

## HOW TO REGISTER FOR COURSES IN SONIS

### BEFORE YOU REGISTER . . .

1. Familiarize yourself with your degree requirements.
  - a. *Academic Catalogs* are available at: <https://www.criswell.edu/academics/academic-resources/academic-catalog/>
  - b. Program Maps for the 2020-21 *Academic Catalog* are available at: <https://www.criswell.edu/my-criswell/program-maps/>
  - c. Your Degree Audit is available in SONIS. Go to [www.criswell.edu](http://www.criswell.edu) on your computer and click on **My Criswell** toward the top right of the screen. Under “Academic Resources” select **SONIS** and then log in. Once logged in, select **Academics** on the menu at the left and then **Degree Audit**. Press **SELECT** to access your audit. If you are unable to log in to SONIS, contact the [Campus Software Manager](#) for assistance.
  
2. Access the Course Schedule in SONIS.
  - a. Go to [www.criswell.edu](http://www.criswell.edu) on your computer and click on **My Criswell** toward the top right of the screen. Under “Academic Resources” select **SONIS**.
  - b. Hover over “Courses” and click **Courses by Semester**.
  - c. Select the correct **School Year** and **Semester** and click **SEARCH**.
  - d. Set the “Show” drop down to **All**. This gives you the list of all the courses for the semester in Course ID order.
    - i. 090 courses are undergraduate remedial
    - ii. 100– 400 level courses are undergraduate
    - iii. 500-700 level courses are graduate
  - e. Sort the courses as needed by clicking on a Column Heading at the top of the schedule (such as Session, Campus, Instructor, or Times).

Course	Section	Session	Credits	Campus	Instructor	Times	Taken/Seats	Location
APPLIED MINISTRY PROJECT								

- i. Session – sorts the courses by term, such as S1 or F1 (First 8-week Online session courses), S2 or F2 (Second 8-week Online session courses), and SP or FA (full 16 week courses, typically on campus but some can be Online).
    - ii. Campus – sorts courses by ONLINE or MAIN (on campus).
    - iii. Instructor – sorts courses according to professor
    - iv. Times – sorts courses by day and time.
  
3. Pursue Academic Advising.
  - a. Students who have not yet declared a major should consult with the Student Success Specialist.
  - b. Students who have declared a major should consult with their Program Director.
  - c. If you have question about who your advisor is, contact the Registrar’s Office ([registrar@criswell.edu](mailto:registrar@criswell.edu)).
  
4. Check for **Holds** on your account by logging in to the SONIS Student Portal.
  - a. Go to [www.criswell.edu](http://www.criswell.edu) on your computer and click on **My Criswell** toward the top right of the screen.
  - b. Under “Academic Resources” select **SONIS**.
  - c. Select **LOGIN** and then **STUDENT**. If you are unable to log into the student portal, please contact [Campus Software Manager](#) for assistance.
  - d. Once you are logged in, select **Academics** in the menu on the left side of the screen.
  - e. Then, select **Holds**. If a hold is present, click on it for more information. In most cases, holds must be resolved before you can register.

# TO REGISTER IN SONIS . . .

1. Log in to the SONIS Student Portal.
  - a. Go to [www.criswell.edu](http://www.criswell.edu) on your computer and click on **My Criswell** toward the top right of the screen.
  - b. Under “Academic Resources” select **SONIS**.
  - c. Select **LOGIN** and then **STUDENT**.
  - d. If you are unable to log into the student portal, please contact [Campus Software Manager](#) for assistance.
2. Click **Academics** in the menu on the left and then click on **Registration**.
3. Select a **School Year/Semester** in the dropdown list and click **SUBMIT**.

The screenshot shows the 'Registration' page for Criswell College. At the top, there is a navigation bar with links for ATTENDANCE, COURSE PAGES, DEGREE AUDIT, HOLDS, SCHEDULE, REGISTRATION, and BOOKS. A user profile for 'Test Undergrad Pilot' is visible in the top right. On the left, a sidebar menu includes 'General', 'Financial', 'Academics', and 'Custom'. The main content area is titled 'Registration' and shows the date 'APRIL 08, 2019'. A dropdown menu for 'Select a School Year/Semester' is highlighted with a red box, showing '201920/Fall' selected. Below this, it states 'Currently registering under degree BA at CRISWELL COLLEGE'. There are sections for 'PENDING REGISTRATION - NONE' and 'SELECT BEGINNING COURSE LETTER - NONE' with a list of letters (A-Z). At the bottom, there is a section for 'COURSE OFFERINGS' with a table header: Course, Spaces, Wait, Description, Section, Session, Credits, Lead Faculty, Time Desc, Campus.

