Registration Process for University Alliance Students
Office of the Registrar

First Time Students
Students who are newly admitted register for their courses with their Bisk Enrollment Representative. Files of new student registrations are prepared by Bisk and sent to Villanova on a daily basis. Registrations are then posted to Villanova’s student record system.

Returning Students
Students who are returning after their first semester should work with their Enrollment Representative for Bisk related registration issues. However, we strongly encourage you to register through myNOVA for your courses at Villanova.

Registration steps:
1. Go to myNOVA.villanova.edu.
2. Sign into myNOVA using your Villanova User ID and password.
   Ex: User Name: jsmith07
   Password: xxxxxxx
3. Click on the Student tab.

4. In the “My Schedule and Registration” channel, click on “Login to Register”.

5. Select the appropriate term from the drop down menu and click “Submit.”
6. Key in the CRNs (Course Reference Numbers) of the courses you wish to register for in the upcoming session and click the “Submit Changes” button. Please note that students can register for a maximum of two courses per session (four courses per term). Please consult with your University Alliance Enrollment Program Representative for assistance with course selection.
7. If you don’t know the CRN of the courses you wish to take, or want to see available courses, use the “Class Search” button to see available courses. Choose the appropriate subject, for example, Human Resource Development, Psychology or Master of Public Administration.
8. Select courses that are open for the appropriate session and then click the “register” button. Open sections have an empty check box in the “select” column.
9. Review the registration form to ensure that the registration was correct.

10. Drop/Add
Returning students can drop/add/change courses on the registration form within the dates specified on the academic calendar. During the first week of class, students will be able to drop only. No registrations or adds will be able to be processed after the registration deadline noted in the calendar.
11. To view your schedule use the “back to student” link at the top of the registration page and then view your schedule in the Student Dashboard channel of the Student tab.