

How to Register Yourself on the SIS

Step 1:

- Log into the student portal
- Click on the white box with the picture of the graduation cap, your NHTI DegreeWorks. This shows you what courses you need to graduate. If you click on the “What-If” you will be able to see what you need toward your target program.

Step 2:

- Log into the student portal
- Log into your SIS, Student Information System
- Select Student > Registration > Look up classes
- Select the semester, then the department of the class. If you know the number to the class you want (from looking it up in the NHTI DegreeWorks), you can put that in too.
- Select the section that works best for you (see below).*

Step 3:

- Review your semester schedule by going into Degree Works and confirming the courses apply to your program
- Go on SIS and view your Student Detail Schedule or Student Concise Schedule
- Helpful tip: You can also register yourself on NHTI Navigate. This will not work on the app, however.

Class formats:

Section Code	Description
Number (1, 2, 3, etc.)	Full semester day classes
Letter (M, T, W, R)	Full semester evening classes
ZZ, ZZ1, ZZ2	Full semester fully online classes
FZZ, FZ1, FZ2	First half semester online
LZZ, LZ1, LZ2	Second half semester online
HY, HY1	In-class and online, usually via zoom
FHY	First half semester in-class and online, usually via Zoom
LHY	Second half semester in-class and online via Zoom
HON	Honors section
F1 or L1	Half semester day

*Please note that if you are registering for a lecture class that has a corresponding lab, you must register for them both at the same time.

Link Errors

Question: When I use the SIS to register for a lab science I get a "Link Error" and can't complete my registration. How can I fix this problem?

When you register for a lab science, you must choose the lecture and lab all at once, in the same screen, before clicking "register."

See the example below. If you choose section BIOL 195C 1 for your lecture, you must also click on the box for lab 1A or 1B. Some classes have only one option for a lab time, and so you only need to click on the lecture number.

BIO	195C	1	NHT	4.000	Anatomy and Physiology I	T	09:00 am-09:50 am	32
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This is a lecture section. Click on the box to the left of the course.

<input type="checkbox"/>	22084	BIOL	195C	1A	NHT	0.000	Anatomy and Physiology I	
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These are two lab choices – pick one!

<input type="checkbox"/>	22060	BIOL	195C	1B	NHT	0.000	Anatomy and Physiology I	
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