



COLLEGE OF COMMUNICATION
AND THE ARTS
Center for Graduate Studies

SETON HALL UNIVERSITY

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
- ❖ 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. ARMS, PSMA, or EDST for Museum Professions, COMM, COJR, COTC, or COST for Strategic Communication and Public Relations)
- ❖ View course listing for 6000+ level courses and select “View Sections” for additional information (All “Sec” should be “NA” for on-campus, “HYN” for hybrid, or “WB” for online courses)
 - Courses with a “VU” suffix are not applicable to Public Relations nor Strategic Communication programs
- ❖ 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 “Registration Status”
- ❖ 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.
- Your Class for registration purposes is Graduate.

- 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 mary.degnan@shu.edu 303 Centre Street
Bursar Balance Due	Bursar's Office (800) 222-7183 bursar@shu.edu Bayley Hall Rm. 121
Academic (Graduate Probation/ Academic Suspension)	Your academic adviser: Dr. Ryan Hudes Mrs. McKenna Schray (973) 275-4832 or (973) 275-4844 ryan.hudes@shu.edu mckenna.schray@shu.edu

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/communication research/master's thesis course. To register for one of these courses, contact your adviser to seek approval for a permit. A permit will allow you to register online for a course that requires approval from the Center for Graduate Studies.
- ❖ *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.
- ❖ *Please note that Fall 2018 Add/Drop and Late Registration ends **Tuesday, September 4, 2018.*** Classes should only be added or dropped in consultation with your adviser. To schedule an appointment with your adviser at any point, please use Compass via PirateNet.