

## Students: Registration FAQs



### Login:

**Q. How do I log into NEST?**

- A. Current Students log in with their University NETID and Password.
- New Students who haven't paid their New Student Enrollment Fee and claimed their University NETID, log in with their CWID and PIN.
  - Graduate students who do not yet have a University NETID and Password log in using their CWID and PIN.

**Note:** Always Log out from NEST when you are done.

**Q. What is Self-Service Banner and why am I being redirected to it?**

- A. Self-Service Banner or SSB is the backbone from which NEST is built. When you log into NEST, you are logged into SSB. NEST and SSB work hand-in-hand to help you manage your professional and academic life at Montclair State University.

**Q. I'm getting prompted to input a CWID and PIN after I've already logged into NEST and clicked a link. What do I do?**

- A. The student's previous session is not yet expired. Click off the tab and try the link in NEST again.

**Q. I tried logging into NEST from my bookmarks and it's not working.**

- A. NEST's login page cannot be bookmarked due to the authentication key appearing in the URL. The student should be bookmarking <http://nest.montclair.edu> or [montclair.edu/nest](http://montclair.edu/nest) manually instead of when they reach the page.

**Q. I'm getting an Authentication Error when I try to login and I know my NETID and password are correct.**

- A. Close your browser, reopen it and reset your browser cache. Try logging into NEST again.

### Advising:

**Q. How do I find out who my advisor is?**

- Students can find their Advisor Information in Degree Works.
- They can access Degree Works by logging into NEST and navigating to the "Degree Audit" portlet located on the homepage or in the "Register for Classes" page in the navigation.
- Once here, they can find their advisor information.
- If no Advisor is listed on this page have the student contact Center for Advising & Student Transitions (CAST) at 973-655-7114.

**Q. Do I have to see my advisor?**

A. Students are encouraged to see their Advisor prior to registration to go over their future schedule and analyze their goals.

- First-time Freshmen, students who haven't declared a major, on academic action (probation, readmitted from suspension or dismissal) and students in EOF **must** see their Advisor prior to registering.
- Students majoring in Anthropology or Earth and Environmental Sciences are also required to have an Advising appointment before registering.
- If Advising is mandatory for you, your Advisor will provide you with your own unique registration PIN that will enable you to register for courses in Banner, via NEST. This registration PIN is needed to unlock the system to you, and only you, to sign up for your classes.

**Q. Where do I find my Analysis of Academic Progress or Audit information?**

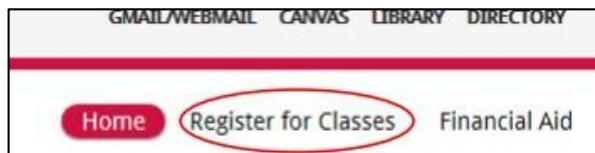
- Students can view their Degree Audit through NEST by accessing Degree Works.
- If a student is having trouble finding or accessing their Degree Audit they can contact the Office of the Registrar at [registrar@mail.montclair.edu](mailto:registrar@mail.montclair.edu) or 973-655-4376.

## Holds

**Q. Where do I see my holds?**

A. Before they are able to register for classes, students must make sure that there are no holds on their account.

- Students can view their holds by logging into [NEST](#) and navigating to **“Register for Classes”**



- Under the Registration Tools portlet, select **“View Your Holds”**



- This page will view any holds the student may have on their account and the proper office they should contact to resolve the hold.

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Residence Life Fine	Feb 29, 2016	Dec 31, 2099		test		Registration Transcripts
Registration Hold	Feb 29, 2016	Dec 31, 2099				Registration
Student Financial Hold	Feb 29, 2016	Dec 31, 2099		test		Registration Transcripts Graduation Grades

- If the student is having trouble viewing their account holds, they can contact [nest@mail.montclair.edu](mailto:nest@mail.montclair.edu).

