

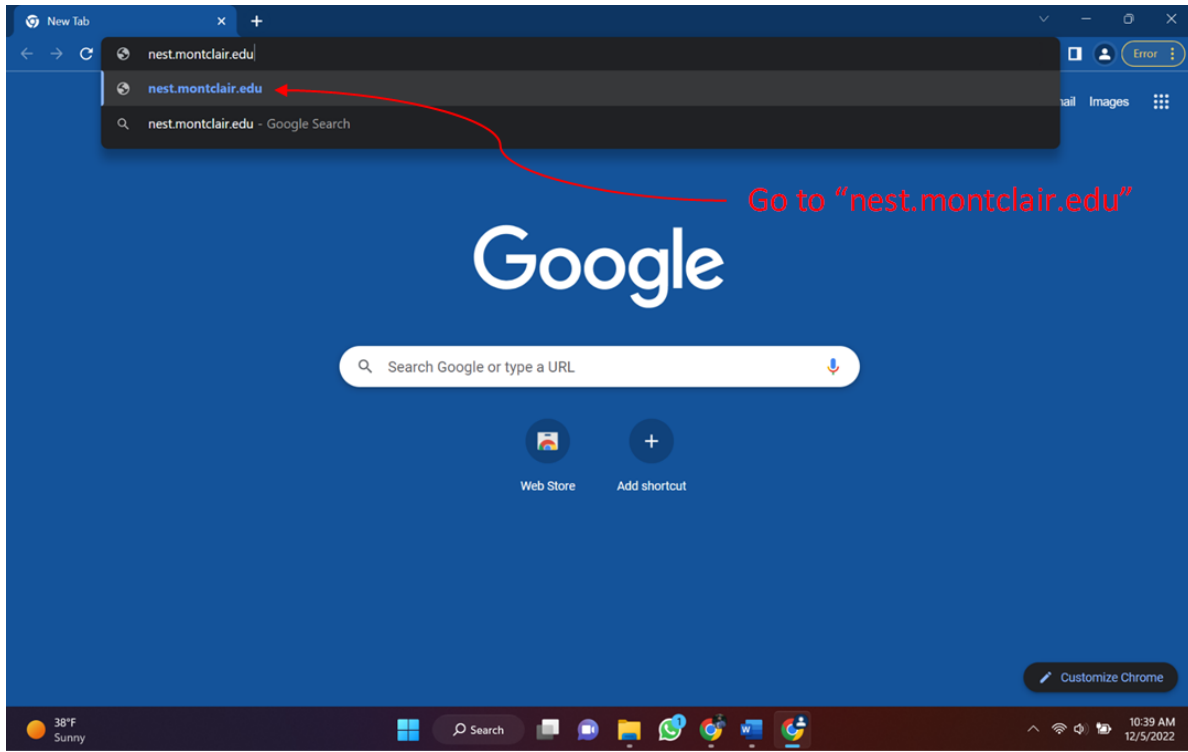
## How to register for courses through the NEST Portal

- ✓ You must have paid the enrollment deposit and have your NET ID to register.
- ✓ We recommend using Google Chrome web browser for better experience during the course registration process.
- ✓ **Minimum** credits required are:
  - o Undergraduate: 12 credits/semester
  - o Graduate: 9 credits/semester
  - o Artist's Diploma: 6 credits/semester
- ✓ At least 9 credits (UG) and 6 credits (GR) must be in-person (Hawk-to-Hawk/H2H) or hybrid (HawkMix/HMX or HawkLive/HLV).
- ✓ Out of the 12 credits (UG)/9 credits (GR), a maximum of 3 online credits (HawkSYNC Online/Synchronous (SON) or HawkASYNC Online-Asynchronous (AON) can count toward meeting the minimum credit registration requirements.
- ✓ If you face any errors during this process, require any special permission for registering to a course, or the course is full, please reach-out to your **Academic Advisor or Graduate Program Coordinator**.
  - o Graduate Students: See the list of Graduate Program Coordinators at <https://www.montclair.edu/graduate/about-school/graduate-program-coordinators/>
  - o Undergraduate Students: Find out who your advisor is by logging onto NEST and viewing their degree audit on DegreeWorks.

