

How to Register for a Course Through MyNova

Once you are logged into My Nova, proceed to step 1.

Step
1

Registration through [Novasis](#)

The screenshot displays the MyNova website interface. The top navigation bar includes links for Home, Campus Currents, Student, Just for You, Work@VU, Office of the President, Library, VU Groups, My Tab, and Fitness. The main content area is divided into several sections: Campus Alerts, Personal Announcements, Links, Bookmarks, VU Directory Search, and Novasis. The Novasis section is highlighted in blue and contains a search form for finding a person. A red arrow points to the Novasis link in the left sidebar.

Enter secure NOVASIS area by entering your VILLANOVA **USER ID** and **PASSWORD** pin.

This will take you to the following screen:

Be certain you are on the **STUDENT & FINANCIAL AID** tab.

Step
2

Click on **REGISTRATION**

The screenshot shows the myNOVA website interface. At the top, there is a navigation bar with tabs for "Student & Financial Aid", "Employee", and "Residence Life". Below the navigation bar is a search box with a "Go" button. The main content area is titled "Student and Financial Assistance Services" and contains a list of links and descriptions for various services: "Registration" (Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your Student Records), "Financial Aid" (Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements), "Residence Life Applications", "Student Account Information" (Student Account Information, E-Refund Signup), "Parent Web Access and Permissions", "Display Career Center Credentials" (View your Career Center Credentials and Information Sent), "Course Catalog", "Student Activities" (Click here to register for Music Camp or Rays of Sunshine), "The Lindback Teaching Award" (Click on the above link to nominate a professor for the Lindback Teaching Award), "Cell Phone and NOVA Alert Link" (NOVA Alert delivers important emergency alerts, notifications and updates. When an incident or emergency occurs), and "International Studies" (Complete a student information and pre-planning Questionnaire). At the bottom of the page, it says "RELEASE: 8.5.1".

You will then be directed to the following screen where you will need to click on

