



## The Christ College of Nursing and Health Sciences

### Online Registration with SONISWEB

### Fall 2020 Semester

#### Group A:

- Currently enrolled **ABSN, MA, and RN-BSN** students will be pre-registered by their advisor and the Registrar.
- Registration for these programs will be open online for changes starting at 6:00 AM, Monday May 18.
- Fall open registration will close at 10:00pm, Friday, May 22. Changes in the class schedule after this time may be completed by contacting your advisor.

#### Group B:

- **Healthcare Administration Students (HCA)** can register online beginning 6:00am, Monday, May 18.
- Fall open registration will close at 10:00pm, Friday, May 22. Changes in the class schedule after this time may be completed by contacting your advisor.

#### Group C:

- Bachelor's Degree of Nursing (BSN) students who are registering for NUR 300 or NUR 400 level courses may register online beginning 6:00am, Monday, June 1.
  - BSN 300 Level students include those who are registering for NUR 305, NUR 307, NUR 309, NUR 397.
  - BSN 400 Level students include those who are registering for NUR 410, 412, 497.
  - Fall open registration will close at 10:00pm, Monday, June 8. Changes in the class schedule after this time may be completed by contacting your advisor.

#### Group D:

- All other currently enrolled Bachelor's Degree of Nursing (BSN) program students may register online beginning 6:00am, Tuesday, June 2.
- General Studies (GEN ) program students can register online beginning 6:00am, Tuesday, June 2.
  - This includes BSN 200 Level students include those who are registering for NUR 220 and NUR 297.
  - Fall open registration will close at 10:00pm, Monday, June 8. Changes in the class schedule after this time may be completed by contacting your advisor.

#### Group D:

- Students entering Fall 2020 and enrolling for the first time will register during New Student Registration Days.
- Fall registration will close after New Student Registration. Changes in the class schedule after this time may be completed by contacting your advisor.

# How To Register For Courses

Susan Mack, Registrar  
[Susan.mack@thechristcollege.edu](mailto:Susan.mack@thechristcollege.edu)

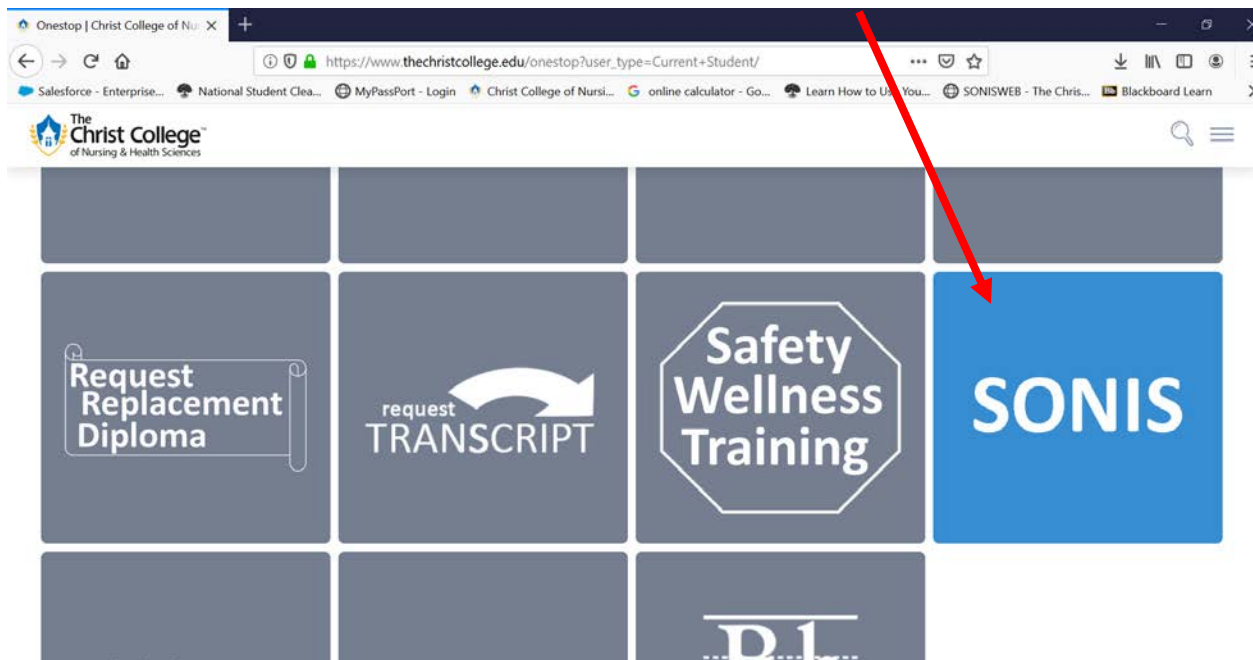
## **PART A – Activities to be completed Prior to Registration Day**

It is strongly recommended that you always review your Educational Plan and Degree Audit before registering for classes to see what courses you have completed and what courses remain to be completed. If you have any questions please contact your Student Success Coordinator.

