

Registration Process for BISK Students Office of the Registrar

First Time Students

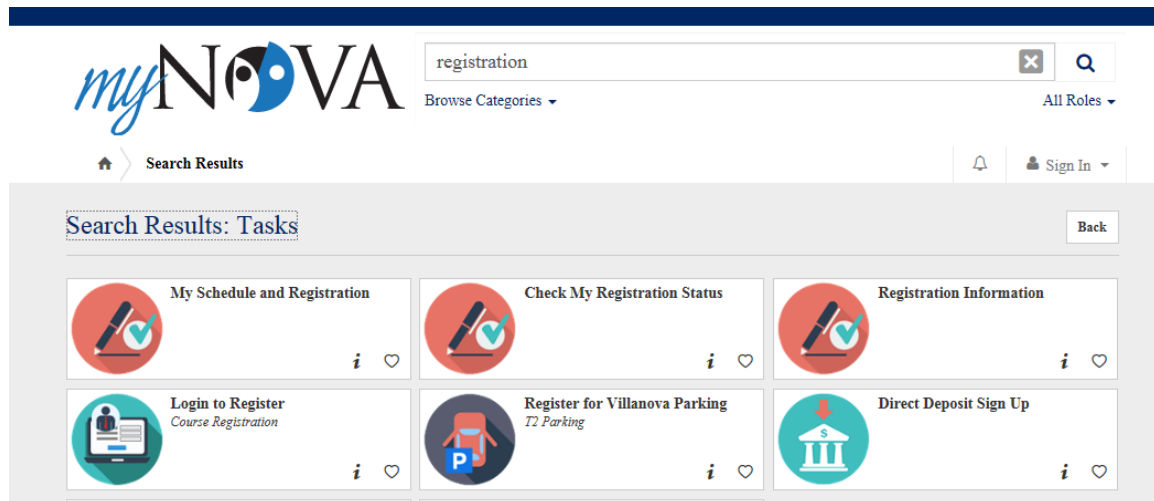
Students who are newly admitted register for their courses with their Bisk Enrollment Representative. Files of new student registrations are prepared by Bisk and downloaded by Villanova on a daily basis. Registrations are then posted to Banner. Registration reports are prepared by Villanova for Bisk 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



The screenshot shows the myNOVA website interface. At the top, the myNOVA logo is on the left, and a search bar contains the word "registration". Below the search bar, there are navigation links for "Browse Categories" and "All Roles". The main content area is titled "Search Results: Tasks" and displays a grid of six task cards. Each card has a circular icon, a title, and a sub-title. The cards are: "My Schedule and Registration", "Check My Registration Status", "Registration Information", "Login to Register" (with sub-title "Course Registration"), "Register for Villanova Parking" (with sub-title "T2 Parking"), and "Direct Deposit Sign Up". Each card also includes an information icon (i) and a heart icon.

4. Click on the card called Login to Register.

5. Select the appropriate term and click submit.



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Search Go


Select Term

Select a Term: ▼

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.

Nov 21, 2017 01:33

 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 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 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.

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"/>	<input type="text"/>
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Submit Changes Class Search Reset

7. Use the “Class Search” button to find available sections.

Look-Up Classes to Add JWF - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://novasis.villanova.edu/pls/bannerprd/bwvckoms.P_Regs

Look-Up Classes to Add JWF

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Personal Student & Financial Aid

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add: 00736606 Bisk Test
Summer 2010
May 12, 2010 09:09 am

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

Subject:

Course Number:

Title:

Credit Range: hours to hours

Part of Term: Non-date based courses only

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

[\[View Holds \]](#)

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Done

- Select courses that are open for the appropriate session that have the campus indicator of UA and then click the "register" button.

Look-Up Classes to Add: - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://novasis.villanova.edu/pls/bannerprd/bwvkgens.P_RegsGetCrse

Look-Up Classes to Add:

Sections Found

Human Resource Development

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	12938	HRD	8006	101	UA	3.000	HR Metrics & Statistl Resrch I	T	09:00 pm-11:00 pm	22	21	1	0	0	0	0	0	0	Allen McMillin (P)	05/03-06/27	TBA	Distance Learning
<input type="checkbox"/>	12942	HRD	8006	201	UA	3.000	HR Metrics & Statistl Resrch I	R	09:00 pm-11:00 pm	22	5	17	0	0	0	0	0	0	Allen McMillin (P)	07/05-08/29	TBA	Distance Learning
<input checked="" type="checkbox"/>	12939	HRD	8213	101	UA	3.000	Benefits	R	09:00 pm-11:00 pm	22	17	5	0	0	0	0	0	0	John E. Garber, Jr. (P)	05/03-06/27	TBA	Distance Learning
<input checked="" type="checkbox"/>	13100	HRD	8213	102	UA	3.000	Benefits	W	09:00 pm-11:00 pm	22	9	13	0	0	0	0	0	0	Amy J. Masci (P)	05/03-06/27	TBA	Distance Learning
<input type="checkbox"/>	12943	HRD	8213	201	UA	3.000	Benefits	W	09:00 pm-11:00 pm	22	3	19	0	0	0	0	0	0	Richard L. Powell (P)	07/05-08/29	TBA	Distance Learning
<input type="checkbox"/>	12945	HRD	8215	201	UA	3.000	Employment Law	W	09:00 pm-11:00 pm	22	5	17	0	0	0	0	0	0	Angela Francesco (P)	07/05-08/29	TBA	Distance Learning
<input checked="" type="checkbox"/>	12936	HRD	8319	101	UA	3.000	Introduction to HR	T	09:00 pm-11:00 pm	22	16	6	0	0	0	0	0	0	Angela B. Nader (P)	05/03-06/27	TBA	Distance Learning
<input checked="" type="checkbox"/>	12985	HRD	8319	102	UA	3.000	Introduction to HR	W	09:00 pm-11:00 pm	22	18	4	0	0	0	0	0	0	Angela B. Nader (P)	05/03-06/27	TBA	Distance Learning
<input checked="" type="checkbox"/>	13097	HRD	8319	103	UA	3.000	Introduction to HR	R	09:00 pm-11:00 pm	22	19	3	0	0	0	0	0	0	Kevin M. Kelley (P)	05/03-06/27	TBA	Distance Learning
<input checked="" type="checkbox"/>	13109	HRD	8319	104	UA	3.000	Introduction to HR	T	09:00 pm-11:00 pm	22	15	7	0	0	0	0	0	0	Kevin M. Kelley (P)	05/03-06/27	TBA	Distance Learning
<input type="checkbox"/>	12940	HRD	8319	201	UA	3.000	Introduction to HR	T	09:00 pm-11:00 pm	22	4	18	0	0	0	0	0	0	Angela B. Nader (P)	07/05-08/29	TBA	Distance Learning
<input type="checkbox"/>	12987	HRD	8319	202	UA	3.000	Introduction to HR	W	09:00 pm-11:00 pm	22	0	22	0	0	0	0	0	0	Angela B. Nader (P)	07/05-08/29	TBA	Distance Learning

Register Add to WorkSheet Class Search

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Done

9. Review the registration form to ensure that the registration was correct.

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

00736606 Bisk Test
Summer 2010
May 12, 2010 09:10 am

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Web Registered on May 12, 2010	None	12942	HRD	8006	201	Graduate Arts and Sciences	3.000	Normal	HR Metrics & Statistl Resrch I

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: May 12, 2010 09:10 am

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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[\[View Holds \]](#)

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Done

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.

Drop/Add

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.

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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Add Classes Worksheet

CRNs

[\[View Holds \]](#)

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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."