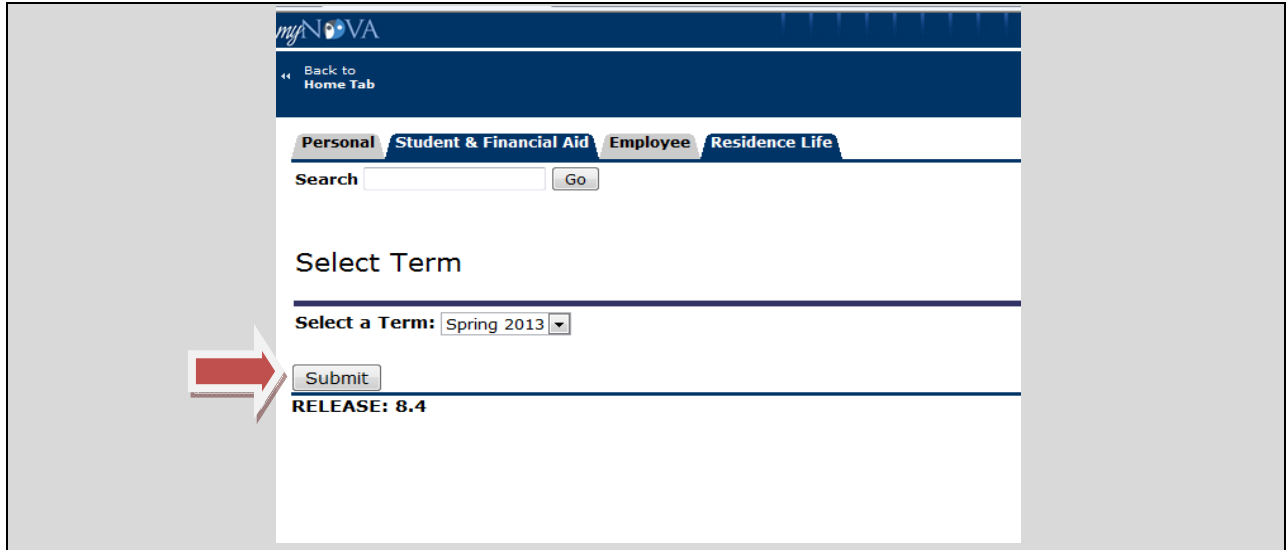
Step
3

Click on **LOGIN TO REGISTRATION:**

The screenshot shows the myNOVA website interface. At the top, there is a navigation bar with tabs for "Personal", "Student & Financial Aid", "Employee", and "Residence Life". Below the navigation bar is a search box with a "Go" button. The main content area is titled "Student Registration Menu" and contains a list of links: "Select Term", "Search for Classes", "Change Class Options", "Week at a Glance -- Your Schedule by Day & Time", "Check Your Registration Status", "My Detail Schedule with Links to My Class Rooms", "View Your Advisor", "Course Catalog", "Active Registrations", "Registration History", "Login to Registration", and "Concise Course Schedule". At the bottom of the page, it says "RELEASE: 8.5.1".

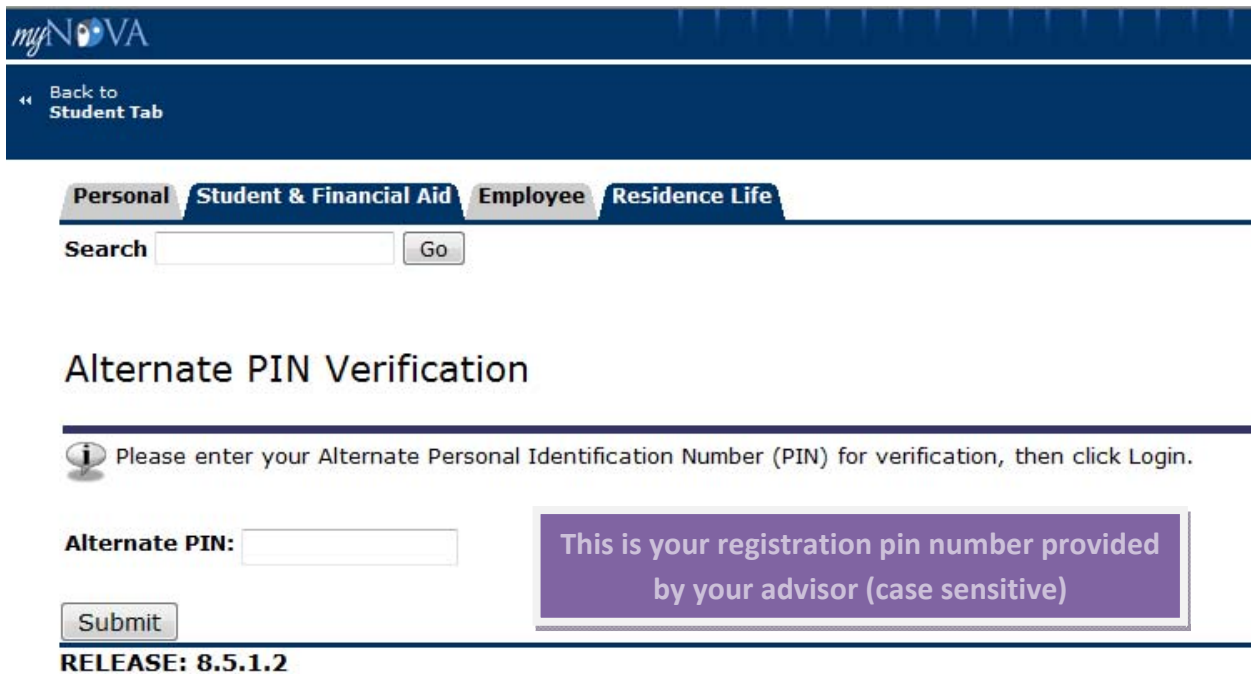
Step
4

Choose the term and click **SUBMIT**



The screenshot shows the myNOVA interface. At the top, there is a navigation bar with the myNOVA logo and a link to "Back to Home Tab". Below this is a menu with four tabs: "Personal", "Student & Financial Aid", "Employee", and "Residence Life". Under the "Student & Financial Aid" tab, there is a search bar with a "Go" button. The main content area is titled "Select Term" and features a dropdown menu labeled "Select a Term:" with "Spring 2013" selected. Below the dropdown is a "Submit" button. A red arrow points to the "Submit" button. At the bottom of the page, it says "RELEASE: 8.4".

