

# Online Registration Guide

Registering for Courses via FishRNet



# FishRNet

- To access FishRNet, go to <http://fishrnet.sjfc.edu>



## Fish 'R' Net | *St. John Fisher College*

**STATUS:** Fish 'R' Net is now available on a 24 hour basis.

<b>Check Timeslot and Enter Secure Area</b>	<ul style="list-style-type: none"><li>• Check the availability of your timeslot and any holds for course registration.</li></ul>
<b>Courses Offered</b>	<ul style="list-style-type: none"><li>• <b>Courses Offered</b></li><li>• <b>Registration Information, Calendars, Exam Schedules, Undergraduate and Graduate Catalogs</b></li></ul>
<b>General Financial Aid</b>	<ul style="list-style-type: none"><li>• Financial Aid Application and Information Links.</li></ul>
<b>Accept Award Letter</b>	<ul style="list-style-type: none"><li>• Accepting and Declining Your Financial Aid.</li></ul>
<b>Payment &amp; Billing</b>	<ul style="list-style-type: none"><li>• Pay an Enrollment or Housing Deposit</li><li>• View your student account and pay online</li><li>• Set up an authorized user so they can access your student account</li><li>• Enroll in a payment plan</li></ul>
<b>Employees Enter Secure Area</b>	<ul style="list-style-type: none"><li>• Login here to view your biographic information and payroll information.</li></ul>
<b>Additional Resources</b>	<ul style="list-style-type: none"><li>• <b>Atomic Learning Tutorials</b></li></ul>

### SENIOR AUDITS

Undergraduate students expecting to graduate in December 2010 or May 2011 may call the Registrar's Office to sign up for a senior audit. We will go through your record to confirm what courses are still needed to graduate. Plan ahead for a smooth senior year!

# Checking Your Time Ticket

- The date/time you can begin registering is called a time ticket. Click “Check Timeslot and Enter Secure Area” to view your time ticket.



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# Enter Your Student ID#

- Enter your student ID# to view your time ticket. Remember to include the “@” symbol at the beginning of the number.



## Timeslot Verification | *St. John Fisher College*

To find your Fish'R'Net registration timeslot enter your Fisher ID number (found on your RED Fisher ID card in the format @xxxxxxxx) and click Submit.

If you are a faculty member or your time slot has opened, you will be taken to the Fish'R'Net log in screen.

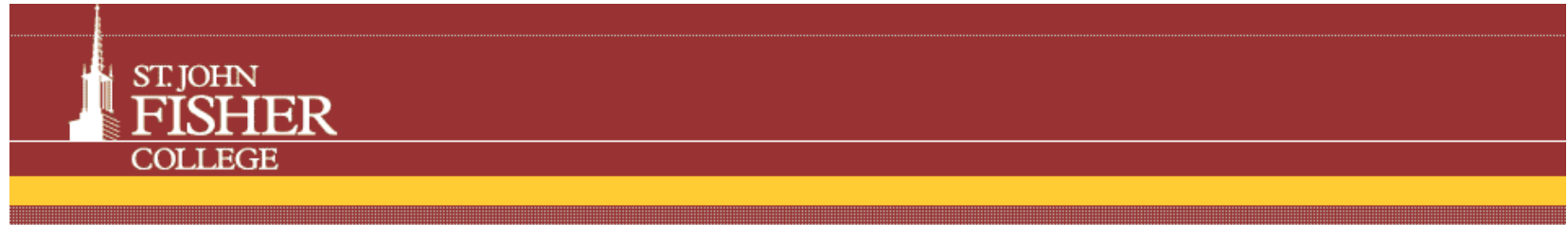
If your timeslot has not opened or you have a registration hold, your timeslot and hold information will be displayed.

**Note:** A new hold may be added to your account at any time. Check again prior to your start time to verify that you have no holds.

