



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 7-May 10. 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 **Student Access** on the home 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.

The screenshot shows the 'Student Access' login page. At the top left is the 'Hartford Seminary' logo and at the top right is a 'HOME' link. The main heading is 'Student Access'. Below this, there are two input fields: 'Student ID' with the value 'TE1336906' and 'PIN' with six dots. Below the PIN field is a 'LOGIN' button with an arrow pointing to it from the left. At the bottom, there is a link that says 'If you have forgotten your PIN and/or ID, please click here.' and a logo for '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.

The screenshot shows a student profile page with a navigation bar at the top containing 'Logout', 'Bio', 'Schedule', 'Registration', and 'Degree Audit'. The 'Registration' tab is highlighted in green and has an arrow pointing to it. Below the navigation bar, the page is divided into two columns. The left column contains contact and identification information: Address (77 Sherman Street, Hartfield, CT 06105), Phone (860-509-9500), EMail (testudent@hartsem.edu), Program, ID (TE1336906), and course status (Transfer Courses Accepted for Credit - NONE, Completed Courses - NO COURSES WITH OFFICIAL GRADES, In Progress Courses - NO COURSES IN PROGRESS). The right column contains institutional information: Campus (Main), Department (Graduate Program), and Division (Prof Min). Below the 'Registration' tab, there is a 'Requests' link.

Once you are in the **Registration** tab, select **2001011/Summer** from the pull down menu to select courses for the Summer session, 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](#)

[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
AM-610	30	Economy and Preaching	01		3	J. Nieman	TBD	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-683 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

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[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	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
AM-610	30	Economy and Preaching	01		3	J. Nieman	TBD	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.

[Hold](#) [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](#)

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus	
Pending Credits: 0 Enrolled Credits: 0 Total Credits: 0								
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
RS-541	30	Understanding Congregations	01		3	S. Thumma	TBD	Main
RS-630	30	Muslim Life Through Fatwas	01		3	Y. Michot	TBD	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 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.



for Student Test

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


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

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus	
RS-541	Understanding Congregations	01		3	S. Thumma	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 10:34 AM.								
Pending Credits: 3 Enrolled Credits: 0 Total Credits: 3								
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
RS-541	29	Understanding Congregations	01		3	S. Thumma	TBD	Main
RS-630	30	Muslim Life Through Fatwas	01		3	Y. Michot	TBD	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			
Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	Enroll Code		Pass	Fail
RS-541	01	3	S. Thumma	TBD	MAIN	Audit <input type="radio"/>	Credit <input checked="" type="radio"/>	No	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <input type="button" value="Step 2 of 3 - Continue"/> </div> <div style="text-align: center;">  <input type="button" value="Clear Pending Enrollments and Restart Registration"/> </div> </div>									

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									
Logout	Bio	Billing	Ledger	Schedule	Registration	Degree Audit			
Tuition for RS-541				200910	3		3.00		\$0.00
Total unposted credits: 3.00					Total Charges: \$0.00				
<div style="display: flex; justify-content: space-around; align-items: center;"> <input type="button" value="Delete All Unposted Courses"/> <input type="button" value="Return"/>  </div>									

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 **201112/Fall** from the pull down menu and click “Submit.” (Semesters beyond Fall 2011 are visible but not available for registration at this time.)

Select a School Year/Semester

200910/Summer ←

200910/Summer
200910/Summer II
201011/Fall
201011/Win/Spring
201011/Summer
201011/Summer II

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

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
RS-541 (w)	Understanding Congregations	01		3	S. Thumma	TBD	Main

Pending Credits: 0 Enrolled Credits: 3 Total Credits: 3

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

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Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
AM-610	30	Economy and Preaching	01		3	J. Nieman	TBD	Main

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

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Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
RS-541 (w)	Understanding Congregations	01		3	S. Thumma	TBD	Main

Pending Credits: 0 Enrolled Credits: 3 Total Credits: 3

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
SC-532 A	30	Readings in Hadith	01		3	I. Mattson	TBD	Main
SC-575	30	Gospel of John & Johannine Lit	01		3	W. Rollins	TBD	Main
SC-685	30	Book of Revelation	01		3	E. Agosto	TBD	Main

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

Remove RS-541 (200910/3).



Confirm Removal

Return

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.