4. Click **View All** to see complete list of courses.

This screenshot is identical to the previous one, but with the 'View All (slow load ~ 122 Total Courses)' link in the 'SELECT BEGINNING COURSE LETTER - NONE' section highlighted with a red box. This link is located below the list of letters (A-Z).

5. Select **Course(s)** for which you want to register by clicking on a Course Link on the left.

Select Beginning Course Letter - None  
 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 ~ 96 Total Courses)

**COURSE OFFERINGS** (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.)

Course	Spaces	Wait	Description	Section	Session	Credits
AMP100	439	0	Applied Ministry Project	M1	FA	0
AMP500	473	0	Applied Ministry Project	M1	FA	0
BIB105	36	0	Hermeneutics	L1	FA	3
BIB105	29	0	Hermeneutics	L2	FA	3
BIB505	23	0	Biblical Hermeneutics	L1	F1	3

6. After selecting your courses, click **Continue Registration Process**.

Registration APRIL 08, 2019

Select a School Year/Semester  
 201920/Fall

Currently registering under degree BA at CRISWELL COLLEGE

PENDING REGISTRATION - TIME OUT AT 2:14 PM

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
BIB105	Hermeneutics	L1	FA	3	[REDACTED]	THU 7:00pm-9:30pm	MAIN
EDU200	Introduction to Education	L1	FA	3	[REDACTED]	MON 4:15pm-6:45pm	MAIN

Pending registration(s) are shown in red above. Click 'Continue Registration Process' when you have finished adding courses to your cart.

Pending Credits: 6    Enrolled Credits: 0    Total Credits: 6

**CONTINUE REGISTRATION PROCESS**

7. Review the course list and click **Continue Registration Process** or **Clear Pending and Restart Registration**.

Student APRIL 08, 2019

Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	Enroll Code	Pass-Fail
BIB105	L1	3	[REDACTED]	THU 7:00pm-9:30pm	MAIN	Credit	No
EDU200	L1	3	[REDACTED]	MON 4:15pm-6:45pm	MAIN	Credit	No

**CONTINUE REGISTRATION PROCESS**

**CLEAR PENDING AND RESTART REGISTRATION**

Enrollment code for Registration explained:  
 Audit:  
 C.E:  
 Credit:

8. Review charges and click **Complete Registration**.

The screenshot shows the Criswell College student portal interface. At the top, it says 'Criswell College' and 'SCHEDULE'. On the right, there is a user profile for 'Test Undergrad Pilot' and the date 'APRIL 08, 2019'. A left-hand navigation menu includes 'General', 'Financial', 'Academics', and 'Custom'. The main content area is titled 'Student' and displays a table of charges:

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
Mandatory Registration Fee	201920	1	MA11191	0.00	\$335.00
Tuition for Hermeneutics	201920	1	MA11191	3.00	\$1,350.00
Tuition for Introduction to Education	201920	1	MA11191	3.00	\$1,350.00

Below the table, it shows 'Total Unposted Credits: 0.00' and 'Total Charges: \$3,035.00'. A blue button labeled 'COMPLETE REGISTRATION' is highlighted with a red rectangular box. Below the button, there is a small note: '(until you click the Complete Registration button above.)' and 'Cancel Pending Registration Option Unavailable'.

9. After you have registered, Complete your Enrollment by the Deadline.

- a. The Registrar's Office will send to your student e-mail Steps for Enrollment Completion with Financial Aid, Student Accounts, and Student Services. They will e-mail you as soon as the information is available and after they have confirmed the suitability of your courses.
- b. If you have questions you can contact the Registrar's Office at [registrar@criswell.edu](mailto:registrar@criswell.edu).