

Sonis General Instructions

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PIN's are case sensitive and will expire at regular intervals.

New Icons and what they represent

		Click on the line and Enter the word(s) to find	
	1098T Statement		Book List
	Advisee Listing		Courses
	Biographic Page		Search for Students, Alumni, Faculty, & Staff
	Update Bio Information		Select Advisee

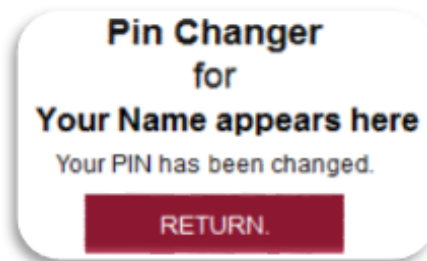
PIN Expires

When your **Pin expires** you will get the following page:



Pin Changer
for
Your Name appears here
Your PIN has expired and must be changed.
PIN:
[yellow box]
RESET SUBMIT

- Enter a new Pin in the box provided. It must be between 5 and 8 characters, numbers and/or symbols.
- Click the **'SUBMIT'** button. You will get the following page.



Pin Changer
for
Your Name appears here
Your PIN has been changed.
RETURN

- Click the **'RETURN'** button, the system will log you into your Sonis account.

General

Biographic – General Biographic information. Click on the ‘Course’ link to view Syllabus, Office Hours, and File Uploads. Also View and Upload Files.

Update Biographic Information

Change Pin

- Enter a new *Pin* in the box provided and Click the ‘**SUBMIT**’ button.
- Also see ‘**Change your PIN before it expires**’ message at the end of this document.

Change Display Options (what is shown when a student, alumni, or faculty member searches for you in Sonis)

- Change any *Search Display Options* and Click the ‘**SUBMIT**’ button.
 - ☆ **Publish Phone Number** is your home phone number.
 - ☆ **Publish Address** is your home address.

Office Hours

- Click the “**Biographic**” tab.
- Click the “**Update Bio**” icon.
- Click the “**View/Update Office Hours**” link on the right side of the page.
- Enter your office hours.
- Click the ‘**Submit**’ button when finished.

File Upload – Upload files to add to your course that students can view.

Reminders – Shows what Reminders you have sent or received.

Search - Search for Student, Alumni, Faculty, Staff.

- Depending on which ‘*Display Options*’ each person choose you can see: Name, Address, City, State, Zip code, Work Phone, Phone, Photo, and/or Email Address.
- When searching for a Student there will be an ‘*Advisor*’ link that shows the Student’s Advisor(s).

Course Management

Courses


Buttons:

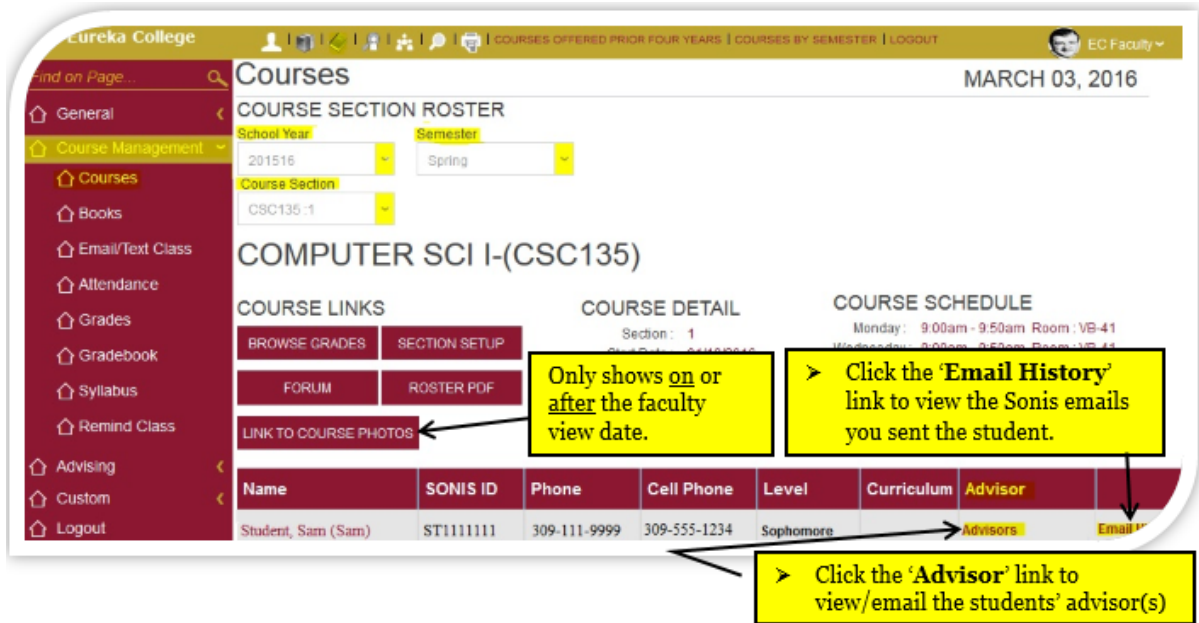
- **BROWSE GRADES** – Shows grades for the whole Class.
- **SECTION SETUP** – Used in conjunction with Gradebook.
- **FORUM** – Start or add to a Forum Topic.
- **ROSTER PDF** – Print copy of Roster.
- **LINK TO COURSE PHOTOS** – Photos of students enrolled in your class.
- **LINK TO STUDENT COURSE EVALUATION REPORT** – On or after the Faculty View date.

