



SNISWEB®





SONISWEB Students Quick Reference

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HOW DO I GET TO THE SITE?

Navigate to the following website: <https://sonis.carolinacollege.edu/studsect.cfm>

HOW DO I LOG IN?

Your Email Address and PIN are your CCHSmail email address and Date of Birth.

Ex: jane.student@cchsmail.org is the email address and she would enter her DOB for the PIN in the following format: 080276 (This is a birthdate of 08/02/1976).

Enter your **Email Address** and **PIN** here:

Carolinan College of Health Sciences HOME

Student Access

Email Address

PIN

If you have forgotten your PIN and/or ID, please click [here](#).

Administration : Alumni : Applicant : CE Registration : Courses By Semester : Faculty : Online Application : Programs : Prospective Students : Student :

Administration by Version 2.73



HOW DO I VIEW MY PERSONAL INFORMATION?

The major functions you can check out immediately includes checking your schedule, viewing your bill, and seeing your grades. There is much more that you can do so **FEEL FREE TO EXPLORE!!**

This is what SONISWEB will look like when you log in:

Carolinus College of Health Sciences

Home Page - Jane Student

Welcome to SonisWeb!

We hope you find this system easy to use for accessing the information you need for classes, financial tracking, and general communication.

Course Announcements	Course Evaluations
No new course announcements	No Evaluations Due
General Services	Financial
Cumulative GPA: 0.00 Reminders: 0/0 Requests: View	Balance Forward: \$0.00 Semester Charges: \$0.00 Semester Credits: \$0.00 Pending Awards: \$0.00 Semester Balance: \$0.00
Holds	
None Defined	

How do I view my personal information?

- Click on the **Bio** tab.

Carolinus College of Health Sciences

Secured Student Options - Jane Student

Street Address : 8956 Test Student Lane
Charlotte, NC 28203

Phone : 704-555-9999

Work Phone :

Cell Phone :

Program : TE7286517

ID :

Transfer Courses Accepted for Credit - None

Completed Courses - NO COURSES WITH OFFICIAL GRADES

Withdrawn Courses - None

In Progress Courses - NO COURSES IN PROGRESS

Requests
[View Photo](#)

Email Address : jane.student@cchsmail.org

Campus : Carolinas College

Department : General Studies

Division : Credit

Level : First Term

[Transcript](#)

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How do I change my password?

Click on the Update Bio icon:

[Update Bio](#)

On the next screen click inside the "PIN" field and type in your new password and click "Submit":

PIN :



HOW DO I ADD EMERGENCY CONTACTS?

IMPORTANT – One of the first things you should do is add your emergency contact information.

How do I add my emergency contacts?

Carolinan College of Health Sciences

IRS 1099-T Emer Contacts Billers Board Printable Update Bio Search

Secured Student Options - Jane Student

Logout Home **Bio** Billing Ledger Schedule Course Pages Registration Degree Audit

Street Address : 8956 Test Student Lane
Charlotte, NC 28203

Phone : 704-555-9999

Work Phone :
Cell Phone :
Program :
ID : TE7286517

Requests
View Photo

Email Address : jane.student@cchsmail.org

Campus : Carolinas College
Department : General Studies
Division : Credit
Level : First Term

Transcript

Transfer Courses Accepted for Credit - None

Completed Courses - NO COURSES WITH OFFICIAL GRADES

Withdrawn Courses - None

In Progress Courses - NO COURSES IN PROGRESS

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- Click on the emergency contacts icon



[Emer Contacts](#)

Carolinan College of Health Sciences

Emergency Contacts - Jane Student

Logout Home **Bio** Billing Ledger Schedule Course Pages Registration Degree Audit

Name	Relationship	Primary No.	Alternate No.	Inactive
<input type="button" value="Add New Contact"/>				

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- On the next screen click add new contact
- Enter all information for your emergency contact person.
- Use the memo box to provide additional information.

Carolinan College of Health Sciences

Adding Emergency Contact - Jane Student

Logout Home **Bio** Billing Ledger Schedule Course Pages Registration Degree Audit

Name Relationship

Primary No. Alternate No.

