



**Hartford**  
SEMINARY

*Exploring Differences, Deepening Faith*

## **REGISTRATION INFORMATION for Matriculated Students**

*January Intersession and Winter/Spring 2010*

### ***A New Age in Student Registration at Hartford Seminary!***

It's time to register for January Intersession and Winter/Spring 2010. For the first time we will be using the online registration feature in SONISWEB. The full instructions on using the system are attached. Online registration will be open from November 9th through December 21<sup>st</sup>. However, you must meet with your advisor before attempting to register.

We will be holding two tutorial sessions for those of you who would like a little personal instruction. Please try to meet with your advisor before coming to a session. The two sessions will be drop in style so feel free to come in at anytime during the days/times listed. The session location will be posted on the whiteboard in the lobby.

November 18 from 3:30 p.m. to 5:30 p.m.

December 14 from 4 p.m. to 6 p.m.

Enclosed is a shortened version of the course schedule. A full text version with course descriptions can be viewed on the website at the following address: [http://www.hartsem.edu/academic/courses\\_spring2010.html](http://www.hartsem.edu/academic/courses_spring2010.html)

As always you can view and print a listing of your course history through the StudentAccess portal using your ID number and PIN. If you need a copy of your Student ID and PIN please send an email to [registrar@hartsem.edu](mailto:registrar@hartsem.edu).

To register, please follow the process outlined below:

1. Look over the course schedule and decide which courses you are interested in taking. Be sure to review your remaining course requirements as you make your decision. (M.A. students: please remember that only courses designated with an asterisk will be counted as core courses and don't forget you must complete a Program of Study Worksheet before complete 24 credits.)
2. Meet with your advisor and discuss your plans. Your advisor will need to remove you from online registration hold in SONISWEB following your discussion.
3. Follow the attached instructions to register for your courses online using the SONISWEB StudentAccess portal before December 21<sup>st</sup>.

***If your advisor is on sabbatical:*** Please call Dean Efrain Agosto's assistant Lorraine Browne at (860)509-9553 at to set up an appointment with him to discuss your course options.

***Registration Holds:*** Please note if you fall into one of the categories listed below you will be on registration hold and will be unable to register until the issue is resolved.

Students with two or more incomplete courses from previous semesters.

M.A. students who have not filled a completed Program of Study Worksheet by 24 credits

Students with past due balances

Students who have not submitted Immunization Verification information

#### How to Read Course Numbers and Descriptions:

1. Courses numbered 500-599 are Master of Arts level courses and are open to Doctoral students only with special permission.
2. Courses numbered 700-799 are Doctoral level courses and are open to Master of Arts students only with special permission.
3. Courses numbered 600-699 are open to both Master of Arts and Doctoral students.

Payment is not due until the beginning of the classes. Deferred Payment Agreement forms should be submitted prior to the beginning of classes. Deferred payment forms can be downloaded from the on-line student forms center at: [http://www.hartsem.edu/student/student\\_forms.htm](http://www.hartsem.edu/student/student_forms.htm).

While students matriculated in a degree or graduate certificate program have priority in registration over special students, this is only the case if you register before the deadline. If you have any questions, please feel free to call me at (860) 509-9511 or e-mail me at [krollins@hartsem.edu](mailto:krollins@hartsem.edu).

Any changes that need to be made to your registration after the December 21<sup>st</sup> deadline will have to be done using paper forms (registration or add/drop).