



Office of the Registrar

Continuing Students Version: May 17, 2017

HOW TO REGISTER ON-LINE THROUGH PEOPLESOFT:

Please note: All undergraduate students must meet with their advisor prior to registering on-line. After the advisement session, the advisor will remove the advisement hold, thus enabling the student to register on-line

Log on to the myIona portal:

You will need your username and password. If you need assistance logging into the myIona portal, please contact the Help Desk at (914) 633-2635. Once in PeopleSoft, click on the following to access your main student center page: **SELF SERVICE > STUDENT CENTER (Located on the top left corner of page)**

View Your Enrollment Appointment:

The enrollment appointment is the EARLIEST date and time that you can register. Click on each of the following: **SELF SERVICE > STUDENT CENTER > ENROLLMENT DATES > DETAILS (Located on middle right side of page)**

Select the term for which you would like to register and click the CHANGE button in order to view your enrollment appointment start/end dates and times.

Check for Holds:

Holds are placed on student records to indicate a specific action that needs to be taken (e.g. submit a health form, meet with an advisor, pay an outstanding balance, etc.) prior to registration. Click on each of the following: **SELF SERVICE > STUDENT CENTER > HOLDS > DETAILS (Located on top right side of page)**

If you have a Hold on your account, click on the Hold Item. Your Holds detail will let you know why you have a hold and provide information about who to contact and what you need to do to remove it. Once it is removed, you will be eligible to enroll if you have an enrollment appointment.

Enrollment:

To add, drop, swap, or view your schedule of classes, use the menu item "Enroll". Click on the following: **SELF SERVICE > STUDENT CENTER > ENROLL (Located on top left side of main page under Academics)**

1. Select the term you wish to register for, and then click the CONTINUE button.

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Fall 2013	Undergraduate	Iona College
<input type="radio"/>	January Intersession 2014	Undergraduate	Iona College
<input type="radio"/>	Spring 2014	Undergraduate	Iona College
<input type="radio"/>	Summer (1) 2014	Undergraduate	Iona College
<input type="radio"/>	Summer 2014	Undergraduate	Iona College
<input type="radio"/>	Fall 2014	Undergraduate	Iona College
<input type="radio"/>	January Intersession 2015	Undergraduate	Iona College
<input type="radio"/>	Spring 2015	Undergraduate	Iona College
<input type="radio"/>	Summer (1) 2015	Undergraduate	Iona College
<input type="radio"/>	Summer 2015	Undergraduate	Iona College
<input type="radio"/>	Fall 2015	Undergraduate	Iona College

CONTINUE

Adding Classes:

Click on the Add tab at the top of the page.

2. Click the SEARCH button to search for available classes.

The screenshot shows the 'Add Classes' page with a navigation bar at the top containing 'Search', 'Enroll', and 'My Academics' tabs. Below the navigation bar are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The first step is '1. Select classes to add'. Below this is a paragraph: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' The page shows 'Fall 2015 | Undergraduate' and 'Iona College' with a 'change term' button. There are radio buttons for 'Open' (selected) and 'Closed'. Below this is a 'Fall 2015 Shopping Cart' section with a message: 'Your enrollment shopping cart is empty.' To the left is an 'Add to Cart' section with an 'Enter Class Nbr' input field and an 'enter' button. Below that is a 'Find Classes' section with radio buttons for 'Class Search' (selected) and 'My Requirements'. A red circle highlights the 'search' button.

3. Enter the Course Subject and Number, and the Course Career if necessary. Then click SEARCH.

The screenshot shows the 'Enter Search Criteria' page. The heading is 'Enter Search Criteria' with a progress indicator showing step 1 of 3. Below the heading is a 'Search for Classes' section with a blue header. The page shows 'Iona College | Fall 2015' and a message: 'Select at least 2 search criteria. Click Search to view your search results.' There is a 'Class Search' section with a dropdown for 'Subject' (set to 'Religion'), a dropdown for 'Course Number' (set to 'is exactly') with an input field containing '101', and a dropdown for 'Course Career' (set to 'Undergraduate'). There are two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). Below this is an 'Additional Search Criteria' section. At the bottom left is a link 'Return to Add Classes'. At the bottom right are 'CLEAR' and 'SEARCH' buttons, with the 'SEARCH' button circled in red.

Please note that the default criteria is to search for open sections only. If you wish to view all sections, including those that are closed, you will need to uncheck this box.

4. Review the days and times for each class section. Then click SELECT CLASS to select your desired section.

RST 101 - Religion in the Contemporary World							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1119	A-LEC Semester	MoWe 8:00AM - 9:18AM	TBA	Gregory Sutterlin	08/25/2015 - 12/17/2015	●	select
1120	B-LEC Semester	TuThFr 9:00AM - 9:52AM	TBA	Dennis Gunn	08/25/2015 - 12/17/2015	●	select
1121	C-LEC Semester	MoWe 9:30AM - 10:48AM	TBA	Heidi Brooks	08/25/2015 - 12/17/2015	●	select
1124	F-LEC Semester	MoWe 11:00AM - 12:18PM	TBA	Heidi Brooks	08/25/2015 - 12/17/2015	●	select
1126	H-LEC Semester	TuThFr 11:00AM - 11:52AM	TBA	Dennis Gunn	08/25/2015 - 12/17/2015	●	select

5. Review class information and enter the permission number (if applicable), then click NEXT.

Note on Permission numbers: Permission numbers are needed to enroll in a classes that are closed and/or require department consent. Permission numbers can be obtained from the department chair of the course you wish to enroll in. For example, if your RST 101 A selection is closed and you are unable to attend an alternative open section, you would email the Religious Studies department chair to request a permission number to enter the closed section. Once received, you would enter it in the designated location below.