**Q. Why am I seeing a hold I know I cleared?**

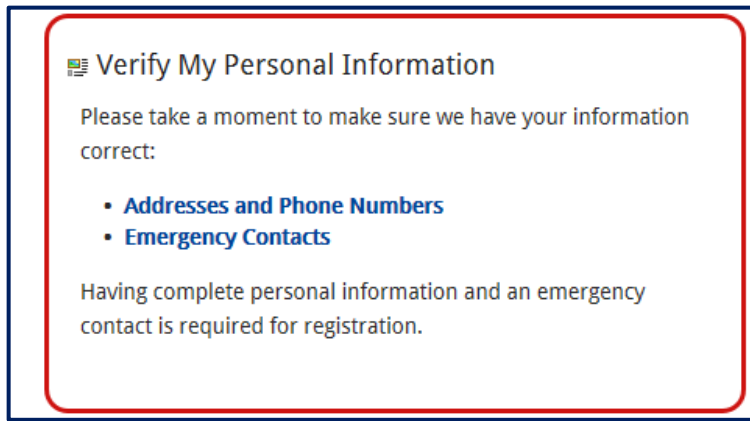
A. If you have a hold that is appearing in NEST that you have absolutely cleared, contact the Student Accounts Office at (973)-655-4105.

**Course Schedule:**

**Q. Where do I look up classes?**

A. Students can look up classes by logging into [NEST](#) and navigating to “**Register for Classes**”

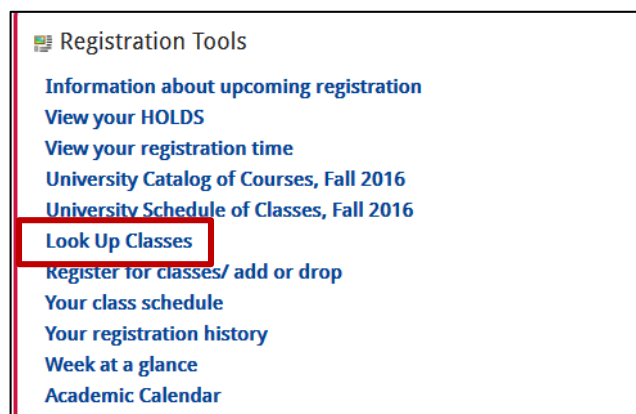
If you haven't done so already, before moving forward, please follow the links to verify your personal information. Click on each of the links **Addresses & Phone Numbers** and **Emergency Contacts** and verify the information.



- Go back to the 'Student' menu by clicking on '**Student**'



- Select '**Look Up Classes**' under Registration Tools



- You will be prompted to verify your address and emergency contact information and agree to the MSU Statement of Financial Obligation.
- Accept Title IV Authorization and Title IV Fee Authorization and click Submit.

**Montclair State University**

Sign Out | Help

Find a page...

**Title IV Authorization**

The U.S. Department of Education requires that Federal Title IV financial aid funds (Federal Pell Grant, Federal SEOG Grant, Federal Teach Grant, Federal Perkins Loans, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Parent PLUS Loan and Federal Graduate PLUS Loan) only be applied towards allowable institutional charges (tuition and fees, and university housing and meal plans when applicable) for the current academic year.

However with your authorization, the University can apply excess Federal Title IV financial aid funds you receive to prior year charges up to \$200.

You may also authorize the University to apply excess Federal Title IV financial aid funds you receive to non-institutional charges appearing on your student account for the current or prior aid year up to the limits allowed by regulation. This means that your Federal aid can also pay for items such as fines, dorm damage charges or health insurance once you provide authorization.

If you do not authorize the use of Federal funds for non-institutional charges, you will be responsible for paying them yourself.

You may change this authorization at any time by notifying the Office of Student Accounts in writing at Montclair State University, 1 Normal Ave Montclair, NJ 07043.

**Title IV Authorization for Non-Institutional Charges**

I authorize Montclair State University to apply any excess Title IV financial aid to non-institutional charges posted to my student account for the current academic year. I understand that this authorization is valid from the date of completion throughout my academic career at MSU unless I later rescind it.

Please indicate your authorization below by checking the appropriate box.

Accept  Decline  Choose not to answer

Personal Information Student

**Statement of Financial Obligation**

Home > Student > Registration > Look Up Classes (default of payment)

M21601079 Arubé A. Student-Etudiar  
Apr 08, 2016 04:38 pm

You are required to verify your address. Please review your address information below. If it's incorrect, navigate to the Personal Information tab above to update.