Step
5



The screenshot shows the myNOVA interface for "Alternate PIN Verification". At the top, there is a navigation bar with the myNOVA logo and a link to "Back to Student Tab". Below this is a menu with four tabs: "Personal", "Student & Financial Aid", "Employee", and "Residence Life". Under the "Student & Financial Aid" tab, there is a search bar with a "Go" button. The main content area is titled "Alternate PIN Verification" and features an information icon and the text "Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login." Below this is a label "Alternate PIN:" followed by an input field. To the right of the input field is a purple box with the text "This is your registration pin number provided by your advisor (case sensitive)". Below the input field is a "Submit" button. At the bottom of the page, it says "RELEASE: 8.5.1.2".

Click on **CLASS SEARCH** to find the classes you will be taking:

Step 6

Personal Student & Financial Aid Employee Residence Life

Search

RETURN TO MENU SITE MAP HELP

Spring 2013
Nov 28, 2012 12:49 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using 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/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule. Students are only permitted to register for courses approved by their advisor. In addition, registration must occur only for the individual's use. Registration in courses for which a student has already taken and received a passing grade is prohibited unless approved by his/her college. The only exception to this is registration for courses that are repeatable such as a "topics" course. Registration for courses not approved by an advisor can result in removal from the course at the discretion of the Registrar with no prior warning to the student. Registration for courses that have already been taken and passed by a student will result in the removal from the course with no prior warning to the student.

Students who are identified as holding a seat for a fellow student and students who are identified as adding the "held" course will be subject to registration penalties in the subsequent term.

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Nov 09, 2012	None	32369	MIS 2040 100	Undergraduate	3.000	Normal	Systems Analysis & Design
Web Registered on Nov 09, 2012	None	32216	GEV 4500 002	Undergraduate	3.000	Normal	TOP: Bio-Mimicry
Web Registered on Nov 09, 2012	None	32788	LDR 2030 100	Undergraduate	3.000	Normal	Leadership & Technology
Wait List Law on Nov 09, 2012	None	31193	LAW 5025 02	Law School	0.000	Normal	Crime & Emerging Technology

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Nov 28, 2012 12:49 pm

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"/>
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[View Holds]

Step 7

Enter the CRN numbers for your chosen classes. Click **SUBMIT CHANGES** and the class will appear under the status area.

Personal Student & Financial Aid Employee Residence Life

Search

RETURN TO MENU SITE MAP HELP

Nov 28, 2012 12:49 pm

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Students who are identified as holding a seat for a fellow student and students who are identified as adding the "held" course will be subject to registration penalties in the subsequent term.

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[View Holds]

Step
8

To check if you are registered for the correct classes, go to the **STUDENT TAB** and check the **STUDENT DASHBOARD** for your classes.

myNOVA
Welcome Ms. Therese Helen Wosczyzna
You are currently logged in.
VILLANOVA UNIVERSITY

Home **Student** Just for You Work@VU Office of the President Library VU Groups My Tab Fitness

Deadlines
There are no announcements

Personal Announcements
There are no announcements

My Balances
• Print Quota
• Wildcard Balance
• Meal Points

Financial Aid Links
• Application Process
• Forms
• Financial Aid Award
• Scholarships and Grants
• Financing Options
• Student Job Directory
• Borrower Authorization Statement

Bursar Links
• My Account
• My Balance
• Payment Methods
• V Bill
• E-Refund Signup
• Credit card payment option (Note: 75% convenience fee)

Student Dashboard
Elementary Statistics MAT 1260 Fall 2012
TOP: Bio-Mimicry GEV 4500 Spring 2013
Leadership & Technology LDR 2030 Spring 2013
Systems Analysis & Design MIS 2040 Spring 2013

Student Schedule Link
• Student Schedule

My Schedule and Registration
• My Schedule and Registration
• Search for Classes
• Login to Register
• Check Your Registration Status
• CAPP - VSB, ENG, NUR
• CAPP - A&S
• Registration Information
• Order a Transcript
• Order an Enrollment Verification
• Faculty CATS Reports

My Housing and Food Assistance
• My Housing and Food Assistance

Academic Profile
Primary
Class Standing:
Degree:
Level:
Program:
Admit Term:
Catalog Term:
College:
Campus:
Major and Department:
Minor:
Advisors
Mary B. Bustamante
Mary B. Bustamante
Select Another Term:
Transcript