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 1st 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: Go to “nest.montclair.edu”

Step 2: Use your NETID and password to login

Log In

Forgot Username or Password?

Questions or Concerns please email: netidmanagement@mail.montclair.edu or contact the IT Service Desk at: 973-655-7971
Step 3:

Step 4:

Click Log In

Click "Register For Classes"
Step 5:

Click "Register for Classes / Add or Drop"

Step 6:

Make sure that all the information is correct and updated

If the above details are correct, CHECK this box and scroll down
Step 7:

Read the above policies, CHECK this box, and then click “Submit”

Step 8:

Click “Register for Classes”
Step 9:

Click the small down arrow to get the drop-down list of the semesters.

Step 10:

Select the semester that you are registering (Spring 2023, for example)

Click Continue.
Step 11:

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

Step 12:

Once you see the programs, scroll down to find your program.
Step 13:

Select the program (Nutrition and Food Science, for example)

Step 14:

Select your program and scroll down the page
Step 15:

Step 16:

Click this small down arrow to hide the bottom panel and easier access to the list of courses
Step 17:

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

Step 18:

Scroll down the page and click the arrows to go to the next pages for more course listings.
Step 19:

Click on the name of the course that you want to add.

Step 20:

Check the Instructional method of the course.
Step 21:

Click the ADD button of the course(s) that you want to register. If you are unable to add, please contact your Academic Advisor.

Step 22:

Check the summary of all the added courses in this section.

Click submit after adding all the courses.
Step 23:

After successfully submitting, status of course(s) changes to “Registered” in GREEN

If you face an error while submitting, please contact your Academic Advisor

Step 24:

Click the profile button and then click Sign Out