Registration Process for Bisk 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 downloaded by Villanova on a daily basis. Registrations are then posted to Banner. Registration reports are prepared by Villanova for Bisk according to the schedule outlined in the “Business Process for Villanova MSHR Class Start/Reconciliation/Upload” document.

Returning Students
Students who are returning after their first semester should work with their Enrollment Representative for Bisk related registration issues. However, these students should register through myNOVA for their courses at Villanova. According to the academic calendar, registration begins for a new session (each semester has 2 sessions for the Bisk program) on the day following the close of registration for the prior session so students cannot register themselves for more than one session at a time.

Registration steps:
1. Go to myNOVA.villanova.edu.
2. Type Registration in the Search Bar.
3. Login in with the User ID and password that was emailed to you.
   Ex: User Name:  jsmith07
   Password: xxxxxxx
4. Click on the card called Login to Register.
5. Select the appropriate term and click submit.

6. Key in the CRNs (Unique 6 digit course number) of the courses desired for the appropriate session and click the “submit changes” button.

7. Use the “Class Search” button to find available sections.
8. Select courses that are open for the appropriate session that have the campus indicator of UA and then click the “register” button.
9. Review the registration form to ensure that the registration was correct.
Villanova will provide a list of courses available for registration to Bisk at the start of each registration cycle to assist the Enrollment Representatives in discussing possible course options.
Returning students can drop/add/change courses 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 through myNOVA during the first week of the session.

Registrations processed through myNOVA will also appear on reports sent from Villanova to Bisk as outlined in the “Business Process for Villanova MSHR Class Start/Reconciliation/Upload” document.”