

REGISTRATION

Step One: Clear any Registration Holds

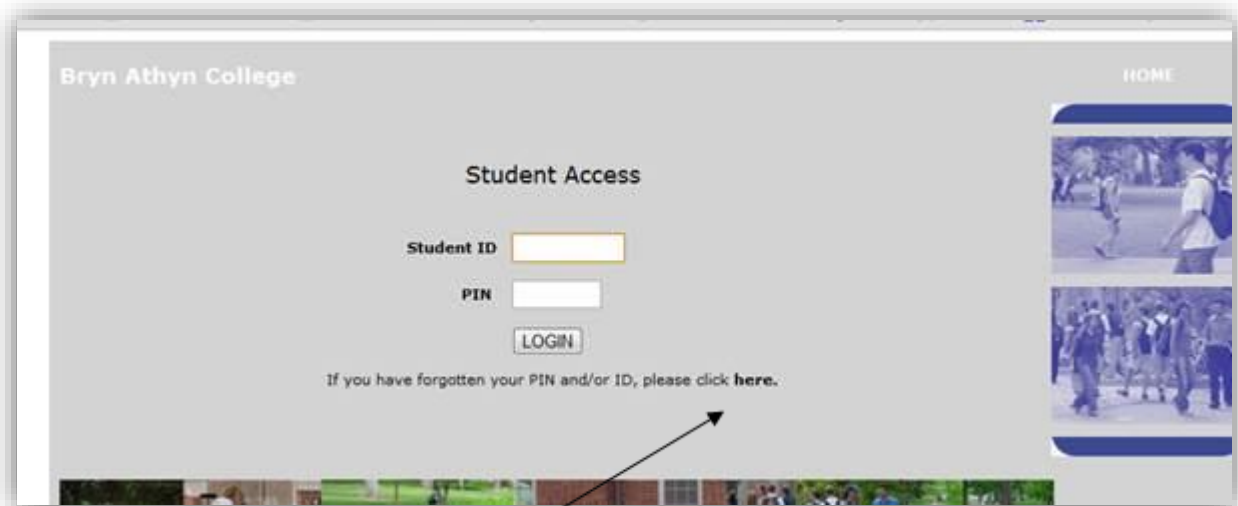
Make sure you clear all holds. Do you have an outstanding balance? Are you missing medical paperwork? Clearing holds as quickly as possible will avoid any delays in registration which can impact your chance of getting the classes and schedule you want. Students with holds will not be able to register.

Step Two: Register for Classes

New students (freshman and transfers new this year) are required to meet with their academic advisor during their first year. Sign-up sheets will be posted outside your advisor's door during the designated registration periods. A list of students and their advisor will be posted outside the Academic Advising Office (PH 21).

Returning students can register [online](#). The registration feature is only open during the designated registration periods. If you wish to make changes outside this window please do so with your advisor.

Access the student portal here: [SONIS Student Website](#). *It's a good idea to save this site to your favorites or add it as a shortcut!*



FORGOT YOUR LOGIN? Click here.

1. Once logged in, click on the **“Registration”** tab.
2. At the top of the page, choose the appropriate **year and term**.
3. Select courses by clicking on the number in the **“spaces”** column.
4. Once the course is selected, click **“Continue with Step 2”**
5. Finalize by clicking **“Return”** button.

If a course is full, you can add yourself to a waiting list by clicking the number in the “wait” column.

You may also use the online website to:

- ▶ Change to your registration during selected registration times
- ▶ View/print your schedule
- ▶ Review your grades
- ▶ View/print your transcript

Sample student Bio page

The screenshot shows a web portal interface for a student's profile. At the top right, there are icons for 'Holds', 'Printable', 'Update Bio', and 'Search'. The main title is 'Secured Student Options - Sample Student'. Below this is a navigation bar with tabs for 'Logout', 'Bio' (which is selected), 'Billing', 'Ledger', 'Schedule', 'Registration', and 'Degree Audit'. The 'Bio' tab is active, displaying the following information:

- Street Address :** (blank)
- Phone :** (blank)
- Work Phone :** (blank)
- Cell Phone :** (blank)
- Program:** Human Society
- ID :** samplestu
- Transfer Courses Accepted for Credit - None**
- Completed Courses - NO COURSES WITH OFFICIAL GRADES**
- In Progress Courses - NO COURSES IN PROGRESS**

On the right side of the bio page, there are several links and fields:

- Requests** (blue link)
- View Photo** (blue link)
- Email Address :** casey.schauder@brynmthyn.edu
- School :** College-Undergraduate
- Department :** To Be Determined
- School :** Undergrad
- School :** Freshman
- Transcript** (blue link)

At the bottom center, there is a copyright notice: 'Copyright© RJM Systems, Inc. 1997-2015'.

Registration dates 2016-17:

Fall open registration day: Monday, August 22nd

Winter registration: Oct 24 – Nov 2

Spring registration: Jan 23 – Feb 1

Registration for 2017-18: Three phases

Phase I: March 22-24 (Students with 90+ credits accepted into a major | Must register with an advisor)

Phase II: April 3-7 (All other students | Must register with an advisor)

Phase III: April 24-28 (Online portal will be open)

**First year students must meet with their advisor during these times*

*** Students with 90+ credits NOT accepted into a major will not be allowed to register for the next academic year*