



## Matriculated Graduate Student Registration Procedures

(Special Students and Auditors must register using paper forms.)

You will only be able to register using SONISWEB during the designated registration period March 8-May 4. If you must register after the deadline you will be charged a late registration fee and will have to use paper forms.

First log into the system by going to the home page of the Seminary at [www.hartsem.edu](http://www.hartsem.edu) and clicking on the button that says **StudentAccess** on the front page. (If you need your student ID and PIN please contact the Registrar's Office.)

If this is your first time entering the system you will be immediately prompted to change your PIN. Your new PIN must be between 4 and 6 characters in length. Please write down your PIN – you are responsible for it. If you decide to change your PIN again in the future you can do so by simply typing in your new PIN on the **Update Bio** page and clicking the **Submit** button.

When you are ready to register click on the **Registration** tab. Registration will only be open to you during the designated registration period and only after you have discussed your course options with your faculty advisor and your advisor has released you from registration hold.

Logout	Bio	Schedule	Registration	Degree Audit
Address: 77 Sherman Street Hartfield , CT 06105		Requests		
Phone: 860-509-9500	Campus: Main		Department: Graduate Program	
E-Mail: <a href="mailto:testudent@hartsem.edu">testudent@hartsem.edu</a>	Division: Prof Min			
Program:				
ID: TE1336906				
Transfer Courses Accepted for Credit - NONE				
Completed Courses - NO COURSES WITH OFFICIAL GRADES				
In Progress Courses - NO COURSES IN PROGRESS				

Once you are in the **Registration** tab, select **200910/Summer** from the pull down menu to select courses for the Summer session, and click **Submit**.

Select a School Year/Semester

for Student Test

Currently registering under degree <No degree> at *Hartford Seminary*

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Select Beginning Course Letter

[A](#)
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[T](#)
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[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

[View All \(slow load ~ 22 Total Courses\)](#)

Course Offerings (Click on Spaces link to begin steps.)

Course Offerings (Click on the Course link below to begin steps.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">AM-610</a>	30	Economy and Preaching	01		3	J. Nieman	<a href="#">TBD</a>	Main

Locate the first course you wish to register for by selecting the corresponding first letter of the course number. For example if the course number is RS-541 you click on the letter “R.” (Or click “View All” to see all the course offerings on one page.)

Select a School Year/Semester

for Student Test

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You should then see all of the courses that start with that letter. To select the course you want, click on the blue course number.

[Hold](#) [Update Bio](#) [Search](#)

**Select a School Year/Semester**

200910/Summer

**for Student Test**

Currently registering under degree <No degree> at *Hartford Seminary*

[Logout](#) | [Bio](#) | [Billing](#) | [Ledger](#) | [Schedule](#) | **Registration** | [Degree Audit](#)

Select Beginning Course Letter

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |  
[View All \(slow load ~ 22 Total Courses\)](#)

**Course Offerings** (Click on Spaces link to begin steps.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">RS-541</a>	30	Understanding Congregations	01		3	S. Thumma	<a href="#">TBD</a>	Main
<a href="#">RS-630</a>	30	Muslim Life Through Fatwas	01		3	Y. Michot	<a href="#">TBD</a>	Main

This will bring you to a new screen. The course you chose should appear in red at the top of the screen. If you wish to register for additional courses during Summer Session repeat the process. Once you have selected all of the courses you wish to take and they are appearing in red at the top of the page then click on the blue link to **“Continue with Step 2.”** If any of the courses listed are incorrect click on the red course number of the incorrect course to remove it.

**for Student Test**

Currently registering under degree <No degree> at *Hartford Seminary*

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[RS-541](#) Understanding Congregations 01 3 S. Thumma [TBD](#) Main

Step 1: Select all of your courses (pending) then proceed to Step 2. [Continue with Step 2.](#)

**Your shopping cart is set to time out at 10:34 AM.**

Select Beginning Course Letter

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |  
[View All \(slow load ~ 22 Total Courses\)](#)

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Then you must indicate whether you wish to take the courses you have selected for credit or audit by clicking on the appropriate buttons. The default is credit. When you have made your selection you click on the “**Step 2 of 3 – Continue**” button.

The screenshot shows the 'Registration for Student Test' interface. At the top, there is a green header with 'Hartford Seminary' and 'Registration for Student Test'. Below this is a navigation bar with buttons for 'Logout', 'Bio', 'Billing', 'Ledger', 'Schedule', 'Registration', and 'Degree Audit'. The main content area displays course details for 'RS-541' with a 'Credit' radio button selected. A 'Step 2 of 3 - Continue' button is highlighted with a black arrow pointing to it. Below the course details is a button labeled 'Clear Pending Enrollments and Restart Registration'.

The final step is to review the charges and click the **Return** button. If you have made an error you can delete the courses and start over by clicking on the **Delete All Unposted Courses** button.

The screenshot shows the 'Registration for Student Test' interface with a summary of charges. The header and navigation bar are the same as in the previous screenshot. Below the navigation bar, there is a table showing 'Tuition for RS-541' with a value of '3.00' and 'Total Charges: \$0.00'. A 'Delete All Unposted Courses' button is on the left, and a 'Return' button is on the right, with a black arrow pointing to it.

By clicking **Return** button you will be sent back to the main registration page. Once you have completed registering for your Summer session courses, you can begin the process again to register for the Fall semester. First you will need to select **201011/Fall** from the pull down menu and click “Submit.” (Semesters beyond Fall 2010 are visible but not available for registration at this time.)

**Select a School Year/Semester**

200910/Summer  ←

200910/Summer  
 200910/Summer II  
 201011/Fall  
 201011/Win/Spring  
 201011/Summer  
 201011/Summer II

Currently registering under degree <No degree> at *Hartford Seminary*

[Logout](#) [Bio](#) [Billing](#) [L](#) [Registration](#) [Degree Audit](#)

[RS-541](#)(w) Understanding Congregations 01 3 S. Thumma [TBD](#) Main

Select Beginning Course Letter  
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)  
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You may delete a course after registering by logging back into the system, going to the **Registration** page and clicking on the course number of the course you wish to remove. (Any changes must be approved by your advisor.)

**Select a School Year/Semester**

200910/Summer

**for Student Test**

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→ [RS-541](#)(w) Understanding Congregations 01 3 S. Thumma [TBD](#) Main

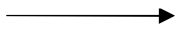
Select Beginning Course Letter  
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)  
[View All \(slow load ~ 22 Total Courses\)](#)

**Course Offerings** (Click on Spaces link to begin steps.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">SC-532 A</a>	30	Readings in Hadith	01		3	I. Mattson	<a href="#">TBD</a>	Main
<a href="#">SC-575</a>	30	Gospel of John & Johannine Lit	01		3	W. Rollins	<a href="#">TBD</a>	Main
<a href="#">SC-685</a>	30	Book of Revelation	01		3	E. Agosto	<a href="#">TBD</a>	Main

Then confirm the removal by clicking the “Confirm Removal” button.

**Remove RS-541 (200910/3 ).**



Confirm Removal

Return

You can add courses by following the regular registration process outlined above.

You will only be able to make changes until the system closes on May 4. Changes that need to be made after that date must be done using paper forms.