Submit

# Sample Time Ticket

- The example below shows that this student may begin registering on 11/19/2010 at 10:00 am. Times displayed are in 24 hr format (ex. 1600 = 4:00pm)



## Fish 'R' Net | *Registration & Timeslot Look-up*

The current system time is 11/17/2010 9:54:32 AM

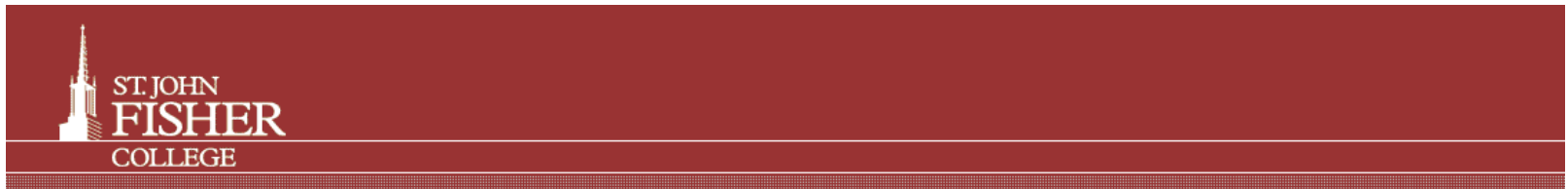
This is your timeslot: 11/19/2010 1000

**Denied:** Your timeslot is not yet effective, please try again at your allotted time.

[Return to Fisher home page](#)

# Login to FishRNet

- Enter your student ID# (with the “@” symbol) and your FishRNet password to access the FishRNet system.



HELP

## User Login



Enter your ID number exactly as it appears on your Fisher ID card, including the @ sign, OR your full social security number without the dashes in the USER ID box.

Enter your PIN. This is your own primary access PIN, not the "Alternate PIN" you received from your advisor.  
When finished, click Login.

When you are finished in Fish'R'Net, close your browser to protect your privacy.

**If you are not sure of your PIN, click the link below to start the PIN reset process.**



[Reset Fish R Net PIN Here](#)

User ID:	<input type="text"/>
PIN:	<input type="text"/>

A large, thick yellow arrow with a red outline points from the right side of the page towards the User ID input field.

Login

Forgot PIN?

RELEASE: 8.2

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# Main Menu

- To access the registration section on FishRNet, click “Student Services”

ST. JOHN FISHER COLLEGE

PERSONAL INFORMATION | **STUDENT SERVICES & FINANCIAL AID** | EMPLOYEE



Search


[SITE MAP](#) [HELP](#) [EXIT](#)


Welcome, [REDACTED] to the St. John Fisher Information System! Last web access on Nov 17, 2010 at 10:03 am


**Due to registration activity, please exit Fish'R'Net as soon as your work is completed.**

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  **Student Services**  
Register and View your academic records.

 **Financial Aid Menu**

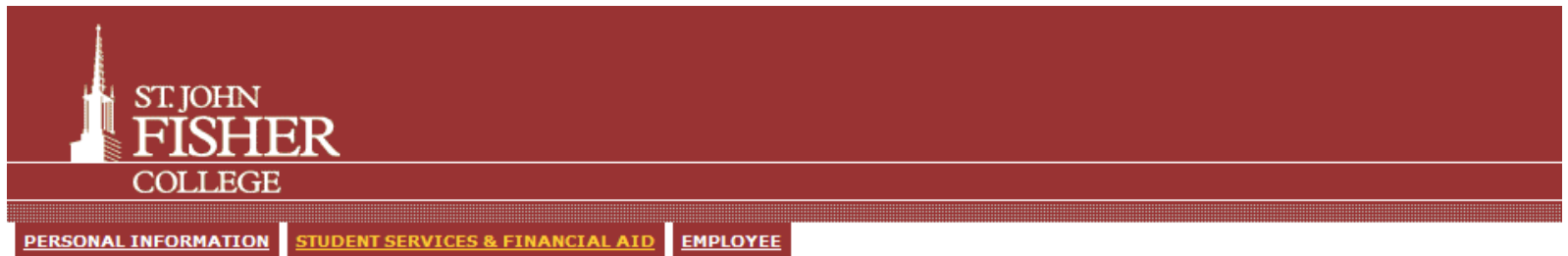
 **Employee Services**  
View your paystubs, job history, deductions/benefits, W4 data, time off balances and W2 forms.

 **Payment & Billing Information**  
Pay Enrollment or Housing Deposit  
View Student Account & Pay Online  
Set up Authorized Users  
Enroll in Payment Plan  
Access your 1098-T Tax Form  
Set up Title IV Authorizations & View Disbursement History

▲ - - - -

# Registration Menu

- Click “Registration.”