Left side of page (Under ‘Course Management’)

- **Books** – Add or Remove Textbook assignments from your course; Add new Textbooks to the Textbook Master.
- **Email/Text Class** – Email the whole class or unselect students you do not want to receive the email.
 - Will be tracked in Sonis and you will be able view what emails were sent and where they were sent.
 - The Text feature is not available at this time.
- **Attendance** – Input student’s attendance for this course.
- **Grades** – Enter Mid-Term and Final Grades.
- **Gradebook** – If using a weighted scale enter Assignment and Score (Grade).
 - Students will see the assignment and grade.
- **Syllabus** – Upload your syllabus to the course so that students can view it.
- **Remind Class** – Send a Reminder to the Class.

Courses

- Select the  icon (if available) from the top menu or 'Course Management' then 'Courses' from the side panel.



COMPUTER SCI I-(CSC135)

COURSE LINKS

BROWSE GRADES SECTION SETUP FORUM ROSTER PDF LINK TO COURSE PHOTOS

COURSE DETAIL

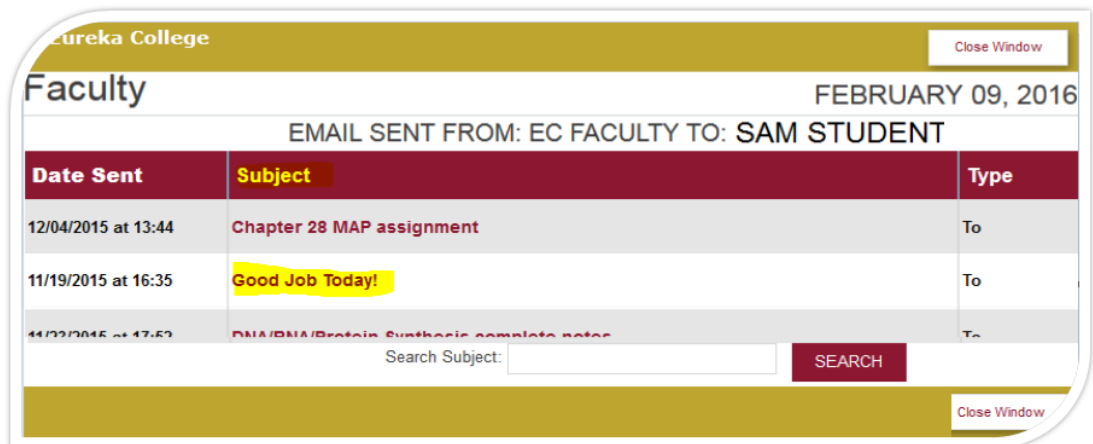
Section: 1

COURSE SCHEDULE

Monday: 9:00am - 9:50am Room: VB-41

Name	SONIS ID	Phone	Cell Phone	Level	Curriculum	Advisor
Student, Sam (Sam)	ST1111111	309-111-9999	309-555-1234	Sophomore		Advisors

- Verify the **School Year** and **Semester** and the **Course: Section** shown are correct
 - If necessary, select different **School Year**, **Semester** and/or **Course: Section** from the Drop Down lists provided.
 - There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown.
 - Email History Link:



Faculty

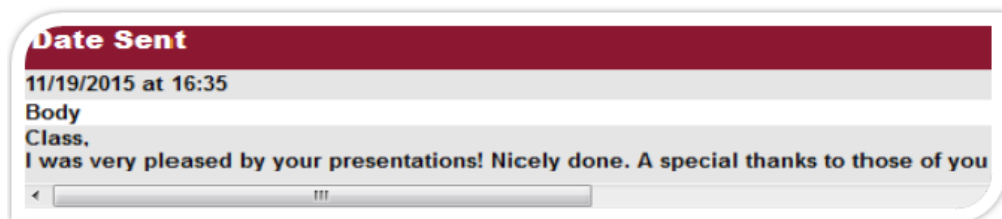
FEBRUARY 09, 2016

EMAIL SENT FROM: EC FACULTY TO: SAM STUDENT

Date Sent	Subject	Type
12/04/2015 at 13:44	Chapter 28 MAP assignment	To
11/19/2015 at 16:35	Good Job Today!	To
11/22/2015 at 17:53	DNA/DNA/Protein Synthesis complete notes	To

Search Subject: SEARCH

- Click the 'Subject' link to view the entire email.



Date Sent

11/19/2015 at 16:35

Body

Class,

I was very pleased by your presentations! Nicely done. A special thanks to those of you

Browse Grades

This button is used with the Gradebook.

- Click the '**BROWSE GRADES**' button to see individual scores and averages.

Name	SONIS ID	Average	Grade	Official	Pass-Fail	Scores Copied
Student, Joe	ST1111111	89.25	B	No	No	
Tester, Sam	TE1111111	52.47	W	Yes	No	

- Click the '**POST GRADES TO STUDENTS' RECORDS**' button the grades will be added to the student's' record and you will see '**The grades were successfully posted.**'

Name	SONIS ID	Average	Grade	Official	Pass-Fail	Scores Copied
Student, Sam	ST1111111	78.00	C **	No	No	

** Grade adjusted. Scores missing from element(s).

- Click on '**Average**' link to view the individual assignments and scores received.

Date Taken	Element	Description	Score/ Possible Score	Average	Dropped / Excluded
09/25/2014	Tests/Exams EXAM 1		70.00/100	70.00%	
11/04/2014	Tests/Exams EXAM 2		75.00/100	75.00%	
12/09/2014	Tests/Exams Exam 3		77.00/100	77.00%	
12/16/2014	Tests/Exams Final Exam		75.50/100	75.50%	

Tests/Exams component of the total weighted average : 29.75 points.
Overall Weighted Average : 82.57

Due to rounding the sum of the individual component averages may not exactly match the overall Weighted Average.

- Click the '**Close Window**' button to close this page.