Memo

- Clicking **Submit** will open a new screen where you can confirm, review, edit or return without adding contact information.



Carolinan College of Health Sciences

Adding Emergency Contact - Jane Student

[Logout](#) [Home](#) [Bio](#) [Billing](#) [Ledger](#) [Schedule](#) [Course Pages](#) [Registration](#) [Degree Audit](#)

Confirm New Emergency Contact Information
(You will not be able to edit the contact info once it has been entered.)

Name	Joe Student	Relationship	Husband
Primary No.	704-444-4444	Alternate No.	704-355-5555

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- Click to save.
- You may add additional emergency contacts by clicking

Carolinan College of Health Sciences

Emergency Contacts - Jane Student

[Logout](#) [Home](#) [Bio](#) [Billing](#) [Ledger](#) [Schedule](#) [Course Pages](#) [Registration](#) [Degree Audit](#)

Name	Relationship	Primary No.	Alternate No.	Inactive
Time Jones	Father	888-592-0952	888-592-0952	<input type="checkbox"/>
Joe Student	Husband	704-444-4444	704-355-5555	<input checked="" type="checkbox"/>

Emergency Contacts Updated

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How can I tell if I am on Registration Hold?

When you login to Sonis a bright red message will display notifying of a HOLD:

Carolinan College of Health Sciences

[Holds](#) [1099-T](#) [Email Contacts](#) [Bulletin Board](#) [Printable](#) [Lookup Bio](#) [Search](#)

Secured Student Options - Jane Student

[Logout](#) [Home](#) [Bio](#) [Billing](#) [Ledger](#) [Schedule](#) [Course Pages](#) [Registration](#) [Degree Audit](#)

Street Address :	Requests
	View Photo
Phone :	Email Address : test_student@cchsmail.org
Work Phone :	Campus : Carolinas College
Cell Phone :	Department : General Studies
Program : General Studies-Associate Degree	Division : Credit
ID :	Level : First Term
	Advisor : Lon Bequette Reg.

**You have the following REGISTRATION HOLDS that need to be cleared:
'Registration Hold - Financial'**

- Click on the Holds icon to see the HOLD details: [Holds](#)



How do I view my billing information?

- Click on the **Billing** tab.
- Change the School Year and Semester as desired and click **Change**
- You can view the Date, Description, Charges, Credits, Awards, and Check/Rcpt.

Carolinas College of Health Sciences

Printable Update Bio Search

Billing History – Jane Student

Logout Home Bio **Billing** Ledger Schedule Course Pages Registration Degree Audit

School Year: 201314 Semester: Fall Change

Date	Trans. Ref.	Charges	Credits	Awards	Check/Rcpt #
8/30/2013	Tuition for BIO 100	\$1,086.00			
8/30/2013	Science Lab Fee for BIO 100	\$40.00			
8/30/2013	Course Pack Fee for BIO 100	\$10.00			
8/30/2013	Tuition for HEA 102	\$504.00			
8/30/2013	Activity Fee	\$25.00			
8/30/2013	Technology Fee	\$175.00			
8/30/2013	Access Control Fee	\$15.00			
12/13/2013	Application Fee	\$50.00			
8/19/2013	Online App CC Pay		\$50.00		034-0178718295
8/30/2013	Federal Pell Grant		\$941.00		

Balance Forward : \$0.00 Semester Credits : \$991.00 Current Balance : \$836.00

Semester Charges : \$1,827.00

Viewing - Year : 201314 Semester: Fall

[Credit Card Payment](#)

Clicking on [Credit Card Payment](#) will allow you to pay your bill online now!!

How do I view my Schedule and Grades?

- Click on the **Schedule** tab.
- Change the School Year and Semester as desired and click **Change**
- You can then see your Schedule details for the chosen semester as well as your grades if you chose the previous semester.