Search

RETL



## Student Services & Financial Aid



### Registration

View your registration status, time slot assignment and holds. Register and add/drop classes and change course options. View your schedule. Enroll in the College Insurance Plan.

[Transfer Articulation Guide](#)

### Student Records

View your holds; View Advisor Information; Display your grades and transcripts; View and print your immunization records.

### Financial Aid

Apply for Financial Aid using FAFSA Form; Review the status of your financial aid applications; Check status of document requirements; Review loans.

### Payment & Billing Information

Pay Enrollment or Housing Deposit

View Student Account & Pay Online

Set up Authorized Users

Enroll in Payment Plan

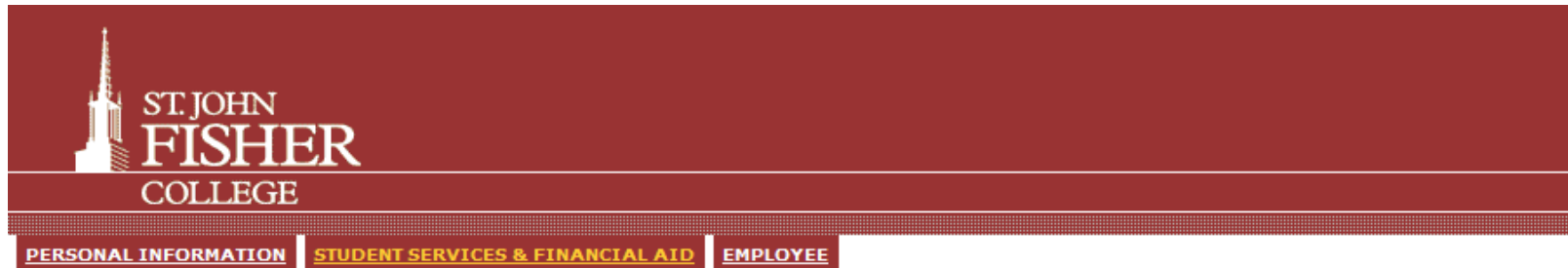
Access your 1098-T Tax Form

Set up Title IV Authorizations & View Disbursement History



# Select Term

- Select the upcoming term by clicking “Select Term.”



Search

## Registration

Note: If you have not completed a course within the past year you must be readmitted before you can register. Contact the appropriate Admissions Office (585-385-8064). Graduate Admissions (585-385-8161).

- Select Term
- Add or Drop Classes
- Look-up Classes
- Change Class Options
- Student Schedule
- Student Detail Schedule
- Withdrawal Information
- Registration Status
- \* Accident & Sickness Insurance Plan



# Select Term

- Click on the appropriate semester from the drop down menu and click "Submit."



The screenshot shows the St. John Fisher College website interface. At the top left is the college logo with the text "ST. JOHN FISHER COLLEGE". Below the logo is a navigation bar with three tabs: "PERSONAL INFORMATION", "STUDENT SERVICES & FINANCIAL AID", and "EMPLOYEE". Underneath the navigation bar is a search field with a "Go" button. The main content area is titled "Select Term" and features a dropdown menu. The dropdown menu is open, showing a list of semesters: "Spring 2011", "Fall 2010 (View only)", "Summer 2010 (View only)", "Spring 2010 (View only)", "Fall 2009 (View only)", "Summer 2009 (View only)", "Spring 2009 (View only)", and "Fall 2008 (View only)". The "Spring 2011" option is currently selected and highlighted in blue. Below the dropdown menu is a "Submit" button. In the bottom left corner of the form area, the text "RELEASE: 8.4" is displayed.

