



# Cabarrus College of Health Sciences

## SONISWEB Online Registration

### Express Registration Student Instructions

#### Registration Step 1

After meeting with your advisor, you will want to register for your Spring courses through the SONISWEB student portal. Upon logging into SONISWEB you will be taken directly to the registration screen. You can select classes (course sections) as usual and remove classes not wanted if you accidentally register for the wrong course or course section. Clicking COMPLETE REGISTRATION registers you for the course sections you selected and returns a confirming display that you have registered successfully. Remember, registration begins **November 9** and ends **November 16**.

**Presently enrolled students registering after the deadline will be assessed a late registration fee of \$50.**

• Figure 1 Registration Step 1 Display - Top

Use the numbers such as in Figure 1 to follow the process.

1. At the top of the page you will see the school year and semester for which you are registering. Always verify the school year and semester before starting the registration process. You must click the Submit button for the changed year and/or semester to take effect. Do this before selecting courses.
2. Just below school year and semester you will see your name and your status at Cabarrus College of Health Sciences (degree A.S. indicates you are an Associate Degree student).

## Registration Step 2

Cabarrus College of Health Sciences

School Year: 200910 Semester: Fall Submit

for Michael Smith

Currently registering under degree A.S. at CABARRUS COLLEGE OF HEALTH SCIENCES

Logout Bio Billing Schedule Registration Degree Audit

Course	Description	Section	Session	Credit	Lead Faculty	Time/Date	Campus
ENGL101	English Composition I	11	3	D	DAddemo	TUE 1:00pm-2:30pm	General Education
SOCI101	Introduction to Sociology	11	3	C	Holson	MON 1:00pm-2:30pm	General Education

Registered courses: **COMPLETE REGISTRATION** once ALL courses have been selected  
**Your shopping cart is set to time out at 11:15 AM.**

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

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 - 112 Total Courses)

Course Offerings (Click on Spaces link to begin steps)

Course Offerings (Click on the link on the Enroll Now link below to begin steps)

Course	Enroll Now	Enroll	Wait	Description	Section	Session	Credit	Lead Faculty	Time/Date	Campus
BIO100	Enroll Now	Enroll	0	Medical Terminology	11	1	3	Wilson	TUE	General Education

• Figure 2 Pending courses

1. The lists of courses at the top in red are the pending courses you've selected during this registration.
2. The list of courses in black are those enrolled in an earlier registration.
3. This tells you which registration step you are in. After you've selected all the courses, click COMPLETE REGISTRATION to make your selections final.

**Your shopping cart is set to time out at 4:02 PM**

• Figure 3 Registration Timeout Notice

It also tells you not to dawdle. If you don't make your next selection before the time specified in Figure 3, this registration session will be ended, the pending course sections removed from this student, and those sections put back into the available pool for others to select.

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 |

• Figure 4 Course Index in Registration

4. This is where you pick the courses. Use the index of course letters (Figure 4) to get a list of course sections starting with that letter.
5. Scroll down the list, find the course you want to register, and then click enroll now (underlined).
6. The course section you just selected "jumps" to the list of red courses. The total credits are increased to show the status.

• Figure 5 Registration to Waitlist

If the course section is full you can select the underlined number in Wait and put yourself on the waitlist for the course. That course also “jumps” to the top but in a differently colored wait list. With the Enroll option, if the course is full you will see **Full** in red. If a class section is full, you should add yourself to the wait list for the full section as well as register yourself for the open section. Wait listed courses will be addressed once the registration period has ended.

7. You can remove classes not wanted if you accidentally register for the wrong course or course section by clicking on the course number link. Confirm your removal from the wrong course or course section by clicking on the Confirm Removal button. Click its under-lined name at the top of the list and you'll be prompted to confirm removal.
8. Continue selecting courses until you have them all. Then click COMPLETE REGISTRATION. If you want to stop this registration and start over, click Return to Registration where you get Figure 6.

## Registration - Confirmation Screen



• Figure 6 Confirmation Screen

Should you have any technical difficulties with the registration process, please do not hesitate to call the Registrar, Mike Smith, at 704-403-3218 to receive registration assistance.

Please understand that we will try to place you in the courses and sections you have selected, but remember that there are no registration guarantees. If you are placed in a different section for any reason you will be notified of the change. *Instructors and Clinical sites are subject to change without prior notification.*

**Having trouble logging into SONISWEB? Click the “here” link and enter your Cabarrus College of Health Sciences email address to receive your PIN and ID. Remember that when you change your PIN the request must be approved before the change takes effect.**