Carolinas College of Health Sciences

Books Printable Update Bio Search

Schedule – Jane Student

Logout Home Bio Billing Ledger **Schedule** Course Pages Registration Degree Audit

School Year: 201415 Semester: Fall Change

Course	Section	Sess.	Description	Times	Instrt. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
BIO 210	01	F	Introduction to Radiation Therapy Procedures	THU 9:00 -10:15 am FRI 9:00 -10:15 am	Lecture	08/18/2014	12/12/2014	211	3.00		
BIO 215	01	F	Oncology Nursing and Patient Care	THU 10:30 -11:40 am FRI 10:30 -11:40 am	Lecture	08/18/2014	12/12/2014	211	3.00		
BIO 220	01	F	Oncology I	THU 3:00 -4:10 pm FRI 3:00 -4:10 pm	Lecture	08/18/2014	12/12/2014	211	3.00		
BIO 230	01	F	Radiation Therapy Physics	THU 1:00 -2:40 pm FRI 1:00 -2:40 pm	Lecture	08/18/2014	12/12/2014	211	4.00		
BIO 240	01	F	Radiation Therapy Practicum I	MON 7:30 -4:20 pm TUE 7:30 -4:20 pm WED 7:30 -4:20 pm	Practicum Practicum Practicum	08/18/2014	12/12/2014	Clinical Clinical Clinical	4.00		

Viewing - Year : 201415 Semester: Fall Total Credits Attempted : 17.00

How do I Log Out?

Click on **Logout**.



HOW DO I REGISTER?

IMPORTANT REMINDER – ALL STUDENTS ARE ON “ONLINE REGISTRATION HOLD” UNTIL THEY MEET WITH THEIR ADVISOR. AFTER A STUDENT HAS BEEN ADVISED, THE HOLD WILL BE REMOVED BY THE ADVISOR.

From the initial screen that loads after logging in click the Registration Tab:

Click on **Registration**:

Registration for Jane Student

Currently registering under degree <No degree> at Carolinus College of Health Sciences

Course	Description	Section	Section Credits	Credits	Lead Faculty	Time	Campus
BIO102.00	Human Anatomy & Physiology II	01	S	4	S. Thornton	MON 11:00am-12:20pm, THU 11:00am-12:20pm	Carolinus College
BIO102L.00	Human Anatomy & Physiology II Lab	D	S	0	S. Thornton	FRI 1:00pm-3:50pm	Carolinus College
NUR151.00	Adult Health	02	S2	4	T. Campbell	MON 9:00am-10:50am, TUE 7:00am-3:15pm, WED 7:00am-3:15pm, THU 9:00am-10:50am, FRI 9:00am-10:50am	Carolinus College
NUR152.00	Adult Health	01	S1	4	D. Holander	MON 9:00am-10:50am, TUE 6:45am-2:50pm, WED 6:45am-2:50pm, THU 9:00am-10:50am, FRI 9:00am-10:50am	Carolinus College

(w) indicates course not posted to billing

Enrolled Credits: 8 Unenrolled Credits: 11 Total Credits: 19

Course Offerings (Click a Course link below to add a course to your cart.)

Course	Spaces	Wait	Description	Section	Section Credits	Credits	Lead Faculty	Time	Campus
BIO101	16	0	Human Anatomy & Physiology I	01	S	4	C. Cozzen	MON 8:00am-9:20am, THU 8:00am-9:20am	Carolinus College
BIO101	40	0	Human Anatomy & Physiology I	02	S	4	C. Cozzen	MON 10:00am-11:20am, THU 10:00am-11:20am	Carolinus College
BIO101L	21	0	Human Anatomy & Physiology I Lab	A	S	0	C. Cozzen	TUE 9:00am-11:20am	Carolinus College
BIO101L	16	0	Human Anatomy & Physiology I Lab	B	S	0	C. Cozzen	THU 1:00pm-3:50pm	Carolinus College
BIO101L	18	0	Human Anatomy & Physiology I Lab	C	S	0	C. Cozzen	FRI 1:00pm-3:50pm	Carolinus College
BIO102	24	0	Human Anatomy & Physiology II	01	S	4	S. Thornton	MON 11:00am-12:20pm, THU 11:00am-12:20pm	Carolinus College
BIO102	35	0	Human Anatomy & Physiology II	02	S	4	S. Thornton	MON 1:00pm-2:20pm, THU 1:00pm-2:20pm	Carolinus College
BIO102L	16	0	Human Anatomy & Physiology II Lab	A	S	0	S. Thornton	TUE 1:00pm-3:50pm	Carolinus College
BIO102L	17	0	Human Anatomy & Physiology II Lab	B	S	0	S. Thornton	WED 1:30pm-4:20pm	Carolinus College
BIO102L	20	0	Human Anatomy & Physiology II Lab	C	S	0	T. Hall	THU 9:00am-11:50am	Carolinus College

