NHTI Web Registration

Students must meet with their Academic Department Head or Advisor regarding course selection prior to registering for classes.

Step 1: Log On

➔ To register for courses online, go to NHTI's home page at www.nhti.edu and click Online Resources (located on the black navigation bar) at the top of the homepage. Select the SIS icon from the Online Resources page.

➔ Enter your EasyLogin username and password. (If you don’t have an Easylogin return to the Online Resources page and select the New Users button to obtain your Easylogin from the SIS).

➔ On the SIS main menu, select “Student,” select “Registration”, select “Look Up Classes”, then select Term and click “Submit.”

Step 2: CHOOSE Courses

➔ Select the College (NHTI) then select the Subject (ex. Accounting, Business, etc.) of the course you wish to add. Click on Section Search button.

➔ Select the appropriate course number/title by clicking on the View Sections button. If you would like to register for a class, click in the Select box to the left of the CRN#. Scroll to bottom of screen, click on “Register”. (If a “NR” is showing to the left of the CRN#, there is a registration restriction on the course. If a “SR” is showing to the left of the CRN#, there is a registration restriction on your student record. You will need to contact your advisor to register for classes).

➔ If a course includes a lab component, you must select the lecture and before you click on the “Register” button at the bottom of the screen.

Step 3: CONFIRM your Selections / REVIEW your Schedule

➔ Return to the Student menu and click on “Registration”, then choose “Detail Schedule or Concise Student Schedule”. Review for accuracy.

➔ PLEASE NOTE: If you would like to make changes to your schedule, return to Registration menu and select Add/Drop Classes.

Step 4: VIEW your course charges

➔ When you register, the corresponding charges are posted to your online Student Information System (SIS) account. NHTI does not send paper bills; it is the students responsibility to view their tuition, fees and/or dorm charges online. (After logging in, select Student, Student Account and click on View Account Detail.) Tuition and fees are due three weeks prior to the first class day each semester; students who do not have an acceptable payment plan in place by the due date may receive a $50 late fee.

For questions regarding Web Registration contact your Academic Department Head/Advisor or the Registrar’s Office at 230-4014.
Registration Stoppers

➤ **Holds**: Financial holds will prevent a student from registering for classes and must be removed before the student is permitted to register. For information regarding holds, contact the Bursar’s Office at (603) 230-4012.

➤ **Co-requisite Error**: Students who attempt to register for a course which requires simultaneous registration for another course(s) in which they have not yet registered will receive a “Co-requisite Error.” Return to “Class Search” and select and register for all required classes at the same time.

➤ **Duplicate Course Error**: If you receive a duplicate course error it is because you are trying to register for a course for which you have already registered.

➤ **Link Error**: Some courses consist of parts, such as lecture, lab, clinic, and/or recitation components. If you receive a “Link Error,” it is because you tried to register for a course without its corresponding component(s). Return to “Class Search” and select a lecture section and a lab section (e.g., BI 195-1, BI 195-1A, BI 195-1R)

➤ **Major Restriction Error**: Some courses are restricted by major. If you receive a “Major Restriction” error, it is because you selected a course that is reserved for students in another major. Return to “Class Search” and make another selection.

➤ **Prerequisite Error**: Students who attempt to register for a course which requires successful completion of another course(s) which they have not yet completed will receive a “Prerequisite Error.” If you believe you have met the prerequisite, see your Academic Department Head for override approval.

➤ **Repeat Limit Error**: Students who attempt to register for a course which they have already repeated will receive a “Repeat Count Exceeds 1 Error.” See your Academic Department Head for approval to register for this course.

➤ **Reserve Closed Error**: Seating in some courses is reserved for students in certain majors. If you receive a “Reserve Closed” error, it is because the only seats remaining in the course are reserved for students in another major(s). Return to “Class Search” and select another section or check back at a later date for available space.

➤ **Time Conflict**: Students may not schedule any courses in conflict. If you receive a “Time Conflict” error, it is because you tried to register for courses that meet at the same time. Return to “Class Search” and select another course/section.

➤ **Time Ticket Error**: Students who are not allowed to register online or students trying to register outside of the registration dates will receive a “Time Ticket” error. First-time students and students on academic probation are NOT eligible to register on-line.