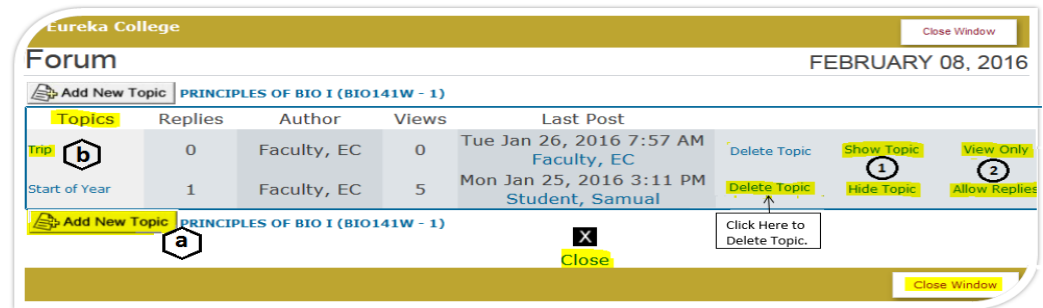
Section Setup

This button is used with the Gradebook.

- '**SECTION SETUP**' is used to set up the Gradebook. (See the **Gradebook** Documentation for detailed instruction).

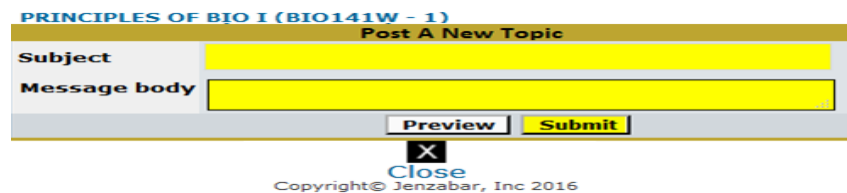
Forum

- Click the **'Forum'** button to manage how a topic is presented or add topics.
 - Instructors can delete or hide any topic or reply (including a student's). Unless a topic or a reply is deleted or hidden, all students in the class can read it.
 1. Allow students see the topic.
 - Click the **'Show Topic'** link to let students access to the topic (**'Hide Topic'** will be shown).
 - Click the **'Hide Topic'** link to block students from the topic (**'Show Topic'** will be shown).
 2. Instructors can enter topics as information only or can allow replies (this is the default).
 - Click the **'View Only'** link to stop students from replying to the topic (**'Allow Replies'** will be shown).
 - Click the **'Allow Replies'** link to let students reply to the topic (**'View Only'** will be shown).



a. Add New Topic

- Click the **'Add New Topic'** button.



- Enter the Forum Topic in the **'Subject'** box
- Enter the information you want viewed in the **'Message Body'** box.
- Click the **'Submit'** button. You get:

b. Manage Topic

- Click the **Topic Name** link.



- If **'Hide'** shows under **Dsply** the students can see the topic. Click the **'Hide'** link and the students will not be able to view the topic, the **'Show'** link appears.
- If **'Show'** shows under **Dsply** the students cannot see the topic. Click the **'Show'** link to allow students to view the topic, the **'Hide'** link will appear.
- Click the **'Del'** link to remove the comment.
- Click the **'Reply to Topic'** button to add a comment to the topic.
- Click the **'Add New Topic'** button to start a new topic.
- Click the **'Close'** link when done with changes.


Roster

- Click **'ROSTER PDF'** to get a printable Roster.

Course Photos

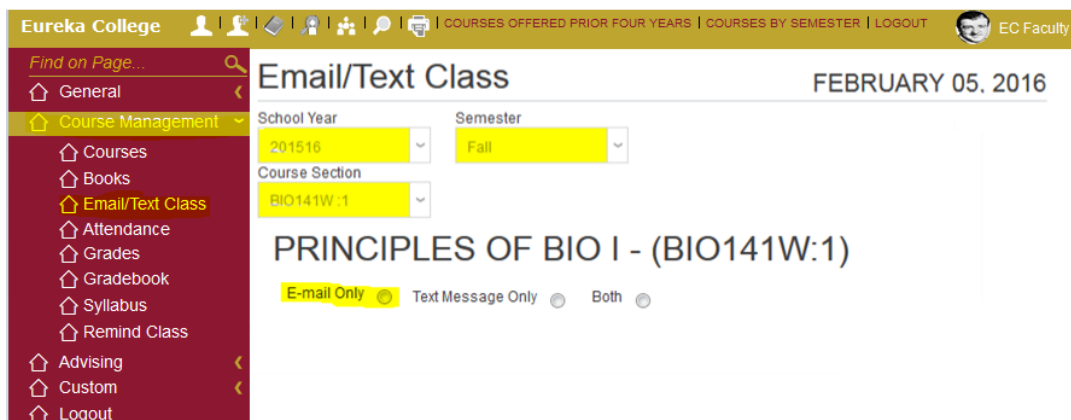
- Click '**LINK TO COURSE PHOTOS**' to get a roster with available student photos.