Permanent Address	Mailing Address	Emergency Contact
From Date: 15-OCT-2015 By The Sea Over The Bridge Aruba, FL 33333333	15-OCT-2015 By The Sea Over The Bridge Aruba, FL 33333333	Paul Aruba 222 33344444

I verify that my address and emergency contact information above are current.

MSU Statement of Financial Obligation

At the time of registration at MSU, every student is required to accept the MSU Financial Agreement for each semester or term. If the Agreement is declined, registration and further access to the payment gateway will be prohibited.

I understand that when I register for classes at Montclair State University (MSU) and/or receive any services from MSU I accept full responsibility to remit payment by the posted deadline. This includes but is not limited to tuition, mandatory student fees, room and board, health insurance, residence hall, parking fees, late fees, and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement in which MSU is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all costs by the published or assigned due date.

I understand MSU corresponds electronically with students using the official University email address. All electronic billing is made available to students each semester and on a continuing basis via NEST. Students are fully responsible for notifying the payee of the bill of any outstanding balances. Student will have the option to provide access to authorized user to view student account activity and make payments. To protect the privacy of all users, students and their authorized users cannot see or use each other's saved payment methods.

I understand and agree that if I fail to pay my student account bill or any monies due and owing MSU by the scheduled due date:

- MSU will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.
- A late payment fee will be assessed to my student account.
- MSU may refer my delinquent (unpaid) account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40% percent of my delinquent MSU account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Montclair State University students will be able to access their 1098T through Nest starting in mid-January. 1098T statements will not be sent by mail. For more information about the IRS Form 1098T or to request a paper copy go to [www.montclair.edu/student-accounts/1098-t-information/](http://www.montclair.edu/student-accounts/1098-t-information/)

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

- Click the drop down menu to select the term for the class schedule you wish to view

**Montclair State University**

Personal Information Student

**Select Term or Date Range**

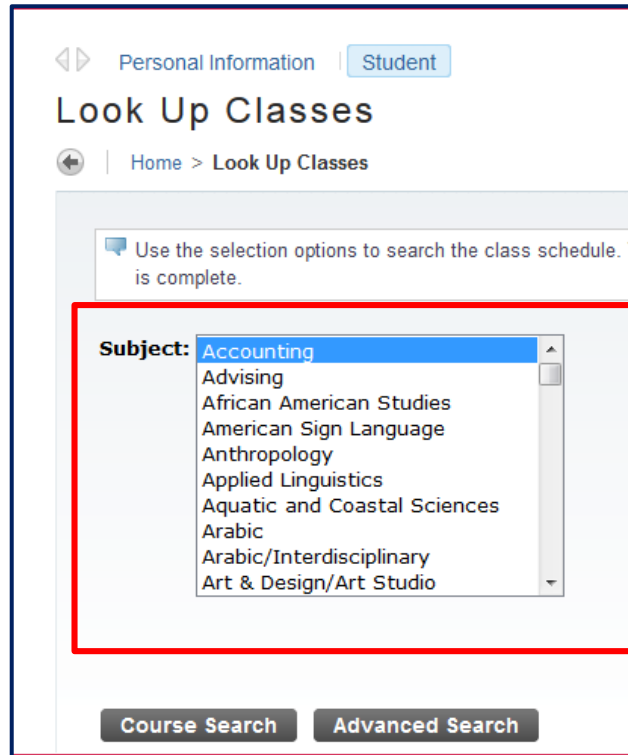
Home > Student > Registration > Look Up Classes

Search by Term:

None

Submit Reset

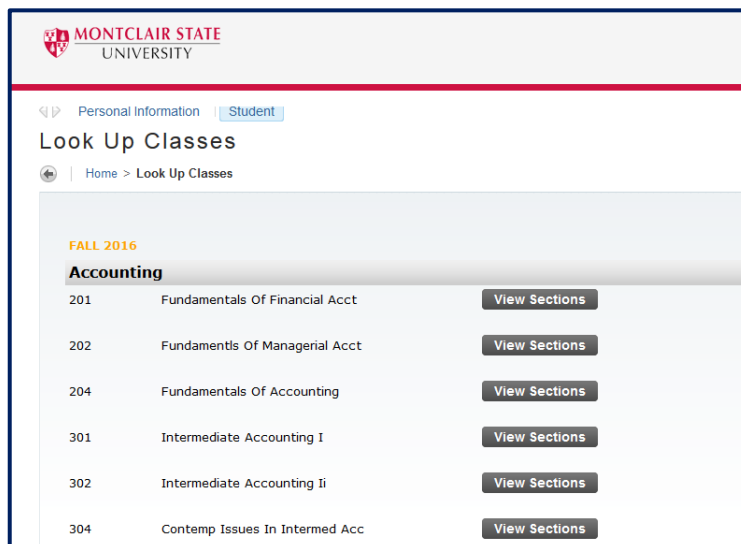
- Click **'Submit'**. This will take you to the **'Look Up Classes'** page where you can search for courses by subject area.



**NOTE:** NEST provides you with two search options:

- **Course Search** - Course Search provides a basic search functionality that will provide the section list for each course in one large format (it will show you all courses offered in the subject you chose)
- **Advanced Search** - Advanced search allows you to customize the search so that you view the courses that fit with your availability and/or other criteria

1. Select the subject you would like to search for from the list.
2. Click on '**Course Search**'. You will be presented with a list of courses with the option to view sections.



3. Click on **View Sections**. Review the list of courses and information provided.
  - Click on the CRN (course record number) and the system will show you the “**view class schedule**” page which provides richer course details including - full title, credits.
  - To dig deeper and see a full course catalog description and prerequisite requirements, click on “**view catalog entry**”.
  - Once you have fully reviewed the links provided, “click on the return to previous” prompt to return to the course search listing.
  
4. Write down the CRN for the courses you wish to register for (you will need to have the CRN information when you register). If you are considering more than one course, be sure to write down EACH CRN for future reference. You can also select the CRN and click on **Add to Worksheet**.

Sections Found																			
Accounting																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	48090	ACCT	201	0	M	3.000	Fundamentals of Financial Accounting.	TBA		20	5	15	0	0	0	TBA	09/07-12/22	TBA	College of Business
SR	48135	ACCT	201	0	M	3.000	Fundamentals of Financial Accounting.	TBA		30	1	29	0	0	0	Test Professor (P)	03/07-12/22	TBA	College of Business
SR	40003	ACCT	201	02	M	3.000	Fundamentals of Financial Accounting.	TBA		30	3	27	0	0	0	Joseph Lipari (P)	09/07-12/22	TBA	College of Business
SR	46553	ACCT	201	04	M	3.000	Fundamentals of Financial Accounting.	T	07:00 pm-09:30 pm	30	0	30	0	0	0	Silvia Romero (P)	09/02-12/20	UN 2046	College of Business

New Search

5. Once you have written down the CRN, you are ready to conduct a new search for another course. Click on “new search” to begin again.

NOW....let’s search again but this time we’ll do an **Advanced Search**.

6. Click on Advanced Search, enter the relevant search criteria

**NOTE:** The advanced search option allows you to narrow your search according to day and time of the class, instructor, location, date range, credits, how many seats are in the class, how many seats are left open and full catalog course entry.

7. Once you have selected the search criteria, click on “section search”.

Personal Information | Student | Financial Aid

## Advanced Search

Home > Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search when your selection is complete.

**Subject:** Accounting  
 Advising  
 African American Studies  
 American Sign Language  
 Anthropology  
 Applied Linguistics  
 Aquatic and Coastal Sciences  
 Arabic  
 Arabic/Interdisciplinary  
 Art & Design/Art Studio

**Course Number:**

**Title:**

**Title:**

**Schedule Type:** All  
 Cooperative Education  
 Independent Study

**Instructional Method:**

**Credit Range:**  hours to  hours

**Campus:**

**Course Level:** All  
 Graduate  
 Undergraduate

**Part of Term:**  
 Non-date based courses only

**Session:**

**Attribute Type:** All  
 GenEd-American/European Hist  
 GenEd-Communication:Comm

**Start Time:** Hour 00 Minute 00 am/pm am

**End Time:** Hour 00 Minute 00 am/pm am

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Section Search** **Reset**

8. The system will present a list of course sections based on the search criteria you entered.

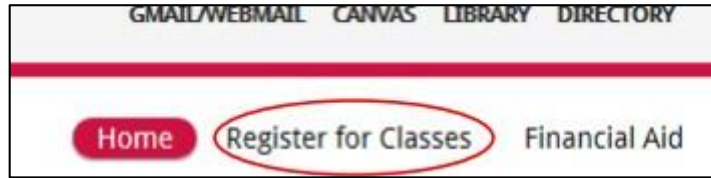
Remember – you can click on the CRN (course record number) to drill down for additional course information and catalog entry details as we discussed before.