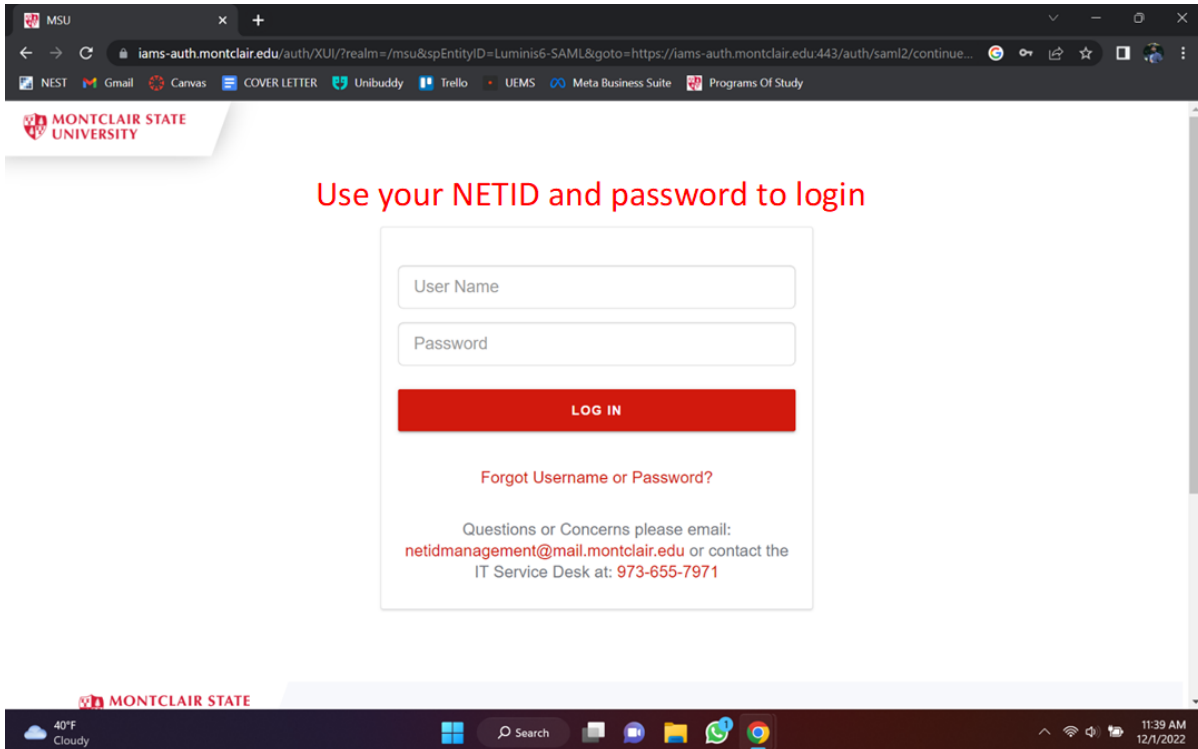
### NOTES:

- **Undergraduate freshmen** students will be registered automatically for the 1<sup>st</sup> semester ONLY.
- **Graduate and Undergraduate Transfer** students must register themselves for the classes starting in their first semester.
- Graduate students should register **ONLY** for 500 & 600 series courses.

