



## 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 **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 decided 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 get to the main page 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.

<a href="#">Logout</a>	<b>Bio</b>	<a href="#">Schedule</a>	<a href="#">Registration</a>	<a href="#">Degree Audit</a>
<b>Address:</b> 77 Sherman Street Hartfield , CT 06105 <b>Phone:</b> 860-509-9500 <b>EMail:</b> <a href="mailto:testudent@hartsem.edu">testudent@hartsem.edu</a> <b>Program:</b> <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>		<b>Requests</b> <b>Campus:</b> Main <b>Department:</b> Graduate Program <b>Division:</b> Prof Min		

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 DM-721 you click on the letter “D.”

Logout Bio **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 \(slow load ~ 43 Total Courses\)](#)

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

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">AM-520</a>	30	Ministry in a Multicultural World	01		3	M. Winter	<a href="#">TBD</a>	Main
<a href="#">AM-634</a>	30	Addiction and Spirituality	01		3	L. Etter	<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.

Logout Bio **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 \(slow load ~ 43 Total Courses\)](#)

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

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">DM-711</a>	15	D.Min. Colleague Seminar I	01		3	J. Nieman	<a href="#">TBD</a>	Main
<a href="#">DM-721</a>	15	D.Min. Colleague Seminar II	01		3	D. Roozen	<a href="#">TBD</a>	Main
<a href="#">DM-792</a>	10	Independent Study	01		3	G. Staff	<a href="#">TBD</a>	Main
<a href="#">DM-795</a>	10	DMin Project Colloquium	01		0	F. Tyson	<a href="#">TBD</a>	Main
<a href="#">DM-796</a>	10	DMin Ministry Project	02		3	G. Staff	<a href="#">TBD</a>	Main
<a href="#">DM-797</a>	10	DMin Ministry Project	01		3	G. Staff	<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 the correct course is listed then click on the blue link to **“Continue with Step 2.”** If it is incorrect click on the red course number of the incorrect course to remove it.

Logout Bio Schedule **Registration** Degree Audit

DM-721 D.Min. Colleague Seminar II 01 3 D. Roozen 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 4:41 PM.

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 \(slow load ~ 43 Total Courses\)](#)

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

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">DM-711</a>	15	D.Min. Colleague Seminar I	01		3	J. Nieman	TBD	Main
<a href="#">DM-721</a>	14	D.Min. Colleague Seminar II	01		3	D. Roozen	TBD	Main
<a href="#">DM-792</a>	10	Independent Study	01		3	G. Staff	TBD	Main

Then you must indicate whether you wish to take the course 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 Schedule Registration Degree Audit

DM-721 01 3 D. Roozen 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.

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**Registration**  
 for Student Test

Logout Bio Schedule Registration Degree Audit

Tuition for DM-721	200910	2	3.00	\$1,680.00
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Total unposted credits: 3.00 Total Charges: \$1,680.00

Delete All Unposted Courses Return

By clicking **Return** button you will be sent back to the main registration page where you can repeat the process to add additional courses or logout by clicking on the **Logout** tab.

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.)

The screenshot shows a navigation bar with tabs: Logout, Bio, Schedule, Registration (active), and Degree Audit. Below the tabs, a course entry for [DM-721](#) (D.Min. Colleague Seminar II) is shown with 01 spaces, 3 credits, and faculty D. Roozen. A link [TBD](#) is visible. Below this is a section for selecting a beginning course letter, with links for letters A through Z and a 'View All' link. A 'Course Offerings' section follows, with a table listing other courses.

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">AM-520</a>	30	Ministry in a Multicultural World	01		3	M. Winter	<a href="#">TBD</a>	Main
<a href="#">AM-634</a>	30	Addiction and Spirituality	01		3	L. Etter	<a href="#">TBD</a>	Main

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

### Remove DM-721 (200910/2).

Two buttons are shown: "Confirm Removal" and "Return". An arrow points to 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 December 21st. Changes that need to be made after that date must be done using paper forms.