

## HOW TO REGISTER FOR COURSES IN SONIS

### BEFORE YOU REGISTER . . .

1. Familiarize yourself with your degree requirements and the order in which to take courses.
  - a. *Academic Catalogs* are available at: <https://www.criswell.edu/academics/academic-resources/academic-catalog/>
  - b. Program Maps are available at: <https://www.criswell.edu/mycriswell/program-maps/>  
Program Maps tell you the order in which to take courses.
  - 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**. Or you can access the Course Schedule by clicking this link: <https://criswellsonis.jenzabarcloud.com/GENSRsC.cfm>
  - 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.
- f. Click on the course title in the **Course** column to access information on prerequisites, course descriptions, course topics (for topics courses), and assigned books.

(BIB105)					Berry	1:45pm-3:00pm		Education
BIBLICAL HERMENEUTICS (BIB505)	L1	FA	3	MAIN	Chauncey Berry	MON 7:30pm-10:00pm	2/25	E205 Education
RHETORIC AND WRITING I						MON 12:15pm-		

3. Pursue Academic Advising.
  - a. Students who have declared a major should consult with their Program Director.
  - b. Students who have not declared a major should consult with the Registrar’s Office ([registrar@criswell.edu](mailto:registrar@criswell.edu)).
  - c. For questions on general matters you can consult with the Student Success Manager.

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**.

**Criswell College** ATTENDANCE | COURSE PAGES | DEGREE AUDIT | HOLDS | SCHEDULE | REGISTRATION | BOOKS Test Undergrad Pilot

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## Registration

APRIL 08, 2019

select a School Year/Semester  
201920/Fall

Currently registering under degree BA at CRISWELL COLLEGE

PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
Pending Credits: 0    Enrolled Credits: 0    Total Credits: 0							

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 ~ 122 Total Courses)

COURSE OFFERINGS (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.) - NONE

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
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4. Click **View All** to see complete list of courses.

5. To view details about a course, such as a course description and textbooks, click on the day/time hyperlink in the **Time Desc** column.

ADD A COURSE TO YOUR CART.)

	Section	Session	Credits	Lead Faculty	Time Desc
roject	M1	FA	0	B. Worthington	Unassigned
roject	M1	FA	0	B. Worthington	Unassigned
	L1	FA	3	C. Berry	MON 1:45pm-3:00pm, WED 1:45pm-3:00pm

6. 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
<a href="#">AMP100</a>	439	0	Applied Ministry Project	M1	FA	0
<a href="#">AMP500</a>	473	0	Applied Ministry Project	M1	FA	0
<a href="#">BIB105</a>	36	0	Hermeneutics	L1	FA	3
<a href="#">BIB105</a>	29	0	Hermeneutics	L2	FA	3
<a href="#">BIB505</a>	23	0	Biblical Hermeneutics	L1	F1	3

7. Please note, that if a course number is red, the course is full. To request to be placed on a waitlist for the course, click on the **number** in the **Wait column**. Please note that Waitlists are not available for Independent Study courses.

<a href="#">OTS350</a>	41	0	Old Testament Background
<a href="#">OTS350</a>	0	0	Old Testament Background
<a href="#">OTS380</a>	14	0	Theology of the Old Testam

8. 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
<a href="#">BIB105</a>	Hermeneutics	L1	FA	3		THU 7:00pm-9:30pm	MAIN
<a href="#">EDU200</a>	Introduction to Education	L1	FA	3		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](#)

9. Review the course list and click **Continue Registration Process** or if you need to start over click **Clear Pending and Restart Registration** and restart the process.

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	V. Brown	MON 4:15pm-6:45pm	MAIN	Credit	No

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

10. If you clicked **Continue Registration Process**, you need to review your charges and click **Complete Registration**.

Criswell College SCHEDULE Test Undergrad Pilot

Student APRIL 08, 2019

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

Total Charges: \$3,035.00

until you click the Complete Registration button above.)  
Cancel Pending Registration Option Unavailable

11. 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).

### Frequently Asked Questions

1. How do I request to take a course for which I have not met the prerequisite(s)?

Fill out, secure the signatures, and submit the [Prerequisite Exemption Request](#) form to the Registrar's Office. Not only will you sign the form, but you will need to get the signature of the professor teaching the course (if full-time faculty) or the signature of your Program Director if the course is not taught by a full-time faculty member. Return your completed form to the Registrar's Office on the Third Floor.

2. What if I cannot register for a course for which I think that based on the *Academic Catalog* I am under, I have met the prerequisite(s)?

Please feel free to contact the Registrar's Office for assistance ([registrar@criswell.edu](mailto:registrar@criswell.edu)).

3. How do I request to take an Independent Study?

According to page 77 of the *2021-2022 Academic Catalog*:

Courses may be offered as independent studies for undergraduate seniors or graduate students in the last year of study who have irreconcilable schedule conflicts among courses needed to complete a degree program for graduation. Students must be in good academic standing with at least a 3.0 CGPA. Students are not allowed to take more than one course by independent study per semester. Certain courses may be inappropriate for independent study. Independent study courses are typically limited to supervision by full-time faculty only. Clarification on these issues may be obtained from the Academic Affairs Office. Students are not permitted to do an independent study of a course that has been failed previously. In addition, students on Warning or Probation will not be permitted to do an independent study.

All independent study courses must be approved by the professor and academic advisor before being approved by academic administration prior to or during registration. Independent studies must be processed at registration and be completed by the end of that semester. Independent study courses are typically not available for the winter or summer terms. In cases involving class cancellations, exceptions may be granted to complete a course by independent study with the approval of the student's academic advisor, the professor, Vice President of Academic Affairs, and the Registrar.

To request an independent study students should fill out, secure the needed signatures, and submit the [Independent Study Request Form](#). The form requires the signatures of the professor teaching the course, the student, the Program Director, and the Registrar.

4. Is it possible for an undergraduate student to take a graduate level course?

Page 74 of the *2021-2022 Academic Catalog* states:

In order for an undergraduate student to enroll in a graduate level course for transcribed credit, the student must have approval from his or her Program Director and the Vice President of Academic Affairs and meet the following standards:

- Classified as a Senior with all current Chapel requirements completed;
- A minimum current cumulative GPA of 3.0;
- Meet all academic criteria for the course;
- Not exceed a maximum of 6 credit hours of graduate courses for undergraduate or graduate credit with B.A. or B.S. degree requirements uncompleted.

Any graduate course taken for undergraduate credit cannot be taken for graduate credit at a later time nor be applied to a graduate degree. Qualified seniors who have filed a Graduation Application with the Registrar's Office may take more than 6 credit hours of graduate courses with approval.

## 5. How do I request to audit a course?

A current student can request to audit any on-campus course by the approval of the Registrar if there is space available in the classroom. See page 70 of the [2021-2022 Academic Catalog](#) for further details regarding audited courses.

To request to audit a course, fill out and submit the [Audit Request](#). For the 2021-2022 Academic Year, it costs \$185 to audit a course.