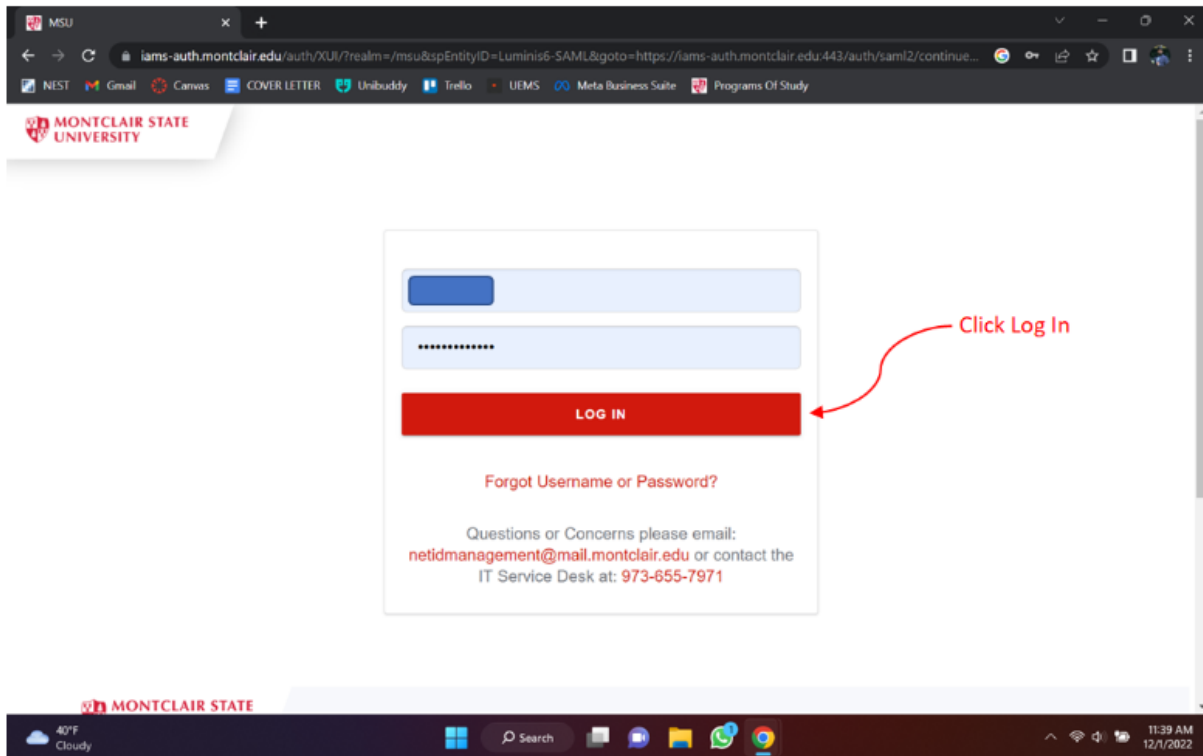
**Step 1:**



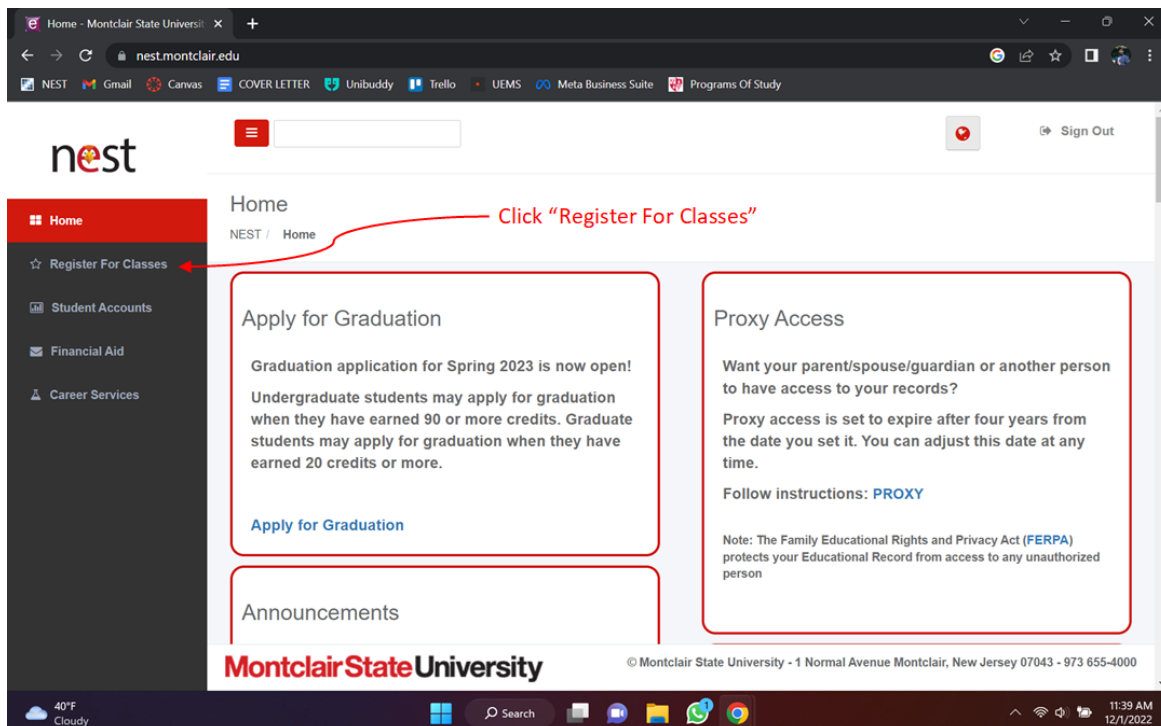
**Step 2:**



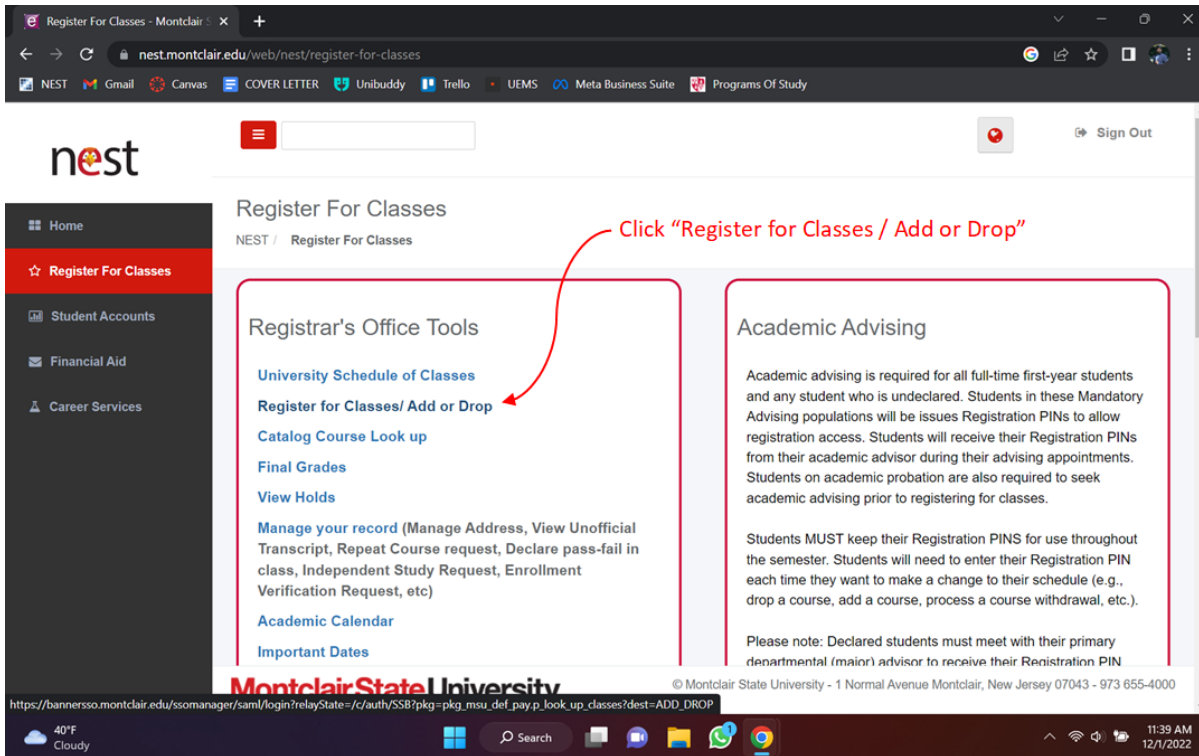
### Step 3:



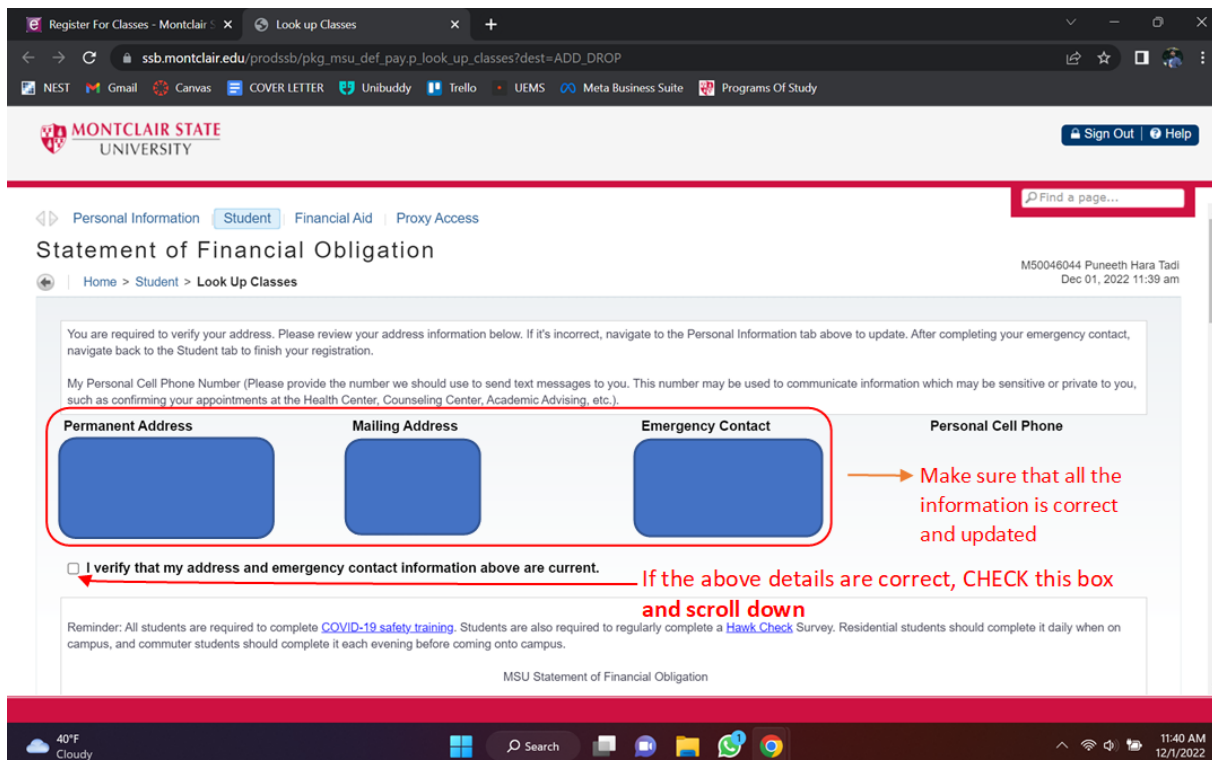
### Step 4:



### Step 5:



### Step 6:



### Step 7:

accounts/1098-i-information/

13. **STUDENT AGE:** If I am younger than the applicable age of majority when I execute this agreement, I agree that some or all of the services provided by the MSU are a necessity and I am contractually obligated to pay them and may not void this agreement.

**ENTIRE AGREEMENT**

This agreement is the arrangement between me and MSU with respect to my payment and enrollment obligations to MSU and supersedes all prior understandings, representations, negotiations and correspondence between me and MSU related to other than any financial aid award which is evidenced by a separate agreement. This agreement shall not be modified or affected by any course of dealing or course of performance. Unless I am required to execute another student financial responsibility agreement at the beginning of an academic year or term, this agreement will cover my current and future enrollment at MSU.

Please select the checkbox below to indicate your agreement with the above policies.

I agree to the above policies.

Submit

© 2022 Ellucian Company L.P. and its affiliates.