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2015 | Undergraduate

RST 101 - Religion in Contemporary World

Class Preferences

RST 101-A Lecture ● Open

Permission Nbr

Enter permission # here if it is required to enroll for the course.

Session Semester

Grading Grad Taking Undergrad Course

Career Undergraduate

Units 3.00

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	MoWe 8:00AM - 9:18AM	TBA	Gregory Sutterlin	08/25/2015 - 12/17/2015

Repeat steps 2-5 for each class you want to enroll in.

6. Classes have been added to the shopping cart. Click Proceed to Step 2 of 3.

Search	Enroll	My Academics
my class schedule add	drop	swap term information

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

RST 101 has been added to your Shopping Cart.

Fall 2015 | Graduate Arts & Science | Iona College

[change term](#)

Open Closed

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
 My Requirements
[search](#)

Fall 2015 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	RST 101-A (1119)	MoWe 8:00AM - 9:18AM	TBA	G. Sutterlin	3.00	<input checked="" type="radio"/>

[PROCEED TO STEP 2 OF 3](#)

7. Confirm that these are your requested classes, and click FINISH ENROLLING.

Add Classes



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2015 | Undergraduate

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
RST 101-A (1119)	Religion in Contemporary World (Lecture)	MoWe 8:00AM - 9:18AM	TBA	G. Sutterlin	3.00	<input checked="" type="radio"/>

[CANCEL](#)

[PREVIOUS](#)

[FINISH ENROLLING](#)

8. Review the contact information page to ensure that your contact information is correct and click Contact Information is Correct.

To better serve you, it is imperative that your contact information is accurate. To complete the enrollment process you must first verify your contact information or make any necessary changes. If your information below is correct then click on the "Contact Information is Correct" button to finish your enrollment process. Otherwise, follow the instruction below to make the necessary changes.

Personal Information

Contact Information	
Home Address	Local/Dorm Address None
Home Phone	Iona Student Email Address

Clicking on the hyperlink will open up a new browser window allowing you to make any necessary changes. When you are done making the necessary changes close the new browser window and click the "Refresh" button on this page. Once you see the correct contact information above click on the "Contact Information is Correct" button below to finish your enrollment process.

Refresh

Contact Information is Correct

9. Read and accept the terms.

I promise to pay Iona College the sum of the amounts incurred by my student account, including but not limited to tuition, room and board, student fees, bookstore charges, and parking fees and fines. I agree to pay all costs and expenses incurred by Iona College in enforcing and protecting its rights and remedies, including but not limited to reasonable and customary collection costs, attorney's fees and legal expenses. I understand that the amounts due are under a non-dischargeable educational debt and are subject to the provisions of 11 U.S.C. § 523 (a) (8).

A non-refundable monthly late fee of \$105 will be assessed for any past due balance.

Payment for all summer and winter intersession classes is due at the time of registration and in any event no later than the day web registration closes.

E-bills are issued monthly, and students are responsible for monitoring their student account and making payments for charges incurred that are due, but not yet billed.

I understand and accept

- Review the resulting screen to confirm that your classes were successfully added. Then click My Class Schedule to view your class schedule.

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Fall 2015 | Undergraduate | Iona College

✓ Success: enrolled			✗ Error: unable to add class		
Class	Message	Status			
RST 101	Success: This class has been added to your schedule.	✓			

MY CLASS SCHEDULE ADD ANOTHER CLASS

Possible error responses may include:

Enrollment hold – You have a hold on your account. You can view your hold by logging in to [PeopleSoft](#) then click on the following: **SELF SERVICE > STUDENT CENTER > HOLDS > DETAILS (Located on top right side of page)**

Requisites not met – You have not completed the required pre-requisite course(s).

Time scheduling conflict – You are attempting to schedule more than one course at the same time.

Closed course – Course is closed; please try again using a valid permission number or select another course.

Department consent required – Email the department chair to request a permission number.

Course previously taken and may be subject to institutional repeat policy – When graded, this course may be subject to the Iona's Repeat Rules. It should be verified that this course would apply toward your course of study. You will need to visit the Dean's Office for approval.

Dropping Classes

You may wish to drop classes from your schedule to make room for new selections. Click on the Drop tab at the top of the page.

- Select the class(es) you want to drop and then click DROP SELECTED CLASSES.
- Confirm your selection and then click FINISH DROPPING.
- Review the results page to verify your classes were dropped successfully.

NOTE: Undergraduate degree-seeking students may drop courses from their registration but cannot remove the last remaining course (a course with minimum of 3.0 credits). If you chose to completely drop your schedule, continuing students must contact their advisor.,

Swapping Classes:

Click on the Swap tab at the top of the page.

- Select the class you want to swap from your schedule and search for the replacement class.
- Confirm your selection and then click FINISH SWAPPING.
- Review the results page to verify your classes were swapped successfully.

View Class Schedule:

Click on the My Class Schedule tab at the top of the page. Verify that you are enrolled in the appropriate classes by reviewing your class schedule.

If you need assistance with registration, please contact the Office of the Registrar at (914) 633-2497 or email registrar@iona.edu.