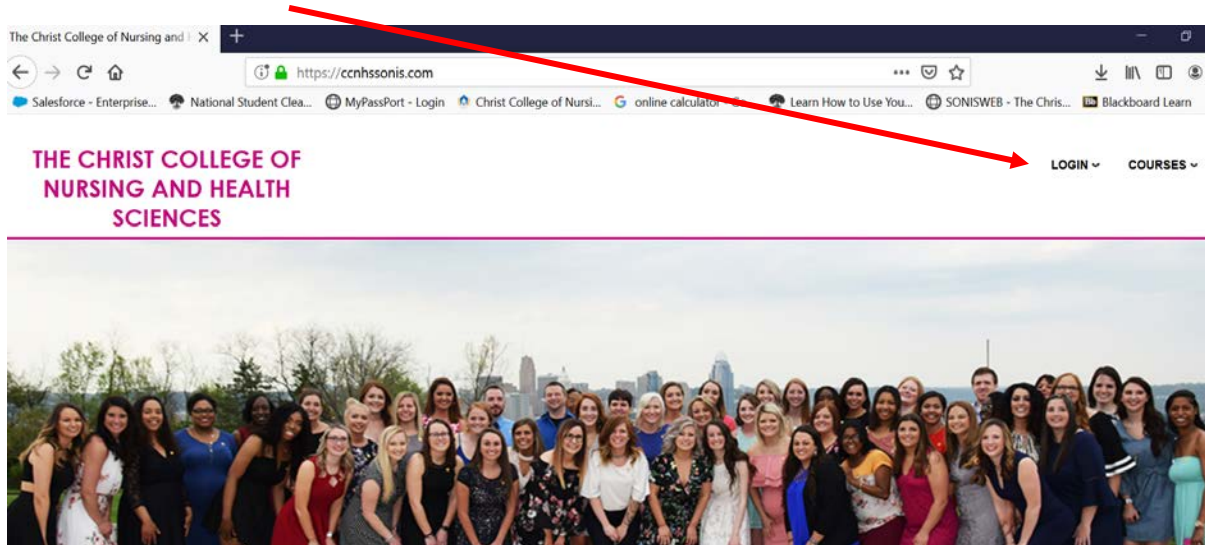
Several days before your scheduled online registration date, all students should log on to SONISweb to view any potential registration blocks which would prevent you from registering online. Prior to registering each student must ACCEPT the **Compliance and Payment Agreement**. This may be accepted ahead of time by clicking on the HOLD icon at the top of the screen once you log-in. Please click the Compliance and Payment Agreement link and read the statement; then click ACCEPT to remove the hold and acknowledge that you understood the agreement.

### Step-by-Step Instructions

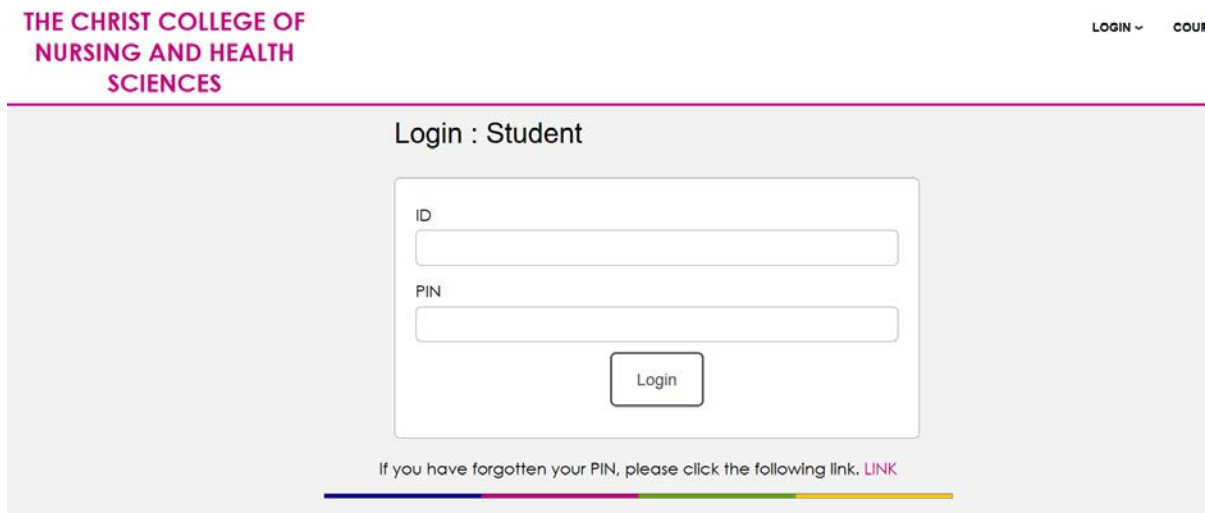
1. Review your educational plan and degree audit.
2. Log-in to SONIS: go to [www.thechristcollege.edu](http://www.thechristcollege.edu).
3. Select "One Stop" in the upper right corner of the screen.
4. Select "SONIS" by clicking the box.