ST. JOHN FISHER COLLEGE

PERSONAL INFORMATION | STUDENT SERVICES & FINANCIAL AID | EMPLOYEE

Search

### Select Term

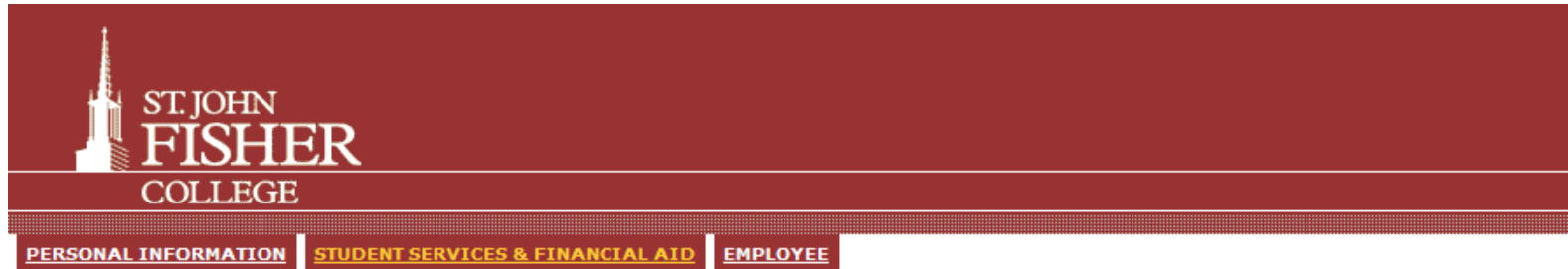
Select a Term:

- Spring 2011
- Fall 2010 (View only)
- Summer 2010 (View only)
- Spring 2010 (View only)
- Fall 2009 (View only)
- Summer 2009 (View only)
- Spring 2009 (View only)
- Fall 2008 (View only)

RELEASE: 8.4

# Add or Drop Classes


- Click “Add or Drop Classes” to begin entering your desired course selection.



Search

## Registration

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- Select Term
- Add or Drop Classes 
- Look-up Classes
- Change Class Options
- Student Schedule
- Student Detail Schedule
- Withdrawal Information
- Registration Status
- \* Accident & Sickness Insurance Plan
- View/Purchase Textbooks

# Enter Your Alternate PIN#


- Enter the registration code (Alternate PIN#) you received from your advisor for this registration period. You must get this number from your assigned major advisor.

ST. JOHN FISHER COLLEGE

PERSONAL INFORMATION | STUDENT SERVICES & FINANCIAL AID | EMPLOYEE

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## Registration Code Verification

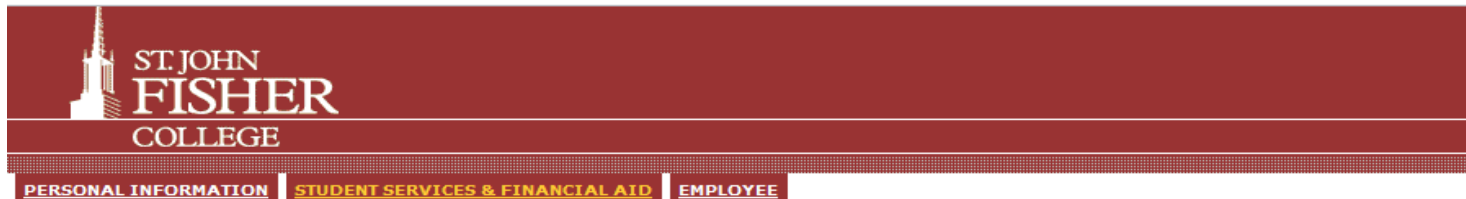
 Please enter your Registration Code for verification, then click Login.

**Alternate PIN:**

RELEASE: 8.4.0.1

# Enter Course Numbers

- Enter the 5-digit course number (CRN) for each class you would like to add. This number, found on the Class Schedule, corresponds with the desired day/time/section of the class you would like to add. Then click “Submit Changes.”



Search

## Add/Drop Classes:



To add a class, enter the Course Reference Number (CRN) in the Add Class table. Click Class Search to see the class schedule

To drop a course, use the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add Changes.

Students are responsible for all registration activity and the corresponding changes to their bills and/or financial aid. It is recommended that tuition prior to registration. Failure to pay by the deadline may result in deletion of your registration. Dropping or adding classes may change your bill and/c time and part-time status may cause significant tuition and financial aid changes; you are advised to contact the Bursar's and Financial Aid Offices be

If you have finished registering for your courses, you can view or purchase your textbooks at the St. John Fisher College Bookstore.