9. Write down the CRN for the courses you wish to register for (you will need to have the CRN information when you register) or conduct a new search for another course.

10. Once you have written down the CRN, you are ready to conduct a new search for another course. Click on “new search” to begin again.

**Q. Where do I find the Course Schedule?**

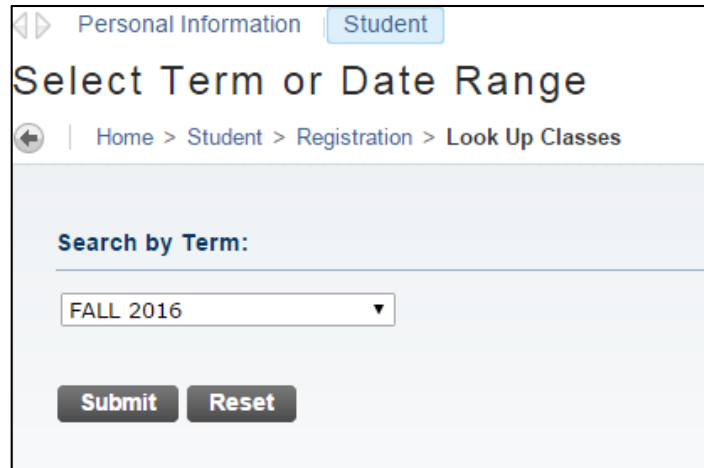
A. Students can view the course schedule by logging into [NEST](#) and navigating to “Register for Classes”



- Navigate to Registration Tools and select the **“University Course Schedule”**.

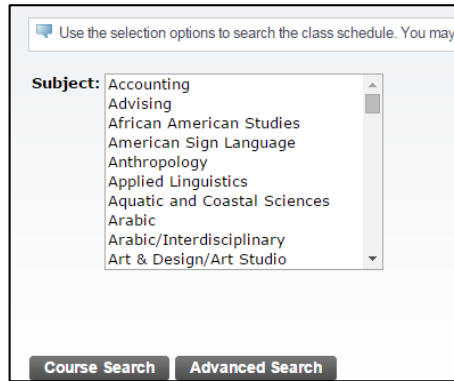


- Select a Term



- Students can then choose to search by Subject or use the Advanced Search





- If the student wishes to narrow their search, they can choose **Advanced Search**
  - Here, they can search all courses being offered that semester with the Course Record Numbers (CRNs), day and time of the class, instructor, location, date range, credits, how many seats are in the class, how many seats are left open and full Course Catalog entry.

- Browse the various courses that are listed based on your search criteria. Once you find a course that you are interested in, copy down the Course Registration Number (CRN) located next to the class name

**Sections Found**

Fundamentals of Financial Accounting. **40003** ACCT 201 - 01

**Associated Term:** FALL 2016  
**Registration Dates:** Apr 13, 2016 to Sep 14, 2016  
**Levels:** Graduate, Undergraduate  
**Attributes:** School of Business

Main Campus  
 Lecture Schedule Type  
 3.000 Credits  
[View Catalog Entry](#)

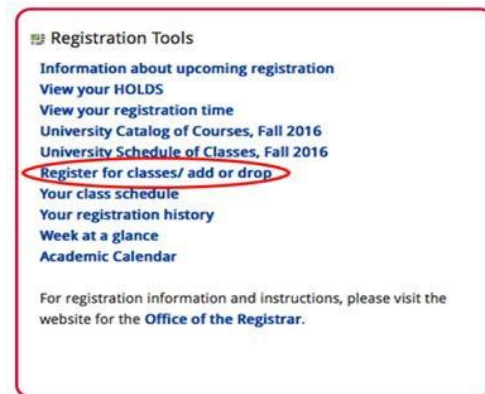
**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type
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## Registering

### Q. Where do I register?

A. Once you have classes selected, have no registration holds and your registration time has arrived, navigate back to NEST and select the "Register for classes/add or drop" link.