5. Select the Login button and click the Student access portal.



6. Then enter your Student ID and the PIN in the text box. Your pin was set-up during your orientation however if you have logged into SONIS before you created a Pin the first-time you logged in. Your SONIS ID is the same as your Student ID and is also used as your Blackboard log-in.



It is important to note that if you ever forget your pin, select the click here link under the logon box, enter your college email address and your account information will be sent to your school email. You can be locked out after 3 failed attempts, and you will need to call the Educational Technology Department at 513-585-3140 to be unlocked.

**Nursing and Health Sciences**

[Link to main content](#)

- General
- Financial
- Academics**
  - Attendance
  - Degree Audit
  - Holds**
  - Schedule
  - Registration
  - Books
- Resources

**Bio**

annie

TRANSFEE

**Course**

7. Several days before your scheduled online registration date you should log on to SONISweb to be certain there are no Holds that will prevent you from registering online. Click on the 'HOLDS' link at the top of the screen which displays all Holds that may be on your account.

8. Click on the '[Safety & Wellness/Payment Acknowledgement](#)' link to ACCEPT. All enrolling students must accept the Acknowledgement prior to registration every semester even if an agency sponsor is paying all tuition costs.

- Fin
- Ac
- Attenda
- Degree
- Holds**
- Schedu
- Registra

Click the following Registration Hold(s) to satisfy the pre-registration require

[Safety & Wellness/Payment Acknowledgement](#)

**Portal Page Note :**

- Financial
- Academics
  - Attendance
  - Degree Audit
  - Holds**
  - Schedule
  - Registration
  - Books
- Resources

MAY 14,

REGISTRATION HOLDS

Read the following statement then click *I Accept* or *Cancel*.

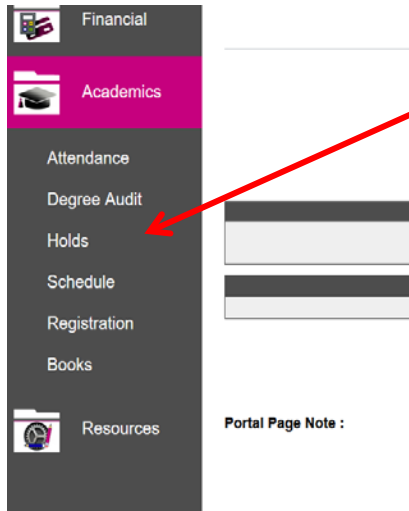
**Safety & Wellness Acknowledgement** - I have completed the review of this year's safety & wellness training program.

**Payment Agreement** - I accept responsibility for payment by the due date of all college charges assessed to my student account, including tuition, fees and late payment fees. I accept this debt as my personal financial responsibility. I acknowledge that non-payment does not relieve me of financial responsibility for the courses in which I enroll and, that I may access my bill online to remain abreast of any outstanding balances or other financial obligations. I understand, authorize, and agree that if I am an employee of The Christ Health Network ("TCHHN"), the College may deduct from my TCHHN wages an amount up to my remaining balance owed to the College after withdrawal, Graduation, or dismissal.

I understand that I must adhere to all college procedures as outlined in the Student Handbook.

I understand that I am responsible for reviewing my Degree Audit Report prior to registration each semester to ensure that I am completing degree requirements.

