

# 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. 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 **Student Access** 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.

Hartford Seminary HOME

**Student Access**

Student ID

PIN

→

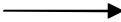
If you have forgotten your PIN and/or ID, please click [here](#).

Administration by **SONISWEB™**

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.

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

Once you are in the **Registration** tab, select the year and semester for which you wish to register from the pull down menu and click **Submit**.


**Select a School Year/Semester**

**for Student Test**

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

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

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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.)

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**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**

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

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

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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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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

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.

[Helps](#) [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](#)

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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.)

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**Course Offerings** (Click on the Course link below 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 the same semester 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*

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

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<a href="#">RS-541</a>	Understanding Congregations	01	3	S. Thumma	<a href="#">TBD</a>	Main
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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.**

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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.)

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

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">RS-541</a>	29	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

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.

Hartford Seminary  
Registration for Student Test

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

RS-541 01 3 S. Thumma TBD MAIN Audit  Credit  No

Step 2 of 3 - Continue

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.

Hartford Seminary  
Registration for Student Test

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Tuition for RS-541 200910 3 3.00 \$0.00

Total unposted credits: 3.00 Total Charges: \$0.00

Delete All Unposted Courses Return

By clicking **Return** button you will be sent back to the main registration page.

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

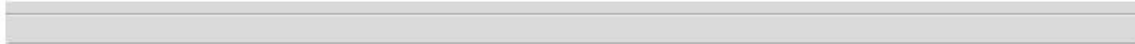
for Student Test

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

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



<a href="#">RS-541(w)</a>	Understanding Congregations	01	3	S. Thumma	<a href="#">TBD</a>	Main
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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)

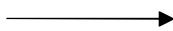
**Course Offerings** (Click on Spaces link to begin steps.)

**Course Offerings** (Click on the Course link below 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 ).**



You can add courses by following the regular registration process outlined above until the registration period closes. Changes that need to be made after that date must be done using the Add/Drop form which can be downloaded from the online student forms center.