RELEASE: 8.0

SITE MAP

### Step 8:

Register For Classes - Montclair

student-ssb-regis.montclair.edu/StudentRegistrationSsb/ssb/registration/registration

ellucian

Student • Registration

Registration

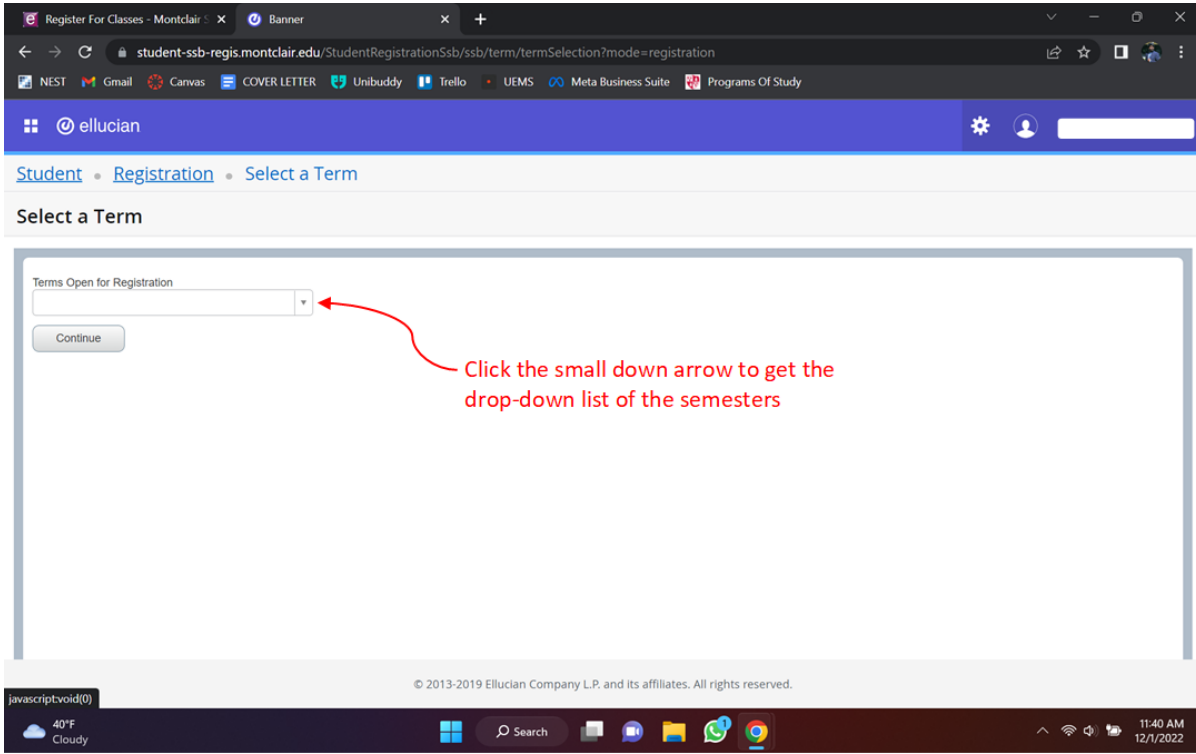
What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- View Registration Information**  
View your past schedules and your ungraded classes.

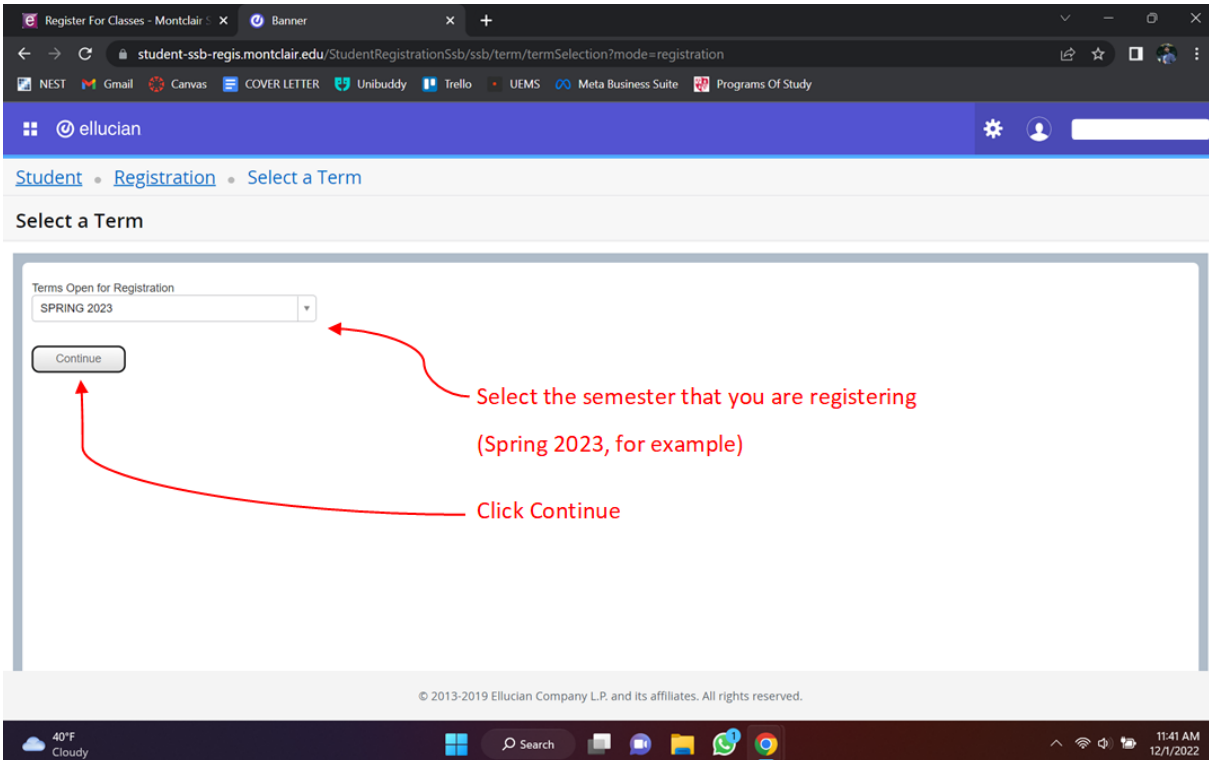
© 2013-2019 Ellucian Company L.P. and its affiliates. All rights reserved.

