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 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.
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.

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.)
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.

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.
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 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.

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.)
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.)

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