9. You are responsible for reviewing your degree audit. It is strongly recommended that you review your Degree Audit Report in SONIS before registering for classes to see what courses you have completed and what courses remain to be completed. Click the 'Academics' link on the left of the screen, then select 'Degree Audit' from the drop down box and then click to view the degree audit.



## Degree Audit

\* DEGREE AUDIT: SELECT CURRICULUM PLAN

BS NURSING - Entered 5/19>

SELECT

### **PART B – Instructions on How to Register Online for Courses**

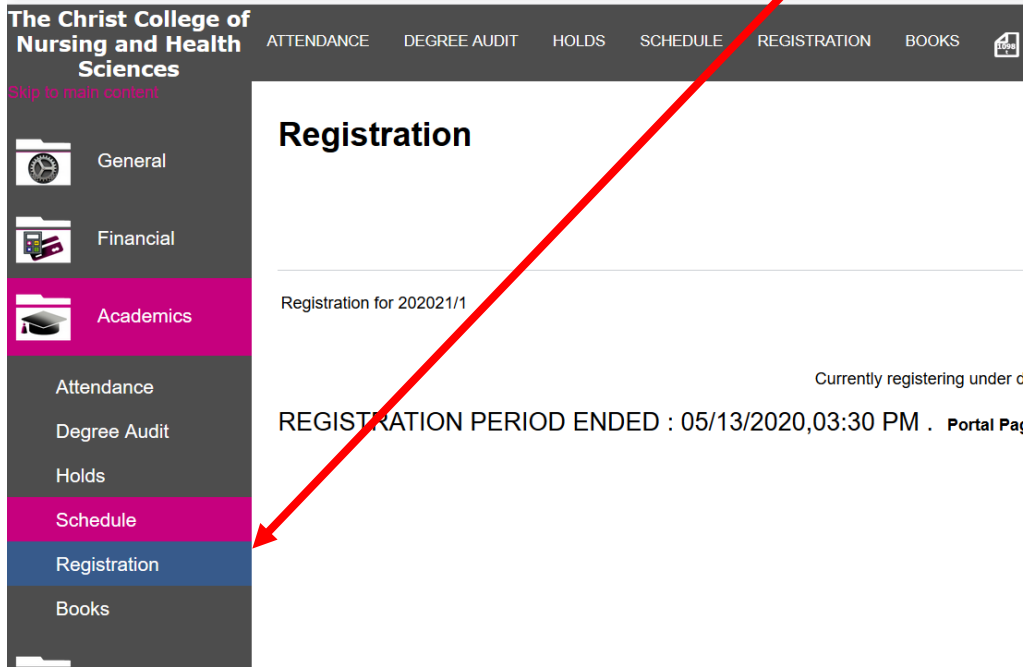
When you login to register for class, here are the basics to keep in mind:

- Login to SONIS at your designated time to be at the 'Registration' tab.
- Before you can register you must READ and ACCEPT the Compliance/Payment Acknowledgement if not already accepted.
- Wait until you are finished registering before you take time to view the booklist or print your class schedule. You want to spend your time getting registered for your first choice of classes.
- You can print your schedule immediately after you have registered for all your classes. Your printed class schedule is your proof that you are registered for the correct classes.
- Your booklist for all classes along with the ISBN will be available two weeks prior to the term start date and can be printed out from SONIS.

Step By Step Instructions on the next page.

Step-by-Step Instructions

1. **Login to SONISWEB with your Student ID and PIN**
2. **The Registration page should come up automatically; if not select ‘Academics’ then ‘REGISTRATION’ on the left of your screen.**



3. **You can click ‘View all’ to see all courses for the semester, or select the beginning letter of the course (i.e. ‘N’ for Nursing) to see a smaller list of courses.**



4. Click on 'Course' link to add a course to your shopping cart. Only courses in purple are open for registration. You can click on the Time/Date link to view course instructions.