https://student-ssb-regis.montclair.edu/StudentRegistrationSsb/ssb/registration/registration#

**Step 9:**



**Step 10:**



### Step 11:

Register For Classes - Montclair

student-ssb-regis.montclair.edu/StudentRegistrationSsb/ssb/classRegistration/classRegistration

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: SPRING 2023

Subject

Course Number

Keyword

Single click in this empty box to get the drop-down list of all the programs

Schedule | Schedule Details | Summary | Tuition and Fees

Class Schedule for SPRING 2023							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Total Hours | Registered: | Billing: | CEU: 0 | Min: 9 | Max: 16

40°F Mostly cloudy

11:53 AM 12/1/2022

### Step 12:

Register For Classes - Montclair

student-ssb-regis.montclair.edu/StudentRegistrationSsb/ssb/classRegistration/classRegistration

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: SPRING 2023

Subject

Course Number

Keyword

Once you see the programs, scroll down to find your program

- Accounting (ACCT)
- Advising (ADVS)
- African American Std (AFAM)
- American Sign Language (AMSL)
- Animatrn&Visual Effects (ANIM)

Schedule | Schedule Details | Summary | Tuition and Fees

Class Schedule for SPRING 2023							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Total Hours | Registered: | Billing: | CEU: 0 | Min: 9 | Max: 16

40°F Cloudy

11:41 AM 12/1/2022

### Step 13:

The screenshot shows the 'Register for Classes' page in a web browser. The 'Find Classes' tab is active. Under 'Enter Your Search Criteria', the term is set to 'SPRING 2023'. The 'Subject' dropdown menu is open, showing a list of programs. A red arrow points to the 'Nutrition & Food Scienc (NUFD)' option, with a red text annotation: 'Select the program (Nutrition and Food Science, for example)'. Below the search criteria, there is a 'Class Schedule for SPRING 2023' table with columns for days of the week and times (6am, 7am, 8am). To the right, there is a table with columns for 'Details', 'Hou', 'CRN', 'Schedule', 'Status', and 'Action'. At the bottom, there are fields for 'Total Hours', 'Registered', 'Billing', 'CEU: 0', 'Min: 9', and 'Max: 16'. The browser's taskbar at the bottom shows the time as 11:41 AM on 12/1/2022.

### Step 14:

The screenshot shows the same 'Register for Classes' page, but now the 'Subject' field is populated with 'Nutrition & Food Scienc (NUFD)'. A red arrow points to this field with the text: 'Select your program and scroll down the page'. The 'Course Number' and 'Keyword' fields are empty. The 'Class Schedule for SPRING 2023' table is visible, showing columns for Sunday through Saturday and times 6am, 7am, and 8am. The 'Summary' table on the right has columns for 'Title', 'Details', 'Hou', 'CRN', 'Schedule', 'Status', and 'Action'. The bottom status bar shows 'Total Hours', 'Registered', 'Billing', 'CEU: 0', 'Min: 9', and 'Max: 16'. The browser's taskbar at the bottom shows the time as 11:42 AM on 12/1/2022.



### Step 15:

The screenshot shows the 'Register for Classes' page. The 'Find Classes' tab is active. The search criteria are set to 'Term: SPRING 2023' and 'Subject: Nutrition & Food Scienc (NUFD)'. A red arrow points to the 'Search' button with the text 'Click Search'. Below the search form, there is a 'Class Schedule for SPRING 2023' grid and a 'Summary' panel.

### Step 16:

The screenshot shows the 'Register for Classes' page with search results. The 'Search Results — 76 Classes' section is visible. A red arrow points to a small down arrow icon in the top right corner of the search results table, with the text 'Click this small down arrow to hide the bottom panel and easier access to the list of courses'. Below the search results, there is a 'Class Schedule for SPRING 2023' grid and a 'Summary' panel.