## Add Classes Worksheet

CRNs							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[ [View Holds](#) | [Change Class Options](#) ]

# View Registration

- The registration status for each class successfully added will be displayed. If there are any classes that could not be added (time conflict, pre-req error, etc.), these classes will be displayed under the "Registration Add Error" section.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Nov 17, 2010	None	24134	WGST	400P	01	Undergraduate	3.000	Regular Grading	Senior Seminar in WGST
**Web Registered** on Nov 17, 2010	None	21722	PSYC	200	01	Undergraduate	3.000	Regular Grading	Research Methods & Writing
**Web Registered** on Nov 17, 2010	None	23407	PSYC	290	01	Undergraduate	1.000	S/U Grading	Practicum for PSYC Majors
**Web Registered** on Nov 17, 2010	None	23643	PSYC	281	01	Undergraduate	3.000	Regular Grading	Learning
**Web Registered** on Nov 17, 2010	None	20833	LSPN	102D	03	Undergraduate	4.000	Regular Grading	P5 Beginning Spanish II
**Web Registered** on Nov 17, 2010	None	20367	SOCI	101D	01	Undergraduate	3.000	Regular Grading	P3 Sociology 21st Century

 **Successfully Added**

Total Credit Hours: 17.000  
 Billing Hours: 17.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Nov 17, 2010 10:34 am

## Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Missing Pre-Requisite and/or Minimum GPA not met.	20016	ACCT	401	01	Undergraduate	3.000	Regular Grading	Auditing


 **Registration Error(s)**

## Add Classes Worksheet

CRNs									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Check Registration

- As a “double check” view your Student Schedule to confirm your registration choices. Click “Registration” and “Student Schedule.” Be sure to enter a date range during the upcoming semester to view your regular weekly schedule.



PERSONAL INFORMATION | **STUDENT SERVICES & FINANCIAL AID** | EMPLOYEE

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)


## Student Schedule by Day and Time:



Below is your schedule graphically displayed by day and meeting time. Classes which do not have meeting times or fall within a different date range are listed at the bottom of the page.

Note: The displayed schedule defaults to the current week. To see your schedule for a different week, please enter a date in the Go to (MM/DD/YYYY) box located to the right of the page. You can also use the Previous Week or Next Week options to select a different week.

Go to (MM/DD/YYYY):

[Previous Week](#) **Week of Jan 17, 2011** (72 of 86) [Next Week](#) 

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11am	LSPN 102D-03 20833 Class 11:15 am-12:10 pm TBA	WGST 400P-01 24134 Class 11:00 am-12:20 pm TBA	LSPN 102D-03 20833 Class 11:15 am-12:10 pm TBA	WGST 400P-01 24134 Class 11:00 am-12:20 pm TBA	LSPN 102D-03 20833 Class 11:15 am-12:10 pm TBA		
12pm			PSYC 290-01 23407 Class 12:20 pm-1:15 pm TBA				
1pm							
2pm		PSYC 281-01 23643 Class 1:45 pm-3:05 pm TBA		PSYC 281-01 23643 Class 1:45 pm-3:05 pm TBA			
	PSYC 200-01 21722 Class 2:30 pm-3:50 pm		PSYC 200-01 21722 Class 2:30 pm-3:50 pm				

# Registration Notes

**HOLDS** - In advance of your registration date, be sure to check to see if you have any **holds** on your account (ex. student bill balance, library fine, parking ticket, etc.). A hold will prevent you from registering for classes until it is remedied. To view any holds on your account:

- Go to Student Services, Registration and Registration Status.

**ALTERNATE PIN#** - Each semester, you will have a new **Alternate PIN#** for registration purposes. You must meet with your assigned major advisor prior to registering to discuss your course choices and to receive this alternate PIN#.

**REGISTRATION TOOLS** – There are several resources at your disposal to help you prepare for your pre-registration appointment with your advisor and to track your degree progress:

- Undergraduate Catalog (<http://catalog.sjfc.edu/undergraduate/>)
- Degree Progress Tracking Form (<https://www.sjfc.edu/media/student-life/academic-advising/documents/DegreeProgressTrackingForm.pdf>)
- Transfer Credit Evaluation (transfer students only)
- Course Planning Worksheet (<https://www.sjfc.edu/media/services/registrar/documents/CoursePlanningWorksheet.pdf>)