

REGISTERING FOR COURSES

(my.chc.edu)



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Step one: review course listings

1) Accessing the course listings through the portal allows you to view up-to-date information about classes being offered. There are no restrictions on who can view these listings.

2) On the my.chc.edu home page, click on “**Course Listing**” located at the center of the page.

3) You will then be asked to select the year, term (e.g. Spring), and division (e.g. Graduate) for which you are registering. You should then select “**Generate Report.**”

Schedule of Classes

[Course Listing](#)

[Classroom Locations](#)

4) On the report page, you should then select the “**Course Listing**” document.

5) A document will open with the courses currently being offered for your department.

If you follow these instructions and continue to have problems, please email helpdesk@chc.edu.

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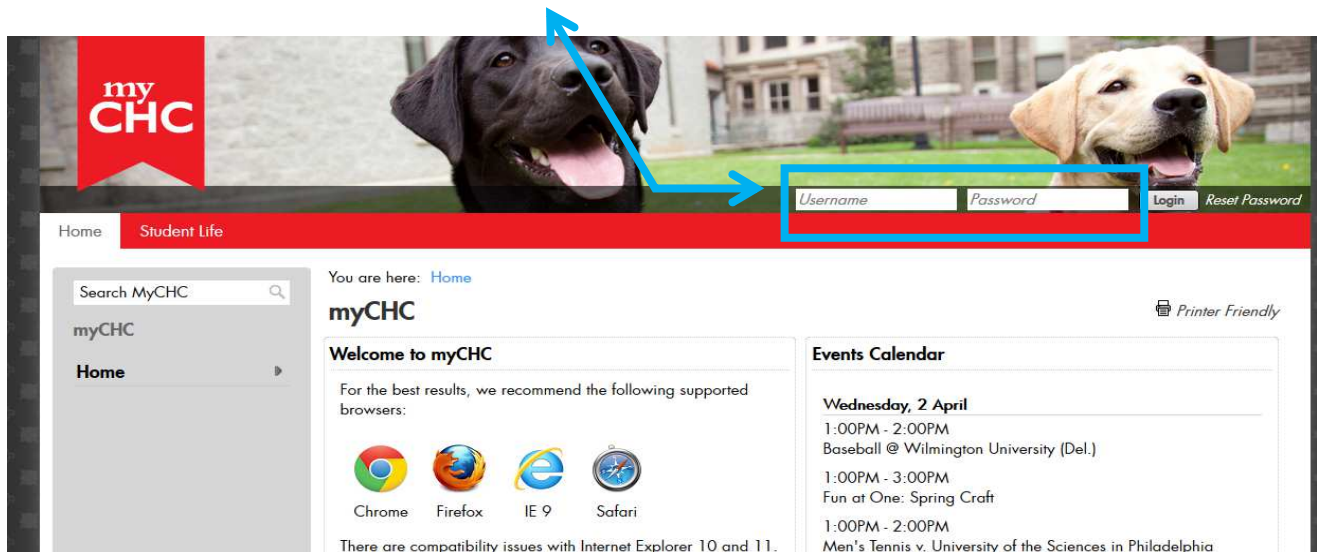
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Step two: logging on

- 1) Log on to my.chc.edu and enter your CHC username* (should be the same login as your CHC email) into the **user name** field. Enter the password* you use for your CHC email account into the **password** field. Please keep in mind that the *password is case-sensitive*. Click **Login**.



- 2) Since your login information for the My.CHC Portal is attached to your CHC username and email account, once you change your password for your CHC email account**, it will be changed for the Portal as well.

Beginning with the SPRING 2016 semester, the SGS will no longer be publishing a Course Guide. Students will be expected to review the course listings (please see instructions found on page 1 of this document) and register accordingly.

****BE ADVISED: SGS WILL NOT BE ACCEPTING PHONE OR EMAIL REGISTRATIONS FOR THE SPRING 2016 SEMESTER (except for new and non-matriculating students or students with academic holds).**

****As the School of Graduate Studies is transitioning to online registration, you should review your account and resolve any issues with logging on to my.chc.edu portal and email (e.g. username/password difficulties), as well as unresolved academic/financial holds on your account.**

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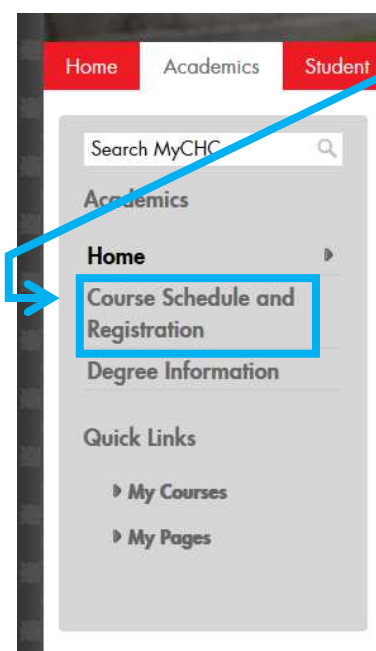


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Step three: course registration

****Important Note****

You must verify that you qualify for online registration. You must be a matriculated student, meaning you have received an acceptance letter from the Dean. You are able to check your matriculation status through the Portal, by accessing the **Personal Info** page, and choosing **Academic Info**.



- 1) Locate the **Academics** tab. On the left-hand side of the page, click on the link for “**Course Schedule and Registration**,” as seen below.
- 2) Ensure the **Term** (e.g. Summer 2014) and **Division** (Graduate) are chosen in the drop-down boxes in the top half of the page.
- 3) To search for a course, choose the second tab, entitled **Course Search** and enter the appropriate course prefix where it says **Course Code** (e.g. PSYG, EDUC, etc.).

Add by Course Code | **Course Search**

Title: Begins With []

Course Code: Begins With []

Term: 2013-2014 Summer Term []

Department: All []

Division: Graduate []

Search More Search Options

- 4) You may ensure that the course is open by looking at the **Status** column. Click the **Add** box next to the desired course(s), scroll down to the bottom of the page and hit the **Add Courses** button. **Be sure the course(s) are at the correct campus location.**

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		PSYG 500 01 M	Theories/Counseling/Psychotherapy	Serbonich, Laura B	13/8	O	8:30 AM-12:30 PM; Main Campus, Martino Hall, Martino Hall Room 311	3.00	5/12/2014	7/19/2014

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Next page: course registration cont.

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Step four: course registration cont.

- 5) You should receive a **Message** and complete course information will appear at the bottom of the Course Schedule and Registration page, under **Your Schedule (Registered)**. Remember you will be kept from registering in courses out of your division. Please refer to the term's online *SGS Course Guide* for e listings offered in your division.

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	PSYG 532 01 M	Culture/Gender in Counseling/Psychol	F 8:00 - 4:00	• Main Campus Martino Hall 311	3.00
<input type="checkbox"/>	PSYG 638 02 M	Systemic Treatment of Addiction	• W 6:00 PM - 9:45	Main Campus Martino Hall 227	3.00
<input type="checkbox"/>	PSYG 735 05 M	Internship III	• T 5:00 PM - 7:00	• Main Campus Martino Hall 318	3.00

Drop Selected Courses

***If the course is closed, you will not be able to register for it. There is no waitlist function on the My.CHC Portal. To be added to the waitlist email gradschool@chc.edu with your full name, ID number, and the course code for the class that you would like.*

- 6) If you need to drop a course you can do so by selecting the **check box** of the course you want to drop (under **Your Schedule (Registered)**) then selecting the **Drop Selected Courses** button.

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