

Web Self Service For Advisors

Beginning on **November 4, 2009**, currently enrolled students will be allowed to register on the Web. By accessing the Registrar's Office home page (<http://www2.creighton.edu/registrar/>) currently enrolled students will be able to register for spring courses. Individual appointment times for registration have been assigned to each student on the following days:

Wed., Thurs.	Nov. 4, 5	Seniors, Pharmacy and Health Prof., Graduate
Fri., Mon., Tues.	Nov. 6, 9, 10	Juniors, Pharmacy and Health Prof.
Wed., Thurs., Fri.	Nov. 11, 12, 13	Sophomores
Mon., Tues., Wed.	Nov. 16, 17, 18	Freshman and Special

Staff members of the Registrar's Office will be available during normal working hours to assist with any problems that students may encounter.

Below are a few key points in the registration procedures which will directly affect advisors:

1. Advisors can log in to the N.E.S.T. by contacting the Registrar's Office home page (<http://www2.creighton.edu/registrar/>) and clicking on N.E.S.T. in the lower right corner. When the menu appears click on Student/Faculty Login. Enter your NetID and your PIN. Your PIN is your BLUE password. The password you use to access your CEmail account, Blueline and AMI will be the same password you use to access your N.E.S.T. account. If you have forgotten your PIN call the Help Desk at 280-1111 option 3 or click on the link to AMI on the login page to reset your PIN.
2. Registration PIN numbers (different from student login to the N.E.S.T.) have been assigned for each student. **Advisors will be provided with an individual letter showing the student's PIN number and registration appointment time. This letter is to be given to the student at the conclusion of the advising session in order for the student to complete registration.** This process will assure that students consult with their advisor prior to registration.
3. Students will be allowed to register for spring classes.
4. All overrides for spring will be handled by the Registrar's Office through the use of purple override forms. Students registering on the Web have been advised to register for all other courses via the Web prior to processing the override. Override forms cannot be processed until the student's appointed registration time.
5. Advisors for undergraduate students will be able to view a CAPP compliance report that has been run for their advisees.

If you have any questions please contact the Registrar's Office x4019.

Midterm Grades for Advisors

Advisors have access to midterm grades for students they advise through the N.E.S.T. Once into the Faculty Services Menu, select Student Information and click on Registration History. Select Fall 2009 and choose the ID of the advisee you wish to view. The midterm grades appear in the right column.

Advisor:

Dear

Beginning November 4, 2009 currently enrolled students will be able to register on the web. Below are instructions to guide you through the process. Simply go to the Creighton home page and use the Index to find **REGISTRAR**, or go directly to the Registrar's home page: <http://www2.creighton.edu/registrar/> then click on the N.E.S.T. link in the bottom right corner.

1. First, click on **Student/Faculty Login** to enter N.E.S.T.
2. Enter your NetID and your PIN. Your PIN is your BLUE password. The password you use to access your CEmail account, Blueline and AMI will be the same password you use to access your N.E.S.T. account. If you have forgotten your PIN call the Help Desk at 280-1111 option 2 or click on the link to AMI on the login page to reset your PIN. At the Main Menu, select Student Services to access your personal student information.
3. Your appointed time and your Registration PIN will be available from your advisor. The special registration PIN will change at each registration and is not the same number used for accessing your personal information.
4. At or after your appointed time, click on **Registration** to begin adding classes and building your schedule. Select the term (Spring 2010) and click **submit**. Then click on **Add/Drop Classes**. Enter your Registration PIN and click **Submit**. The system will check for the proper identification numbers, registration time, and any outstanding holds on your record.
5. Once into the **Add Classes Worksheet**, begin to enter the 5-digit Course Reference Numbers (CRN) and click **Submit Changes**. To view all courses offered in the registered term click on **Class Search**. Look Up Classes to Add using the search criteria and click Class Search. Click in the select field to choose courses you would like to add, scroll to the bottom of the page and select **Add to Worksheet** if you wish to register for more than one course at a time. You can also register for one course at a time by simply clicking **Register**. When you have all the courses you wish to add to the worksheet click **Submit Changes** to Register for courses.
6. All Errors will appear under the heading "Registration Add Errors." Error messages you could receive include **Closed Course, Prereq or Test, Link, Time Conflict, Class Restriction, Maximum Hours Exceeded or Instructor or Department Consent**. *Note only one error will appear per course even if there are multiple errors.
7. For security purposes, be sure to sign off if you are using a machine location in a public place such as a computer lab.
8. The system will be available until 4:00 p.m., **January 19, 2010** for spring registration. You are encouraged to check your schedule frequently for room changes, time changes, faculty changes, etc. **Be sure to save your Registration PIN since you will need it to re-enter the system to check your schedule and process drops and adds.**

If you have any questions or experience any difficulty in registering, please contact the Registrar's Office **280-4019**.

John A. Krecek
University Registrar

Your registration date is:
Beginning at:
Registration Pin Number: