SONISWEB Students Quick Reference

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HOW DO I GET TO THE SITE?

Navigate to the following website: https://sonis.carolinascollege.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:
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:

**How do I view my personal information?**

- Click on the **Bio** tab.

**How do I change my password?**

Click on the **Update Bio** icon:

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?**

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

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

- Click on the Holds icon to see the HOLD details.
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.

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.

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](#):

<table>
<thead>
<tr>
<th>Course Offering</th>
<th>Credits</th>
<th>Instructor</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio 101</td>
<td>4</td>
<td>J. Smith</td>
<td>M Tu</td>
<td>10:00am</td>
<td>12:00pm</td>
</tr>
<tr>
<td>Bio 102</td>
<td>4</td>
<td>L. Davis</td>
<td>W Th</td>
<td>1:00pm</td>
<td>3:00pm</td>
</tr>
</tbody>
</table>

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”

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Section</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 101</td>
<td>College Math</td>
<td>201</td>
<td>M. McBryde</td>
<td>TR1 9:00am-2:30pm</td>
<td>Carolina College</td>
</tr>
<tr>
<td>MLS 201</td>
<td>Microbiology</td>
<td>202</td>
<td>C. Bono</td>
<td>TRD</td>
<td>Carolina College</td>
</tr>
</tbody>
</table>

- When you click the underlined course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Section</th>
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<td>Carolina College</td>
</tr>
</tbody>
</table>

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

Registration for 2014/2015:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Section</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 101</td>
<td>College Math</td>
<td>201</td>
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<td>TR1 9:00am-2:30pm</td>
<td>Carolina College</td>
</tr>
</tbody>
</table>

- 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.

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:

- Your pending courses will show up in red
- To continue with the registration click [Continue]
- To clear the pending enrollments and restart the registration click [Clear Pending Enrollments and Restart Registration]

### Choosing a Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Sect.</th>
<th>Crd</th>
<th>Lead Faculty</th>
<th>Time/Date</th>
<th>Campus</th>
<th>Enroll Code</th>
<th>Pass-Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 200</td>
<td>01</td>
<td>4</td>
<td>S. Thornton</td>
<td>TUE 1:30pm-3:19pm, FRI 1:30pm-3:19pm</td>
<td>Main</td>
<td>Credit: F</td>
<td>No</td>
</tr>
<tr>
<td>BIO 200L</td>
<td>D</td>
<td>0</td>
<td>D. Ferguson</td>
<td>TUE 3:30pm-5:19pm, THU 11:00am-12:49pm</td>
<td>Main</td>
<td>Credit: F</td>
<td>No</td>
</tr>
</tbody>
</table>

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

### Registration for Jane Student

- 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:
**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.

**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

• 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
If you would like to see what your anticipated charges are:

**Viewing Anticipated Charges**

- To view your anticipated charges click on the **Billing** tab
- To print the anticipated charges click the Printable Icon
- 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:

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

The Online Payment screen will look like this:

![Online Payment Screen]

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:** 0.00

Online Student Payment

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

Thank you for your payment!

- **Continue to Process 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: **Continue to Process Payment**
- 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