Note:

- You will see the course details across the purple bar under Course Offerings. These details include: Course, Spaces, Description, Section, Credits, Lead Faculty, Time and Campus
- If there are fewer courses available (i.e. Summer Sessions) you can see each course on the initial Registration Tab.
- If there are many courses available (i.e. Fall/Spring) you will have a row of letters to click on representing the first letter of the course you are looking for. Simply click the letter to be taken to a listing of courses with that letter.



HOW DO I REGISTER?

To begin adding courses to your cart you must click the underlined course:

Choosing a Course:

- The courses will be in a column as pictured below. Click on the desired course link to place it into your "cart"

- [MAT 101](#)
- [MAT 101](#)
- [MLS 201](#)
- [MLS 202](#)
- [MLS 203](#)
- [MLS 204](#)
- [MLS 205](#)
- [MLS 206](#)
- [NUR 100](#)

- When you click the underlined course:

MAT 101	29	0	College Math	01	S	3	M. Mbayabu	FRI 8:00am-2:20pm TUE 4:00pm-5:20pm, THU 4:00pm-5:20pm	Carolinus College
MAT 101	32	0	College Math	02	S	3	M. Mbayabu	TBD	Carolinus College
MLS 201	6	0	Clinical Chemistry	01		12	C. Bean	TBD	Carolinus College
MLS 202	6	0	Hematology/Coagulation/Clinical Microscopy	01		11	K. Yarborough	TBD	Carolinus College

- The section chosen will jump to the top of your screen into your cart as a pending course shown in red text

Registration for Jane Student

[Logout](#) | [Home](#) | [Bio](#) | [Billing](#) | [Ledger](#) | [Schedule](#) | [Course Pages](#) | **Registration** | [Degree Audit](#)

Registration for 201415/2

Currently registering under degree <No degree> at Carolinus College of Health Sciences

Course	Description	Section	Section	Credits	Wait Faculty	Class	Campus
MAT 101	College Math	02	S	3	TBD	Carolinus College	
BIO 101.00	Human Anatomy & Physiology II	01	S	4	S. Thornton	MON 11:00am-12:20pm, THU 11:00am-12:20pm	Carolinus College

- If you need to remove a course from your cart simply click the underlined name. You will receive a double dare screen where you may confirm or cancel the removal.

Remove [MAT 101 \(College Math\)](#) from pending registration?

[CONFIRM REMOVAL](#)

Click your Back Button to cancel this action.

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Note:

- As you continue selecting courses your shopping cart time out will continue to extend. As long as you are selecting courses you **will not** time out.
- If you are disconnected from the internet unexpectedly or you time out, the registration is cancelled and you will start over.



HOW DO I REGISTER?

