

## STUDENT GUIDE TO ONLINE REGISTRATION USING SONIS

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### Login to Sonis

On the College website, on the “Student Services” or “For Current Student” page, select “Sonis.” At the main Sonis page, select “For Students.” On the subsequent login page, enter the PIN and Student ID that were distributed to you.

### Online Registration

1. Click the Registration tab.
2. Click a letter to get a list of classes
3. Click a “spaces” number to pick the class you need. Notice that when you click the underlined “spaces” for a class offering, that class-section jumps to the top and appears in red as a pending class. Your credits – pending, enrolled and total – are computed as you select classes.
4. Change your mind, want to remove a class? If you haven’t clicked the “continue with step 2” phrase yet, just click the underlined name of the class and remove it.
5. When you’ve picked all of your classes, click “continue with step 2”.
6. Step 2 lets you confirm what you picked. If you don’t like the classes you picked and you want to start over, click the clear button. Otherwise click the “step 2 of 3 – continue” button.
7. Now you will see the cost estimate. During the registration period, some costs can change, so your bill may not be exactly the same as this estimate. From this estimate display you can either remove and start over or complete this registration with the “finalize registration” button. Once you finalize, you return to the first registration display but this time all the classes are in black.
8. Class full? You may get a message. You also see the available spaces at zero. You can put yourself on the Wait List by clicking the underlined Wait number. If a spot becomes available the Registrar will notify you of its opening and if you want it, will register you for the class.
9. You can add a class any time registration is open. Start registration again and add the classes. You can also drop a class if it hasn’t been posted to billing by the Bursar. Start registration again and look at the classes you’re enrolled in at the top. Those that are underlined can be dropped. Simply click the underlined name and you’ll be prompted to check that you really mean to delete it. Classes that have been posted to billing aren’t underlined. The Registrar will have to drop these.
10. Don’t worry if your computer disconnects from the Web or you get called away. After the “shopping cart” time passes, your registration will be canceled so you can start over. Notice that every time you pick a class, the shopping cart time is extended. As long as you keep selecting classes, you won’t time-out.

### Checking Schedules and Grades

1. You can check your class schedule anytime by logging in to Sonis and clicking Schedule. Schedules will no longer be mailed to the students.
2. If there are grades given, they will show up on the schedule. Grades will no longer be mailed to the students.

### Problems or Questions?

Please contact the Registrar, 717-544-5373, with any questions or problems.