Textbooks

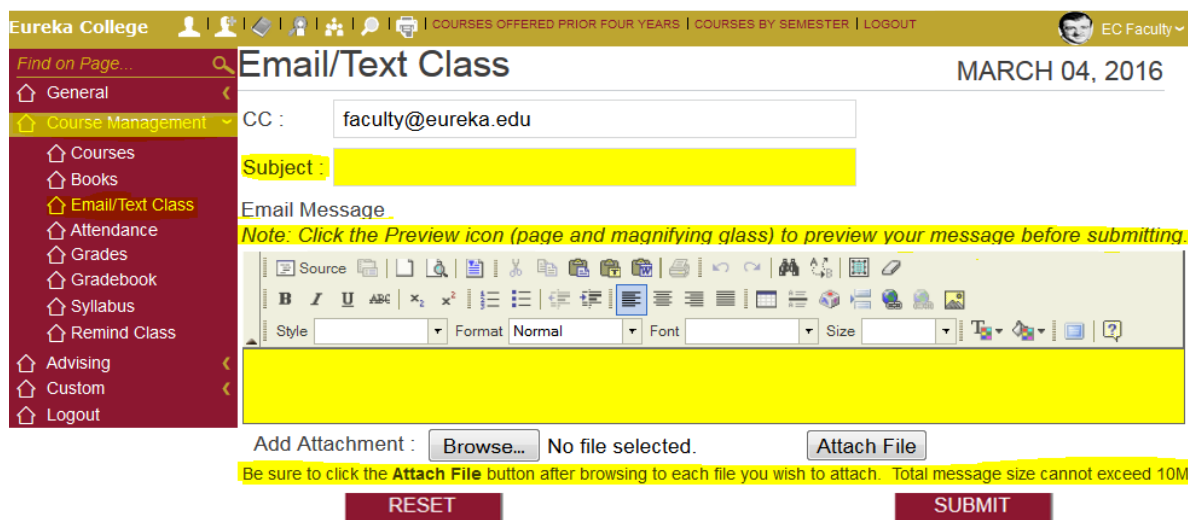
- Select the  icon (if available) from the top menu or '**Course Management**' then '**Books**' from the side panel to add books to the Textbook Master and/or assign the textbook to your course (see **Textbook documentation** for detailed instructions).

Email/Text Class

- Select '**Course Management**' then '**Courses**'
 - Verify the **School Year** and **Semester** and the **Course: Section** shown are correct
 - If necessary, select different **School Year**, **Semester** and/or **Course: Section** from the Drop Down lists provided.
 - There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown.
- Select '**Email/Text Class**' from the side panel.



- Click '**E-mail Only**' option to email your class. *The Text Message feature is not yet available.*



- Enter a '**Subject**' and the information you are emailing in the correct boxes.
- Click the '**SUBMIT**' button to send the email.
 - Emails sent to students through Sonis will show in the Student's **Email History** which is available on the '**Courses**' page.

Attendance

- Click **'Course Management'**
- Click **'Attendance'** to enter attendance.
 - Verify the **School Year** and **Semester** and the **Course: Section** shown are correct
 - If necessary, select different **School Year**, **Semester** and/or **Course: Section** from the Drop Down lists provided.
 - There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown

- Students without an attendance record are listed at the end of the class list.

1. Input Attendance

- If **'Official'** is shown by the students name the grade is official and the attendance cannot be added.

- a. **Select 'Defined Meeting Date'** (dates that the class is scheduled to be held) or **'All Dates'**.
 - o Changing the radio button setting for **'Date Option'** will reload the page in order to rebuild the date drop list. Therefore this should be done before selecting any dates.
- b. **Select the Date** you're recording attendance from the **Date Drop List**.
- c. **Click** the radio button under the attendance status (these captions can be changed) you are reporting for each student.
 - o Use the Attending option for reporting on the 10th day of class.
- d. You can add a note in the **'Note'** box to the attendance record if you desire.
- e. **Click** the **'SUBMIT'** button to save the attendance entered.

2. Individual Attendance/Modify Attendance Record

- f. Click on the 'Name' link.

The screenshot shows the 'Attendance' page for Eureka College. The page title is 'Attendance' and the date is 'FEBRUARY 08, 2016'. The interface includes a navigation menu on the left with options like 'General', 'Course Management', 'Courses', 'Books', 'Email/Text Class', 'Attendance', 'Grades', 'Gradebook', 'Syllabus', 'Remind Class', 'Advising', 'Custom', and 'Logout'. The main content area shows a table of attendance records for 'BIO163 - HUMAN ANAT & PHY I - Section: 1 (08/26/2015 - 12/15/2015)'. The table has columns for Name, Present, Tardy-Excused, Tardy-Unexcused, Abs-E, Abs-U, Attending, and Never Attended. Below the table, there are buttons for 'RESET', 'SUBMIT', 'RETURN', and 'DELETE'. A 'DELETE AN EXISTING ATTENDANCE RECORD' section is also visible, with a table of dates and buttons for 'RESET', 'DELETE', and 'RETURN'.

- Follow steps 'a' – 'e' under 'Input Attendance' to add an attendance record.

- g. Click the 'Note' icon to read any notes entered for that date. A blank 'Note' icon represents no note available.
- h. Click the 'Delete' box to mark a record for deletion.
- i. Click the 'DELETE' button to delete the attendance record.
- You can now re-add the attendance for the deleted date with the correct attendance status.

3. Change Date of Class

- Changes the date of the attendance record for every student on the roster.

The screenshot shows the 'Change Date of Class Meeting' dialog box in the Eureka College Attendance system. The dialog box has a title 'Change Date of Class Meeting' and a subtitle 'BIO163 (HUMAN ANAT & PHY I - Section: 1)'. It includes a 'Select Change To Date Option:' dropdown menu with 'Defined Meeting Dates' selected. Below this, there are 'Change From' and 'Change To' dropdown menus. The 'Change From' menu is currently set to '09/10/2015'. Below the dropdowns, there are buttons for 'SUBMIT' and 'CLOSE WINDOW'.

- **Select 'Defined Meeting Date'** (dates that the class is scheduled to be held) or 'All Dates'.
- Changing the radio button setting for 'Date Option' will reload the page in order to rebuild the date drop list. Therefore this should be done before selecting any dates.
- **Select the 'Change From'** date from the list given.
- **Select a 'Change To'** date from the **Drop Down List**.
- **Click the 'SUBMIT'** button when finished.

4. My Attendance Date Range

- Can be used to focus on attendance for a given day or range of days.

The screenshot shows the 'Faculty' page for February 05, 2016. It features a sidebar with navigation options: General, Course Management, Courses, Books, Email/Text Class, Attendance (highlighted), Grades, Gradebook, Syllabus, and Remind Class. The main content area has 'From' and 'To' date input fields, both highlighted in yellow. Below these fields are three buttons: 'RESET', 'SUBMIT', and 'RETURN'.