To move through your registration remember to click Continue:

Choosing a Course

- Your pending courses will show up in red
- To continue with the registration click **Step 2 of 3 - Continue**
- To clear the pending enrollments and restart the registration click **Clear Pending Enrollments and Restart Registration**

Registration for Jane Student

Logout	Bio	Billing	Ledger	Schedule	Registration	Degree Audit	
Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	Enroll Code	Pass-Fail
BIO 200	01	4	S. Thornton	THU 1:30pm-3:19pm, FRI 1:30pm-3:19pm	Main	Credit <input checked="" type="checkbox"/>	No
BIO 200L	B	0	D. Ferguson	TUE 3:30pm-5:19pm, THU 11:00am-12:49pm	Main	Credit <input checked="" type="checkbox"/>	No

Step 2 of 3 - Continue

Clear Pending Enrollments and Restart Registration

- If you continue you will be taken to the final screen in the process

Registration for Jane Student

Logout	Bio	Billing	Ledger	Schedule	Registration	Degree Audit
Trans. Ref	School Year	Semester	Invoice	Billable	Credits	Amount
Course Pack Fee for BIO 200	200910	3		0.00		\$10.00
Science Lab Fee for BIO 200	200910	3		0.00		\$40.00
Technology Fee	200910	3		0.00		\$35.00
Tuition for BIO 200	200910	3		4.00		\$872.00
Tuition for BIO 200L	200910	3		0.00		\$0.00

Total unposted credits: 4.00 Total Charges: \$957.00

Delete All Unposted Courses **Return**

- If you are not happy with what was selected you can click **Delete All Unposted Courses** to remove them and start your registration over, otherwise click **Return** to see your enrolled courses:

Registration for Jane Student

Logout	Home	Bio	Billing	Ledger	Schedule	Course Pages	Registration	Degree Audit
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Registration for 201415/2

Currently registering under degree <No degree> at Carolinus College of Health Sciences

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
BIO 102 (0)	Human Anatomy & Physiology II	01	S	4	S. Thornton	MON 11:00am-12:20pm, THU 11:00am-12:20pm	Carolinus College
BIO 102L (0)	Human Anatomy & Physiology II Lab	D	S	0	S. Thornton	FRI 1:00pm-3:50pm	Carolinus College
NUR 151 (0)	Adult Health	02	S2	4	T. Campbell	MON 9:00am-10:50am, TUE 7:00am-3:15pm, WED 7:00am-3:15pm, THU 9:00am-10:50am, FRI 9:00am-10:50am	Carolinus College
NUR 152 (0)	Adult Health	01	S1	4	D. Holandez	MON 9:00am-10:50am, TUE 6:45am-2:59pm, WED 6:45am-2:59pm, THU 9:00am-10:50am, FRI 9:00am-10:50am	Carolinus College



HOW DO I ADD & DROP COURSES?

If you need to drop a course even after completing the registration:

Adding/
Dropping a
Course

- You can add a course at any time during the time registration is open, simply start registration again and add the desired courses
- Clicking the underlined course here will allow you to remove the course from your enrolled credits:

Registration for Jane Student

[Logout](#) [Home](#) [Bio](#) [Billing](#) [Ledger](#) [Schedule](#) [Course Pages](#) **Registration** [Degree Audit](#)

Registration for 201415/2

Currently registering under degree <No degree> at Carolinus College of Health Sciences

Course	Description	Sections	Section	Credits	Lead Faculty	Time/Date	Campus
B30 102 (0)	Human Anatomy & Physiology II	01	S	4	S. Thornton	MON 11:00am-12:20pm, THU 11:00am-12:20pm	Carolinus College
B30 102L (0)	Human Anatomy & Physiology II Lab	D	S	0	S. Thornton	FRI 1:00pm-3:50pm	Carolinus College
NWR 151 (0)	Adult Health	02	S2	4	T. Campbell	MON 9:00am-10:50am, TUE 7:00am-3:15pm, WED 7:00am-3:15pm, THU 9:00am-10:50am, FRI 9:00am-10:50am	Carolinus College
NWR 152 (0)	Adult Health	01	S1	4	D. Holmberg	MON 9:00am-10:50am, TUE 6:45am-3:50pm, WED 6:45am-2:50pm, THU 9:00am-10:50am, FRI 9:00am-10:50am	Carolinus College

Remove BIO 102L (201415/2).
It has at least one unofficial corequisite that will also be removed.

[Confirm Removal](#)

[Return](#)

HOW DOES A WAIT LIST WORK?