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 ~ 54 Total Courses)

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

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc
<a href="#">BIO 111</a>	26	0	Anatomy & Physiology I	A	U1	4	D. Zivkovic	TUE 11:15am-2:15pm,
<a href="#">BIO 111L</a>	26	0	Anatomy & Physiology I Lab	LAB-A	U1	0	D. Zivkovic	THU 8:00am-10:00am
<a href="#">BIO 112</a>	26	0	Anatomy and Physiology II	A	U1	4	D. Zivkovic	MON 8:00am-11:00am
<a href="#">BIO 112</a>	26	0	Anatomy and Physiology II	B	U1	4	D. Zivkovic	MON 8:00am-11:00am
<a href="#">BIO 112L</a>	26	0	Anatomy & Physiology II Lab	LAB-A	U1	0	D. Zivkovic	MON 12:00pm-2:00pm
<a href="#">BIO 112L</a>	26	0	Anatomy & Physiology II Lab	LAB-B	U1	0	D. Zivkovic	MON 2:15pm-4:15pm,
<a href="#">BIO 121</a>	26	0	Microbiology	A	U1	4	D. Savignano	TUE 8:00am-11:00am,
<a href="#">BIO 121</a>	26	0	Microbiology	B	U1	4	D. Savignano	TUE 8:00am-11:00am,
<a href="#">BIO 121L</a>	26	0	Microbiology Lab	LAB-A	U1	0	D. Savignano	TUE 12:00pm-2:00pm,

If the class is full the 'Course' title will be displayed in 'red'. The number under 'Wait' will be displayed. To add yourself to the Waitlist for this course click on the number under 'Wait'

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

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<a href="#">BIO 112</a>	26	0	Anatomy and Physiology II	A	U1	4	D. Zivkovic	MON 8:00am-11:00am,
<a href="#">BIO 112</a>	26	0	Anatomy and Physiology II	B	U1	4	D. Zivkovic	MON 8:00am-11:00am,
<a href="#">BIO 112L</a>	26	0	Anatomy & Physiology II Lab	LAB-A	U1	0	D. Zivkovic	MON 12:00pm-2:00pm
<a href="#">BIO 112L</a>	26	0	Anatomy & Physiology II Lab	LAB-B	U1	0	D. Zivkovic	MON 2:15pm-4:15pm,

Now click on 'Add To Waitlist'

[Add To Waitlist](#)

[Cancel and Return](#)

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You are now added to the Waitlist for this course.

**WAITLISTED COURSES**

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
BIO 111	Anatomy & Physiology I	ACC	U1	4	D. Zivkovic	TUE 11:15am-2:15pm, THU 11:15am-2:15pm

- If the course has a pre-requisite and you do not meet it, or a time conflict with another class, you will receive a message similar to this one. 'Cancel and Return' to try another course.

The Christ College of Nursing and Health Sciences

Student FEBRUARY 23, 2016

BIO 112 (ANATOMY AND PHYSIOLOGY II)  
 This Course, BIO 112, has the following prerequisites: Anatomy & Physiology I  
 CANCEL AND RETURN

Your Pending Registration is shown in red at the top of the screen. Continue to select and add courses to your shopping cart. After you have selected all your courses for the semester click the 'Complete Registration' link.

The Christ College of Nursing and Health Sciences

ATTENDANCE | DEGREE AUDIT | HOLDS | SCHEDULE | REGISTRATION | BOOKS

Registration FEBRUARY 23, 2016

Registration for 201516/3

Currently registering under degree A.A.S. at TCCNHS

**PENDING REGISTRATION - TIME OUT AT 10:59 AM.**

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
ENG 315	Adv Comp: Evidence-Based Writing	ONL-A	U1	3	A. Ryan		TCCNHS
SOPS 101 (u)	Intro to Social Psychology	ONL-A	U1	3	T. Speice		TCCNHS

(u) indicates course not posted to billing.  
 Pending registration(s) are shown in red above. Click 'Complete Registration' when you have finished adding courses to your cart.

**Pending Credits: 3    Enrolled Credits: 3    Total Credits: 6**

COMPLETE REGISTRATION

\*Keep an eye on the time out located next to the pending registration so your shopping cart doesn't expire on you.

- You have successfully registered for selected courses that were in your shopping cart for this semester. If you want to drop a course from your registered classes or remove yourself from the Waitlist, click the Course ID.

The Christ College of Nursing and Health Sciences

ATTENDANCE | DEGREE AUDIT | HOLDS | SCHEDULE | REGISTRATION | BOOKS

Registration FEBRUARY 23, 2016

Registration for 201516/3

Currently registering under degree A.A.S. at TCCNHS

**You have successfully registered for 1 course(s).**

PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
ENG 315 (u)	Adv Comp: Evidence-Based Writing	ONL-A	U1	3	A. Ryan		TCCNHS
SOPS 101 (u)	Intro to Social Psychology	ONL-A	U1	3	T. Speice		TCCNHS

(u) indicates course not posted to billing.