- Enter the from date in the 'From' box and the to date in the 'To' box
- Click the 'SUBMIT' button.

5. Attendance Report

- View the total attendance counts for the course section.

The screenshot shows the 'ATTENDANCE BY COURSE REPORT: 201516/1' page. It displays a table with columns for Course/Section, LDA, Present, Tardy-Excused, Tardy-Unexcused, Abs-E, Abs-U, Attending, Never Attended, and Abs. The data row shows BIO141W/1 PRINCIPLES with 1 Present, 0 Tardy-Excused, 0 Tardy-Unexcused, 0 Abs-E, 0 Abs-U, 36 Attending, 1 Never Attended, and 2.63 Abs. A red note below the table states: 'Counts in red indicate 'did not attend' status.'

Grades

- Click 'Course Management' then 'Grades' from the side panel to enter the students' Mid-Term and Final Grade (if gradebook is used, the Final grade can be entered through the 'Browse Grades' feature)

The screenshot shows the 'Grades' page for February 04, 2016. It features a sidebar with navigation options: General, Course Management, Courses, Books, Email/Text Class, Attendance, Grades (highlighted), Gradebook, Syllabus, Remind Class, Advising, Custom, and Logout. The main content area has dropdown menus for 'School Year' (201516), 'Semester' (Fall), and 'Course Section' (BIO141L :1). Below these is the course title 'BIO 141 LAB-(BIO141L)' and a 'Weighting Scale' section. A table with columns: Name, Enroll Code, Mid-Term Grade, Grade, Note Req, Official, and Date Completed. The table has two rows: 1) with EN Enroll Code, a yellow Mid-Term Grade dropdown, a yellow Grade dropdown, a red 'Note Req' link, and 'No' Official; 2) with EN Enroll Code, empty Mid-Term Grade and Grade dropdowns, and 'No' Official. At the bottom are 'RESET' and 'SUBMIT' buttons.

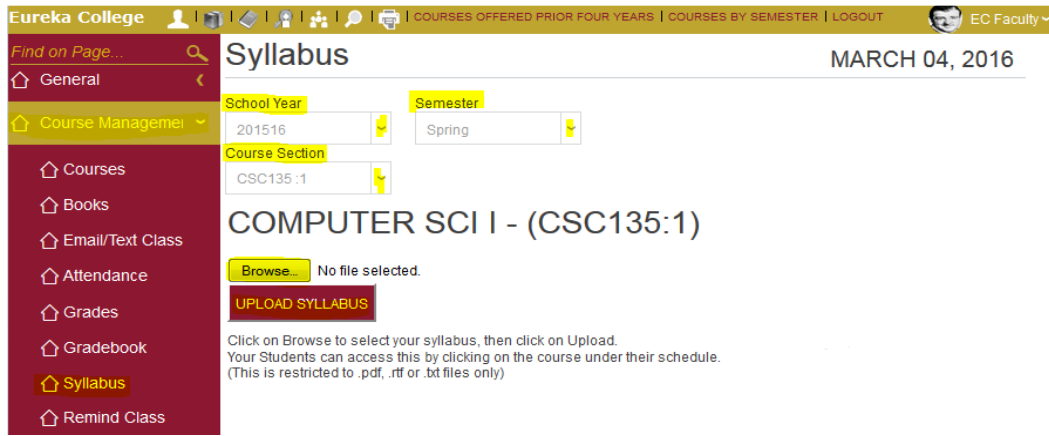
- Verify the **School Year** and **Semester** and the **Course: Section** shown are correct
 - If necessary, select different **School Year**, **Semester** and/or **Course: Section** from the Drop Down lists provided.
 - There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown
- For **Mid-Term** grades, Select the 'Mid-Term Grade' for each student from the drop down list provided.
- For **Final grades**, Select the 'Grade' for each student from the drop down list provided.
 - If the 'Note Reqd' link shows you can **click** the link and add a note explaining the grade.
- Click the 'SUBMIT' button when you are done entering grades.

Gradebook

- If using gradebook Click 'Gradebook' to enter scores (see **Gradebook** Documentation for detailed instruction).

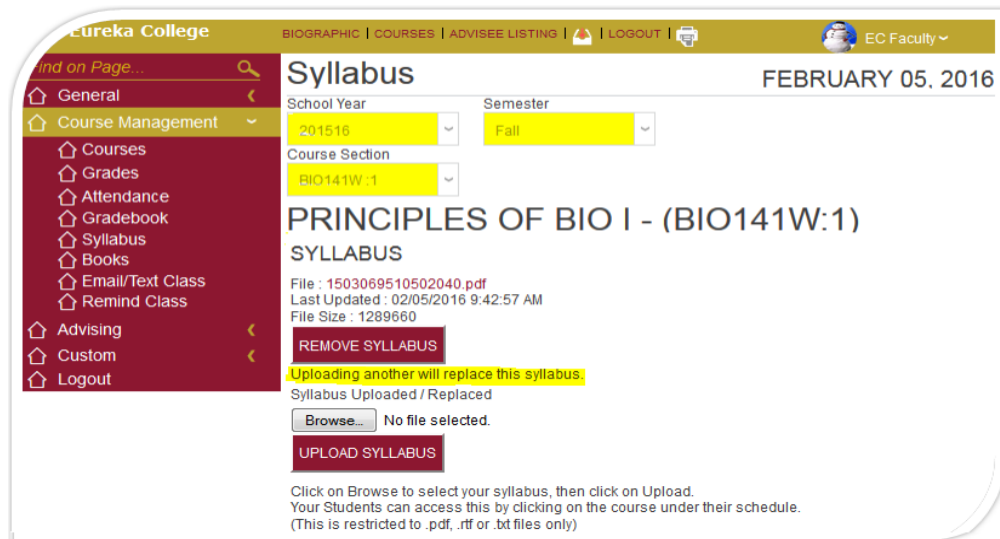
Syllabus

- Click 'Course Management' then 'Syllabus' from the side panel to upload your syllabus for this course.