If you need a course but there are no spaces:

Wait List

- You will know a course has no more spaces because the **Spaces** field will be listed as 0 (zero) and the number of those on the wait list will increment under the **Wait** field
- You can add the course however you will be added to a wait list, not to the actual course (**HINT:** make sure there are no other sections of the same course being offered before placing yourself on the wait list)
- Admittance into the class from the wait list is on a first come first serve basis (i.e. if you put yourself on the wait list at 8:01:45 and someone else put themselves on the wait list at 8:01:46, you would get in before them)



HOW DO I PRINT MY SCHEDULE?

If you would like a print out of your schedule:

Printing your Schedule

- To print your schedule click on the **Schedule** tab

- Click the Printable Icon [Printable](#)
- You will see a printer friendly version of your schedule appear:

PRINT THIS SCREEN TO USE AS A RECEIPT IF SOMETHING HAPPENS AND YOU NEED TO PROVE THAT YOU ENROLLED IN YOUR COURSES



HOW DO I VIEW MY ANTICIPATED CHARGES?

If you would like to see what your anticipates charges are:

Viewing Anticipated Charges

- To view your anticipated charges click on the **Billing** tab

Carolinus College of Health Sciences

Billing History - Jane Student

Logout Home Bio **Billing** Ledger Schedule Course Pages Registration Degree Audit

School Year: 201415 Semester: Fall Change

Date	Trans. Ref.	Charges	Credits	Awards	Check/Ref #
8/22/2014	Tuition	\$2,862.00			
8/22/2014	Admission Deposit for RTT 218	(\$100.00)			
8/22/2014	Rad Ther. Lab for RTT 248	\$80.00			
8/22/2014	Activity Fee	\$25.00			
8/22/2014	Technology Fee	\$175.00			
8/22/2014	Access Card/ID Fee	\$15.00			
8/15/2014	Online Tuition CC		\$2,862.00		824-82678831

Balance Forward : \$0.00 Due Date : 08/14/2014
 Semester Charges : \$2,862.00 Semester Credits : \$2,862.00 Current Balance : \$0.00

[Credit Card Payment](#)



- To print the anticipated charges click the Printable Icon [Printable](#)
- You will see a printer friendly version of your anticipated charges appear much like the schedule reviewed earlier



HOW DO I PAY MY BILL?

If you would like to pay your bill:

Paying A Bill

- To view your total charges click on the **Billing** tab
- To make a payment online click the “Credit Card Payment” link:

Carolinus College of Health Sciences

Printable Codes Bio Search

Billing History - student test

Logout Home Bio **Billing** Ledger Schedule Course Pages Registration Degree Audit

School Year: 201415 Semester: Fall Change

Date	Trans. Ref.	Charges	Credits	Awards	Check/Receipt #
08/22/2014	Tuition	\$2,667.00			
08/22/2014	Admission Deposit for RTT 210	(\$100.00)			
08/22/2014	Rad Ther. Lab for RTT 240	\$80.00			
08/22/2014	Activity Fee	\$25.00			
08/22/2014	Technology Fee	\$175.00			
08/22/2014	Access Control Fee	\$15.00			
07/15/2014	Online Tuition CC		\$2,862.00		024-0285785931
Balance Forward : \$0.00		Due Date : 08/14/2014		Viewing - Year :201415 Semester : Fall	
Semester Charges : \$2,862.00		Semester Credits : \$2,862.00		Current Balance : \$0.00	

[Credit Card Payment](#)

The Online Payment screen will look like this:



Please review the transaction and continue to the credit card processing site with the link provided. There, you will be asked for your credit card information.

Name : student test
Item Name/Number : Online Tuition CC /OP
Payment Amount :

Online Student Payment

If you need assistance or have questions please contact 704-355-5051.

Thank you for your payment!

[Return without Paying](#)

Payment Amount field can be adjusted by clicking in the “Payment Amount” field on the screen below

- If you wish to continue paying click:
- If you have any questions about your payment contact the Business Office at 704-355-5579
- If you do not wish to pay online, click [Return without Paying](#)