- Enter your pre-selected Course Record Numbers (CRNs) into each line and select the "Submit Changes" button.

A screenshot of a web form titled "Add Classes Worksheet". It features a header "CRNs" above five empty input boxes. Below the input boxes are three buttons: "Submit Changes", "Class Search", and "Reset".

### Q. I don't see a course I need to register for, who do I contact?

A. Contact the Office of the Registrar at [registrar@mail.montclair.edu](mailto:registrar@mail.montclair.edu) or 973-655-4376.

### Q. I can't register for classes, why not?

A. Registration may not be active. Each class year has a specific time in which they can register. Please check the Registrar's Website or your email for your "Registration Time". You can also find this information on NEST under "Registration Tools".

If the student's registration time has come and they still cannot register, there may be a few reasons:

- The student has unpaid dues.
  - The student can find these "Holds" in NEST under "Registration Tools"
  - If the student has a Hold, they need to contact the office in which the Hold is under.
- The student needs a registration PIN
  - If the student requires mandatory advising, they must see their advisor to acquire their registration PIN necessary for registering.
- Other
  - If the student has no holds, does not require a Registration PIN and still cannot register, they should contact the Office of the Registrar at [registrar@mail.montclair.edu](mailto:registrar@mail.montclair.edu) or 973-655-4376.

**Q. I can't register for a class because of a prerequisite I have already completed.**

A. If you have completed a prerequisite course and cannot register for a course, contact the Office of the Registrar at 973-655-4376.

**Q. What if you are blocked from repeating a course that you have taken one or more times in prior terms?**

A. Per University Academic Policy, undergraduate students are permitted to repeat a course only in which they have received a final grade of D+, D, D- or F. They are not permitted to repeat a course in which they received a C- or higher without special permission. Graduate students are not permitted to repeat courses without special permission. (Certain "repeatable" courses, like a music lessons, independent studies, coops, special topics courses are exceptions).

For permission to repeat a course for which you have earned a C- or higher, see either the Dean's Office of the College/School of your major or the Dean's Office of the College/School in which the course is offered. Graduate students must see the Dean's Office of the Graduate School.

Please fill out the [Request to Repeat an Undergraduate Course Permission Form](#).

**Q. How are Permits handled?**

A. Permits may be issued by Department Chairpersons. Students who wish to obtain a permit to enter a closed course, or a course in which they have not met the pre-req, co-req or other requirements, may visit the appropriate academic department for assistance.

Permits may be issued to students using Banner INB or Banner Admin. Training is required. (Registration into classes is handled through the ITDS website.) Permits may be issued to override department, major, college, pre- and co requisites etc through use of the AUTHORIZE Code. Permits may be issued to override class capacity through use of the CAPACITY Code. When overriding capacity, please verify that there will be enough seats in the class. If you have questions, please contact Jennifer Spiegel in the Registrar's office.

**Q. How do I find the PINS? (Students with Mandatory advising ONLY)**

A. Students who are required to have mandatory advising will need a Registration PIN to register. While you are meeting with your advisor, you will receive this PIN. Students will be asked to hold on to this PIN, as they will need it for any future drop/adds or withdrawals from classes. Each semester, a new PIN will be issued and needed for registration. Remember that your Spring 2017 PIN will be a different pin than that you used for Fall 2016.

**Q. How are applications for graduation being handled?**

A. Students who are required to have mandatory advising will need a Registration PIN to register. While you are meeting with your advisor, you will receive this PIN. Students will be asked to hold on to this PIN, as they will need it for any future drop/adds or withdrawals from classes. Each semester, a new PIN will be issued and needed for registration. Remember that your Spring 2017 PIN will be a different pin than that you used for Fall 2016.

**Q. How are address changes, name changes, social security changes being handled?**

A. Students can change their address through NEST in Banner. For name and social security changes, they continue to follow the instructions on the Registrar's website, submitting required documents in person to this office.

**Q. How is grading handled right now and through this year?**

A. Grades will be in NEST.