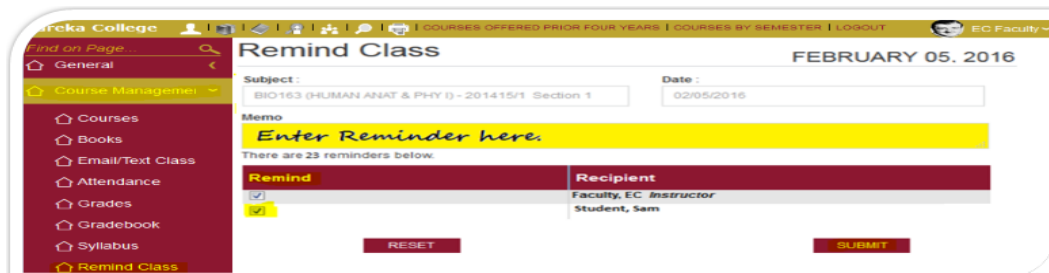
- Verify the **School Year** and **Semester** and the **Course: Section** shown are correct
 - If necessary, select different **School Year**, **Semester** and/or **Course: Section** from the Drop Down lists provided.
 - There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown.
- Click the 'Browse..' button to find your Syllabus, click the file name when it is found.
- Click the 'UPLOAD SYLLABUS' button to upload the syllabus into Sonis.

Remove or Change Syllabus



- Click the 'REMOVE SYLLABUS' button to remove the syllabus.
- If you upload a different syllabus you will lose the current syllabus.

Remind Class



- Enter the reminder in the 'Memo' box.
 - Uncheck any 'Remind' box next to a student that you do not want to receive the reminder.
- Click the 'SUBMIT' button.

Advising

Select Advisee – Enter the last name or Sonis ID of Student, Alumni, or Applicant. Does not have to be your advisee. You can see everything you see for your advisees except the Registration Page. You must be an advisor to see this page.

Advisee Listing – List of your Advisees. Can View their ACT/SAT scores, Emergency Contacts, Grades, Registration, Schedule, Degree Audit. Can also Email your advisee.

Adv: Schedule – View the student’s Schedule.

Adv: Registration (Online Course Registration) – Register Student.

Eureka College | COURSES OFFERED PRIOR FOUR YEARS | COURSES BY SEMESTER | LOGOUT | EC Faculty | MARCH 03, 2016

Find on Page... Biographic

General | Course Management | **Advising** | Select Advisee | Advisee Listing | Adv: Schedule | Adv: Registration | Adv: Grades | Adv: Degree Audit | Adv: ACT/SAT | Adv: Health | Adv: Emergency Contact | Custom | Logout

CONTACT INFORMATION

Email Address : ?
Phone :
Work Phone :
Street Address :
City :
State :
Zipcode :
Employee Title :


ENROLLMENT INFORMATION

Campus : Eureka
Department : To Be Determined
Division : Undergrad
Level : EC Employee
Prog. :
SONIS ID : FA1111111
Profile : View

TEACHING SCHEDULE

School Year : 201516 Semester : Spring

Course	Description	Session	Section	Times	Instrct. Type	Location
--------	-------------	---------	---------	-------	---------------	----------

1. Click the 'Advising' link on the left side of the page.
2. Click the 'Advising Listing' link on the left side of the page or the  icon at the top of the page.

Advisee Listing | MARCH 03, 2016

Student	Level	Program	Online Reg. Hold	Can Register	Coach
Student, Samuel	Freshman		No	Yes	No
Tester, Joe J	Senior	Undergraduate	No	Yes	No


VIEW RECORDS (4)

VIEW RECORDS (3)

EMAIL ADVISEES

3. Click the 'Circle' to the left of the name you want to register.
4. Click the 'VIEW RECORDS' button.

The screenshot shows the Eureka College student portal. At the top, it says 'Eureka College' and 'MARCH 08, 2016'. The student's name is 'Sam Student'. The page is divided into sections: 'CONTACT INFORMATION', 'ENROLLMENT INFORMATION', 'ACT SCORES - NONE', 'SAT SCORES - NONE', and 'ADVISOR DATA'. The 'ADVISOR DATA' section shows 'Start Date 02/26/2016' and 'Stopped'. Below this is a form with a checkbox labeled 'Online Registration Hold' and a '5' icon next to it. The checkbox is currently unchecked. There are 'RESET' and 'SUBMIT' buttons at the bottom of the form.

5. Verify that the **'Online Registration Hold'** check box is clear, If not **Click** the box until it is and **Click** the **'SUBMIT'** button.
6. **Click** the **'Adv. Registration'** link on the left side of the page or the  icon at the top of the page.

- **If the 'Online Registration Hold' is on you will get the following message:**

You are on ONLINE REGISTRATION HOLD and cannot be registered for courses. Please check with the Registrar or your advisor.

- Registration will be blocked until you remove the **'Online Registration Hold'**.

- **If the Student has any other holds on their account you will see the message:**

There are Registration Holds preventing registration. Please click the Holds link above for details.

- The student cannot be registered for classes until they talk to the person who placed the hold on their account and the reason for the Hold is resolved.

- **If the registration period is closed you see:**

Currently registering under degree <No degree> at Eureka College
REGISTRATION PERIOD ENDED : 01/18/2016.11:59 PM.

- If the **Registration Period** is active and all **Holds** are resolved, Registration is available.