### Step 17:

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 76 Classes  
Term: SPRING 2023 | Subject: Nutrition & Food Scienc (NUFD)

Title	Subject Des	Course	SecIdr	Hours	CRN#	Term	Instructor	Meeting Times	Campu	Status	Attribute
Introduction to Nut... Lecture	Nutrito...	130	01	1	20...	S...	Antosiewicz...	S M T W T F S 04:00 PM - 04	Main	71 of 100...	
Food Composition... Lecture	Nutrito...	150	01	3	21...	S...	Burbella_Mich...	S M T W T F S 08:15 AM - 09: S M T W T F S 09:10 AM - 11:	Main	FULL...	GenEd-InterdisciplinaryStudies
Food Composition... Lecture	Nutrito...	150	02	3	20...	S...		S M T W T F S 08:15 AM - 09: S M T W T F S 09:10 AM - 11:	Main	3 of 20 se...	GenEd-InterdisciplinaryStudies
Food Composition... Lecture	Nutrito...	150	03	3	22...	S...	Iler_Robert (Pr...	S M T W T F S 05:30 PM - 06: S M T W T F S 06:20 PM - 06:	Main	FULL... Time Con...	GenEd-InterdisciplinaryStudies
Food Composition... Lecture	Nutrito...	150	04	3	23...	S...	Burbella_Mich...	S M T W T F S 08:15 AM - 09: S M T W T F S 09:10 AM - 11:	Main	1 of 20 se...	Requires ASYNC mtg./work GenEd-InterdisciplinaryStudies

Check the course Name, Number, Day, Time, and availability in this table below

### Step 18:

Register for Classes

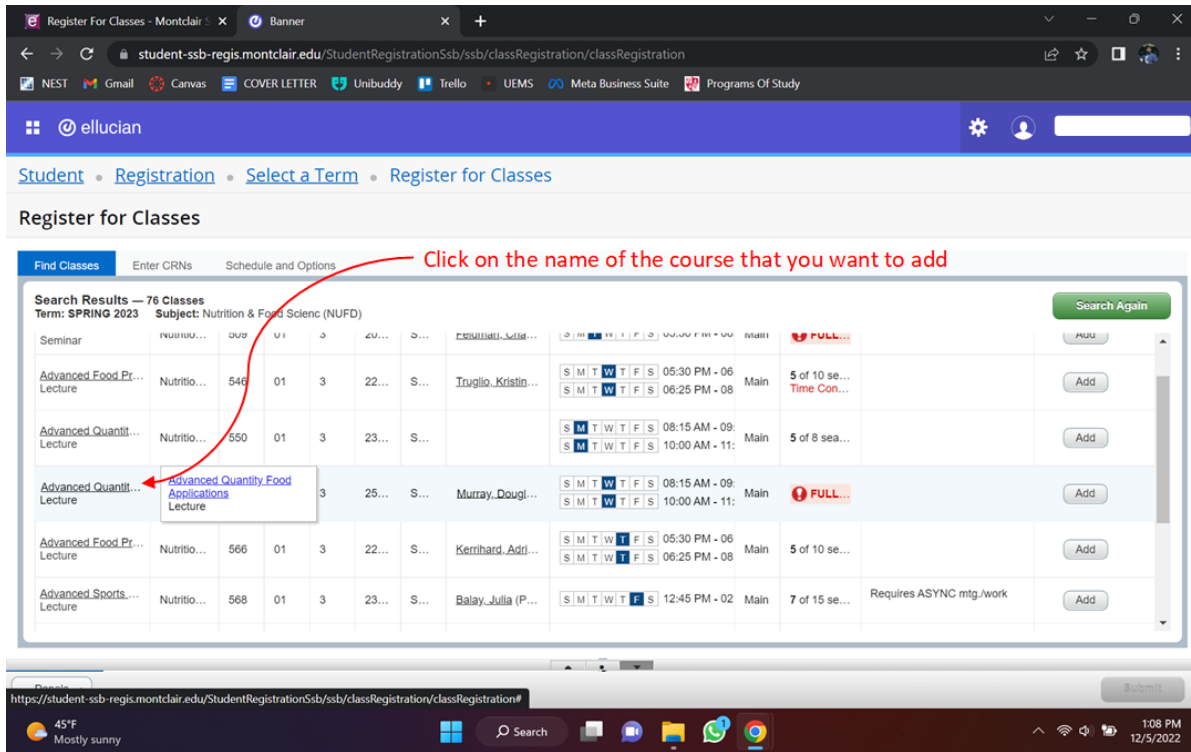
Find Classes | Enter CRNs | Schedule and Options

Search Results — 76 Classes  
Term: SPRING 2023 | Subject: Nutrition & Food Scienc (NUFD)

