level courses and are open to Doctoral students only with special permission.
2. Courses numbered 700-799 are Doctoral level courses and are open to Master of Arts students only with special permission.
3. Courses numbered 600-699 are open to both Master of Arts and Doctoral students.

Payment arrangements must be made by the beginning of the classes. You can set up payment plans or pay by credit card through the FACTS system at: <https://online.factsmgmt.com/Tmg/public/AgreementSignup.aspx?i=3CS45> (Additional fees will apply for online payment or deferred payment options.) If you do not pay in full or set up a payment plan by the first day of classes you will be removed from classes.

While students matriculated in a degree or graduate certificate program have priority in registration over special students, this is only the case if you register before the deadline. If you have any questions, please feel free to call me at (860) 509-9511 or e-mail me at krollins@hartsem.edu.

Any changes that need to be made to your registration after the May 10th deadline will have to be done using paper forms (registration or add/drop).