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



## 7. To drop the course click 'Confirm Removal'

The screenshot shows the Sonisweb interface. At the top, it says 'The Christ College of Nursing and Health Sciences' with navigation links for ATTENDANCE, DEGREE AUDIT, HOLDS, SCHEDULE, REGISTRATION, and BOOKS. The user is logged in as 'annie Zannie'. The page title is 'Student' and the date is 'FEBRUARY 23, 2016'. A search bar is on the left. The main content area shows a course entry for 'Remove ENG 315 (201516/3)'. A red arrow points to the 'CONFIRM REMOVAL' button. Below it is a 'CANCEL AND RETURN' button.

### Waitlisted Courses

You should check your College webmail daily to see if you have been moved from the waitlist into a course. The Registrar's Office will email if you have been moved into a course from the waitlist. **You will NOT receive an email prior to being moved into the waitlisted class. If you are waitlisted for a different section of a class than you registered for, the original section will be removed from your schedule and replaced with the waitlisted section.** Remember being added to a course may impact your billing statement and financial aid. You should contact the Student Accounts Office and the Financial Aid Office to speak with them about any potential changes after being added to a course.

**You MUST request to be removed from the waitlist for any section in which you no longer wish to be enrolled. Otherwise, you may be added to the waitlisted section when you have changed your mind about wanting it.** The Registrar's Office will move students into open sections up until the Add Period on the Academic Calendar.

### Tips to maximize your efforts to successfully register for classes:

- Students may register online at home or in the computer lab at the College. Badge access to the building is at 5:45 AM.  
There is no advantage to registering in the computer lab vs. on-line from your home computer unless you have a dial-up connection or you do not have internet access at home.
- Keep in mind that once you click on the class ID and it is in your 'shopping cart' so to speak, you have saved the space in that class for yourself. It is usually better to place all your classes in your 'shopping cart' before proceeding to 'Complete Registration'. Students who click 'Complete Registration' for one course at a time rather than first placing all their courses in the 'shopping cart' and then clicking 'Complete Registration' will often find that their desired classes are getting filled.

### Troubleshooting Tips for Sonisweb:

- Launch internet Explorer and delete cookies and temp files
- Reboot your computer
- You may logon on prior to the registration start time. However, your screen will not automatically update when registration opens. You must select View from your Internet Explorer menu and then Refresh (F5) from the drop down box when registration opens.
- Remember that all currently enrolled students will be making course choices at the same time. Response time may not be immediate. Clicking numerous times does not hasten

the process and in fact will slow it down. In fact, clicking multiple times on the course selection can result in being registered twice for the same course. Please be patient.

- If you log on to SONIS multiple times without logging out of all but one session, you do run the risk of losing classes in your 'shopping cart'. We recommend logging in to only one session of SONIS at a time.

### Part C - Printing Your Class Schedule

1. Be **CERTAIN** to **PRINT YOUR CLASS SCHEDULE** to confirm you are registered correctly for all classes. **KEEP A COPY OF YOUR CLASS SCHEDULE** to prove you registered correctly. This is your only proof that you are registered for your classes. Click on the 'Schedule' tab.
2. Your registered class schedule appears. Select 'Printable' under the drop down arrow under your student Name.

The Christ College of Nursing and Health Sciences

ATTENDANCE | DEGREE AUDIT | HOLDS | SCHEDULE | REGISTRATION | BOOKS

annie Zannie

Find on Page...

Registration FEBRUARY 23, 2016

Registration for 201516/3

Currently registering under degree A.A.S. at TCCNHS

PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
SOPS 101 (u)	Intro to Social Psychology	ONL-A	U1	3	T. Speice		TCCNHS

(u) indicates course not posted to billing.

3. To see and print a copy of your Booklist click the 'BOOKS' link. Your booklist for all classes along with the ISBN will be available approximately two weeks prior to the start of the term.

The Christ College of Nursing and Health Sciences

ATTENDANCE | DEGREE AUDIT | HOLDS | SCHEDULE | REGISTRATION | BOOKS

annie Zannie

Find on Page...

Books FEBRUARY 23, 2016

School Year: 201516 Semester: Summer

Student Booklist

Course	Title	Author	ISBN	Publication Year	Edition	Price
NO BOOKS ASSIGNED						

**Student Booklist  
Spring Semester 201011**

**for Perry Perry**

Course	Title	Author	ISBN	Year	Edition	Price
COM 101	A Pocket Guide to Public Speaking	O'Hair	0312554044	2010	3rd	24.95

[<-- Return](#)