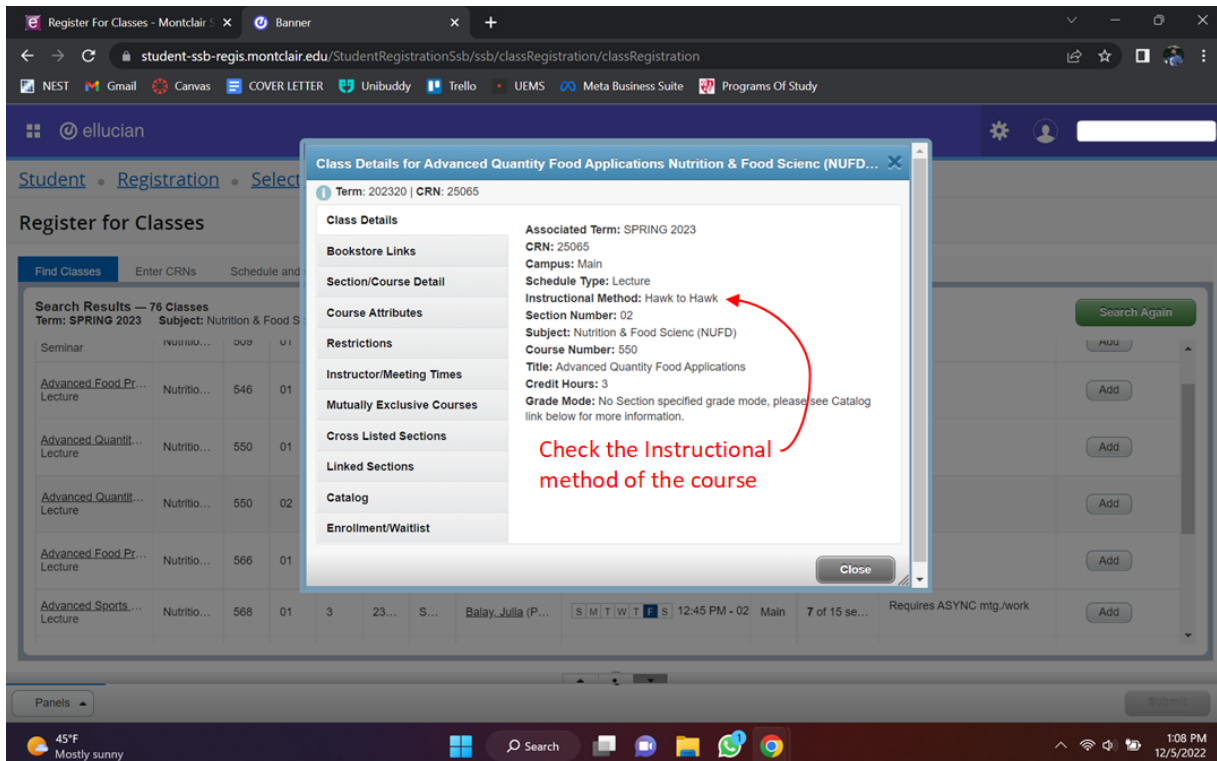
Dynamics of Food... Lecture	Nutrito...	153	01	3	21...	S...	Levine_June (...	S M T W T F S 12:45 PM - 02	Main	14 of 30 s...	GenEd-Social Science Pers... World Cultures
Dynamics of Food... Lecture	Nutrito...	153	02	3	23...	S...	Yorimoto_Del...	S M T W T F S 05:30 PM - 06	Main	9 of 30 se...	Requires ASYNC mtg./work GenEd-Social Science Pers... World Cultures
Dynamics of Food... Lecture	Nutrito...	153	03	3	20...	S...		S M T W T F S 09:45 AM - 11:	Main	FULL...	Requires ASYNC mtg./work GenEd-Social Science Pers... World Cultures

Scroll down the page and click the arrows to go to the next pages for more course listings

### Step 19:



### Step 20:





### Step 23:

Register for Classes **After successfully submitting, status of course(s) changes to "Registered" in GREEN**  
**If you face an error while submitting, please contact your Academic Advisor**

Find Classes Enter CRNs Schedule and Options

Search Results — 76 Classes  
 Term: SPRING 2023 Subject: Nutrition & Food Scienc (NUFD)

Title	Details	Hou	CRN	Schedule	Status	Action
Advanced Quantity...	NUFD 550...	3	23840	Lecture	Registered	None
Advanced Food Re...	NUFD 573...	3	23723	Lecture	Registered	None

Class Schedule for SPRING 2023

Summary

Tuition and Fees

Total Hours | Registered: 12 | Billing: 0 | CEU: 0 | Min: 9 | Max: 16

### Step 24:

Register for Classes

Student | Sign Out

Click the profile button and then click Sign Out

Find Classes Enter CRNs Schedule and Options

Search Results — 76 Classes  
 Term: SPRING 2023 Subject: Nutrition & Food Scienc (NUFD)

Title	Details	Hou	CRN	Schedule	Status	Action
Advanced Quantity...	NUFD 550...	3	23840	Lecture	Registered	None
Advanced Food Re...	NUFD 573...	3	23723	Lecture	Registered	None

Class Schedule for SPRING 2023

Summary

Tuition and Fees

Total Hours | Registered: 12 | Billing: 0 | CEU: 0 | Min: 9 | Max: 16