



## Registration Instructions

Registration should occur after meeting with your adviser each semester. After meeting with your adviser, your registration PIN number will be provided. *Please note, registration PIN numbers change each semester and cannot be given without meeting with your adviser.*

### How Do I Register?

#### Access PirateNet

- ❖ Visit [piratenet.shu.edu](http://piratenet.shu.edu)
- ❖ Login with Seton Hall shortname and password
- ❖ Access SHU Portal
  - If you experience difficulty logging into PirateNet, contact the Help Desk at (973) 275- 2222. The Help Desk is available 24 hours a day, 7 days a week.

#### Review Course Listing via PirateNet

- ❖ Click “Academics” tab
- ❖ Within “Registration Tools,” select “Look Up Classes”
- ❖ Select registration term and click “Submit”
- ❖ Choose the appropriate “Subject,” click “Course Search” (ex. ADIM, ENGL, COMM, COJR, COPR, COBF, MUHI, etc. )
- ❖ Take note of the name and CRN of the courses that meet your program requirements and are approved by your adviser

#### Check your Registration Status via PirateNet

- ❖ Click “Academics” tab
- ❖ Within “Registration Tools,” select “RegistrationStatus”
- ❖ Select registration term and click “Submit”
  - If you are permitted to register, you should see the following screen:

#### Registration Status

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

- If you are not permitted to register, scroll down to the bottom center of the page and select “View Holds” to see your hold type(s). The following information represents contact points for registration holds:



Hold Type	Contact This Office
Health Services (Immunization)	Health Services (973) 761-9175 <a href="mailto:mary.degnan@shu.edu">mary.degnan@shu.edu</a> 303 Centre Street
Bursar Balance Due	Bursar's Office (800) 222-7183 <a href="mailto:bursar@shu.edu">bursar@shu.edu</a> Bayley Hall Rm. 121
Academic (Graduate Probation/ Academic Suspension)	Your academic adviser: Ms. Brittany Scoles (973) 275-4844 <a href="mailto:brittany.scoles@shu.edu">brittany.scoles@shu.edu</a>

### Registration is Completed via PirateNet

- ❖ Click "Academics" tab
- ❖ Within "Registration Tools," select "Add or Drop Classes"
- ❖ Select registration term and click "Submit"
- ❖ When prompted, enter your registration PIN and click "Submit"
- ❖ Enter the CRN (5-digit number) for the class you'd like added, or click "Class Search"
- ❖ Click "Submit Changes" button to register

### Registration Reminders

- ❖ *Some registrations require advance authorization and permits.* You cannot automatically register on the web without faculty and/or adviser approval for an independent study, internship, or closed course. To register for one of these courses, contact your adviser to seek approval for a permit.
- ❖ *If a course is closed and you would like to seek approval for registration you will need to email the instructor of the closed course to make the request.* Be sure to include your name, student ID number and all course information (Course name, number, section and CRN). The instructor will review your request with the department chair and you will be notified of the decision
- ❖ **Wait Lists:** *Some classes offer the option to sign up for a wait list when a course closes.* A wait list message will appear if you try to add a closed course with this option. Follow the prompts to sign up for the wait list. If a seat in the closed course opens up, the Registrar's Office will notify you of the availability of a seat by email which includes a deadline (72 to 24 hours) for claiming the seat. If you do not register for the course by that deadline, you will lose the option to claim the seat and the next student on the wait list will be offered the open seat. There is no guarantee that you will get a seat in a closed course with a wait list. Please work with your adviser to select some viable alternative course selections.



COLLEGE OF COMMUNICATION  
AND THE ARTS

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**SETON HALL UNIVERSITY**