Administration
Samual Student

JANUARY 15, 2016

CONTACT INFORMATION		ENROLLMENT INFORMATION	
Email Address:	shams@eureka.edu	Campus:	Eureka
Phone:	309-467-9999	Department:	Social Science & Business
Work Phone:		Division:	Undergrad
Cell Phone:	309-467-5555	Level:	Freshman
Street Address:	300 College	Prog.:	
City:	Eureka	EDU Entry Date:	06/24/2016
State:	IL	SOSES ID:	
Zipcode:	61530	Profile:	View
Employee Title:		First Year Advisor:	Maty Lmch
		Major Advisor:	EC Faculty
		Advisor:	Joe Taster

Select a School Year/Semester
 Currently registering under degree <No degree> at Eureka College

PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
ART245	DIGITAL FUNDAMENTALS	1		3	J. Dwyer	WED 6:00pm-8:45pm	Eureka
PHY230	GENERAL PHYSICS II	1		4	K. Evans	TUE 4:30pm-5:45pm, THU 4:30pm-5:45pm	Eureka
PHY230L	PHY 230 LAB	1		0	A. Peverly	FRI 3:00pm-5:50pm	Eureka

0 of 0 courses course not added to billing.

Pending Credits: 3 Enrolled Credits: 11 Total Credits: 14

CONTINUE REGISTRATION PROCESS

SELECT BEGINNING COURSE LETTER - NONE
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 None All (none listed - 208 Total Courses)

COURSE OFFERINGS (CLICK A SPACES LINK BELOW TO ADD A COURSE TO YOUR CART)

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
ACC111	3	8	PRINCIPLES OF ACCT I	1		4	E. Brown	MON 11:00am-11:50am, WED 10:00am-10:50am WED 11:00am-11:50am, FRI 11:00am-11:50am	Eureka
ACC112	5	5	PRINCIPLES OF ACCT II	1		3	C. Burns	MON 9:00am-9:50am, WED 9:00am-9:50am, FRI 9:00am-9:50am	Eureka

ADVISOR DATA
 Start Date: 01/05/2016 Stopped

MEMO

Online Registration must
 (Check box to restrict student from registering online)

RESET SUBMIT

To remove a course, that has not been posted to billing, from the Student's Registration, Click on the 'Course' and follow the on screen

7. **Verify the School Year and Semester and the Course: Section** shown are correct
 - If necessary, select different **School Year, Semester** and/or **Course: Section** from the Drop Down lists provided.
 - There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown
8. **Click** on the number in the '**Spaces**' column on the same row as the course you are registering for the student (it will appear in the '**PENDING REGISTRATION**' section).
 - a. If '**Spaces**' contains a 0 or the '**Wait**' column is greater than 0 the course is full, you cannot register the student for this course but you can add the student to the Waitlist by clicking the number in the '**Wait**' Column.

Eureka College COURSES OFFERED PRIOR FOUR YEARS | COURSES BY SEMESTER EC Faculty

Find on Page... Advisee Processing MARCH 03, 2016

General 8b Add To Waitlist Cancel and Return

- b. Select '**Add to Waitlist**' to add the course to the waitlist or '**Cancel and Return**'
 - **Repeat Step 8 until all courses for the school year/semester selected have been registered.**
9. Once all the courses have been added to the cart, Click the '**CONTINUE REGISTRATION PROCESS**' button

Advisee Processing JANUARY 13, 2016

Samual Student

CONTACT INFORMATION		ENROLLMENT INFORMATION	
Email Address:	shams@eureka.edu	Campus:	Eureka
Phone:	309-467-9999	Department:	Social Science & Business
Work Phone:		Division:	Undergrad
Cell Phone:	309-467-5555	Level:	Freshman
Street Address:	300 College	Prog.:	
City:	Eureka	SOSES ID:	
State:	IL	Profile:	View
Zipcode:	61530	First Year Advisor:	Maty Lmch
Employee Title:		Major Advisor:	EC Faculty
		Advisor:	Joe Taster

Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	Enroll Code	Pass-Fail
PHY230	1	4	K. Evans	TUE 4:30pm-5:45pm, THU 4:30pm-5:45pm	Eureka	C.E. Credit	No
PHY230L	1	0	A. Peverly	FRI 3:00pm-5:50pm	Eureka	C.E. Credit	Yes
ACC111	1	4	E. Brown	MON 11:00am-11:50am, WED 10:00am-10:50am WED 11:00am-11:50am, FRI 11:00am-11:50am	Eureka	C.E. Credit	No
CJS101	1	3	W. Lally	TUE 8:00am-9:15am, THU 8:00am-9:15am	Eureka	C.E. Credit	No

CONTINUE REGISTRATION PROCESS 11

CLEAR PENDING AND RESTART REGISTRATION

10. Click the appropriate 'Enroll Code'

11. Click the 'CONTINUE REGISTRATION PROCESS' button to continue or the 'CLEAR PENDING AND RESTART REGISTRATION' button if you need to start over at this point.

This page shows the Fees that the student will be charge.


Advisee Processing JANUAR.

Samual Student

CONTACT INFORMATION Email Address : bharris@eureka.edu Phone : 309-467-9999 Work Phone : Cell Phone : 309-467-5555 Street Address : 300 College City : Eureka State : IL Zipcode : 61530 Employee Title :	ENROLLMENT INFORMATION Campus : Eureka Department : Social Science & Business Division : Undergrad Level : Freshman Prog. : SOMIS ID : Profile : View First Year Advisor Mark Lunch Major Advisor EG Faculty Advisor : Joe Tester3
---	---

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
Activity Fee	201516	2		0.00	\$120.00
Campus Access Fee	201516	2		0.00	\$152.50
Flatfee Tuition - College	201516	2		14.00	\$9,350.00
Science Lab Fee for PHY230	201516	2		0.00	\$25.00

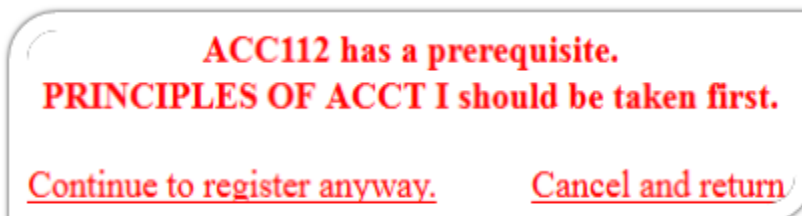
Unposted credits: 14.00 Total Charges: \$9,647.50
Unposted Courses Option Unavailable

[RETURN](#) 

12. Click the 'RETURN' button to return to the **Registration Page**.

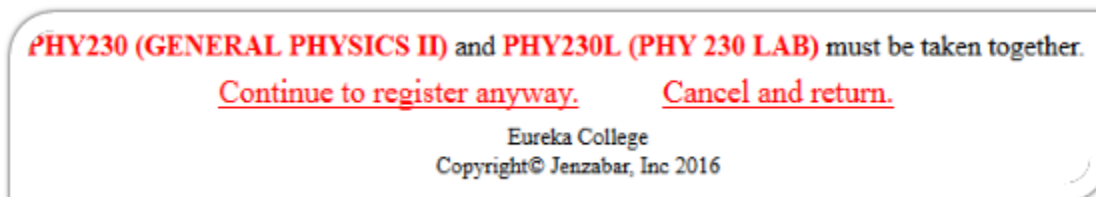
Additional Notes:

☆ Faculty advisors have course prerequisite and co-requisite override privileges. When you register a student for a course and the prerequisite has not been met you will get a message similar to the following:



➤ Click the appropriate link

- Students do not have these privileges.
- Not all pre/co-requisites can be handled by the system.
- ☆ Registration must be completed within 45 minutes.
- ☆ Some courses have Lab Courses or other co-requisites that need to be registered during the same registration session. If they are not you will get a message similar to the following:



➤ Click the appropriate link

Adv: Grades – See all courses (in progress, withdrawn, transfer, completed) and grade earned. Button to view Transcript.

Adv: Degree Audit – See the Degree Audit.

Adv: ACT/SAT – View ACT/SAT scores.

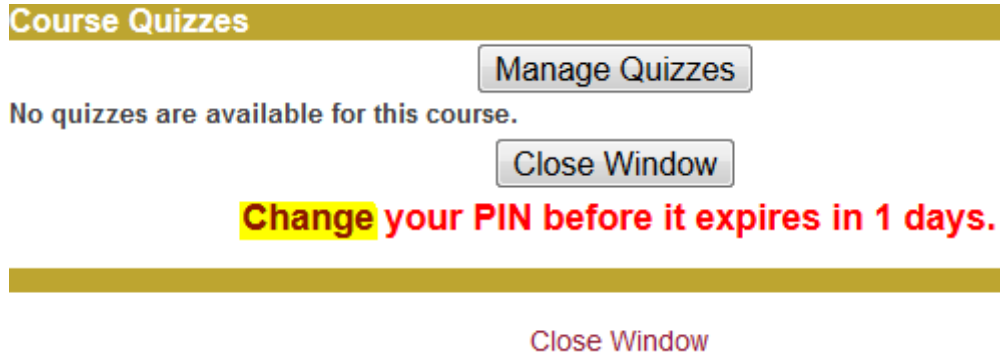
Adv: Health – View Health Records.

Adv: Emergency Contact – View the Emergency Contacts.

Custom

**Courses Offered Prior Four Years By Department and School Year/Semester.
Courses by Semester**

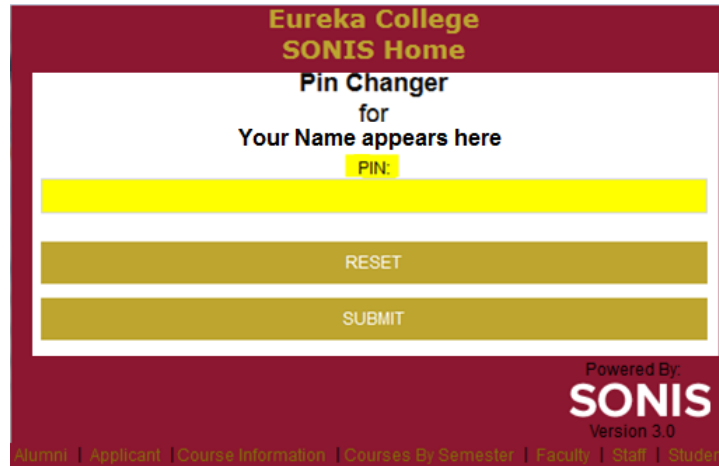
Changing your PIN before it expires



The screenshot shows a course management interface. At the top, there is a yellow header bar with the text "Course Quizzes". Below this, there is a button labeled "Manage Quizzes". Underneath the button, a message states "No quizzes are available for this course." Below the message is a button labeled "Close Window". At the bottom of the message area, there is a red text warning: "Change your PIN before it expires in 1 days." Below the warning is another yellow header bar, and at the very bottom, there is a "Close Window" link.

If you see the above message and you want to change your PIN at this time

- Click the '**Change**' link to get to the **PIN Changer** page.



The screenshot shows the "Eureka College SONIS Home Pin Changer" page. The page has a dark red header with the text "Eureka College SONIS Home". Below the header, the text "Pin Changer for Your Name appears here" is displayed. There is a yellow input field labeled "PIN:". Below the input field are two buttons: "RESET" and "SUBMIT". In the bottom right corner, there is a logo for "SONIS Version 3.0" with the text "Powered By." above it. At the bottom of the page, there is a navigation menu with links: "Alumni", "Applicant", "Course Information", "Courses By Semester", "Faculty", "Staff", and "Student".

- Enter your new PIN and **Click** the '**SUBMIT**' button.