

How to Register for a Course Through MyNova

Once you are logged into My Nova, proceed to step 1.

Step
1

Registration through [Novasis](#)

The screenshot displays the MyNova portal for Villanova University. The interface includes a top navigation bar with various links. The main content area is organized into several sections: Campus Alerts, Personal Announcements, Links, Bookmarks, VU Directory Search, and a central News section. A red arrow points to the 'Novasis' link in the bottom left navigation bar.

Enter secure NOVASIS area by entering your VILLANOVA **USER ID** and **PASSWORD** pin.

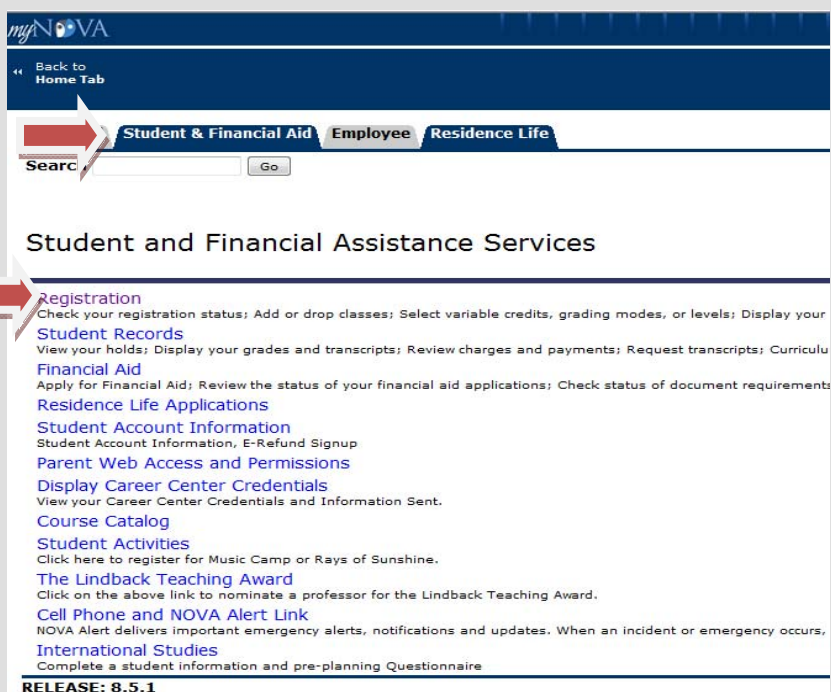
This will take you to the following screen:

Updated 3/13/2013

Be certain you are on the **STUDENT & FINANCIAL AID** tab.

Step
2

Click on **REGISTRATION**



myNOVA

Back to Home Tab

Student & Financial Aid Employee Residence Life

Search Go

Student and Financial Assistance Services

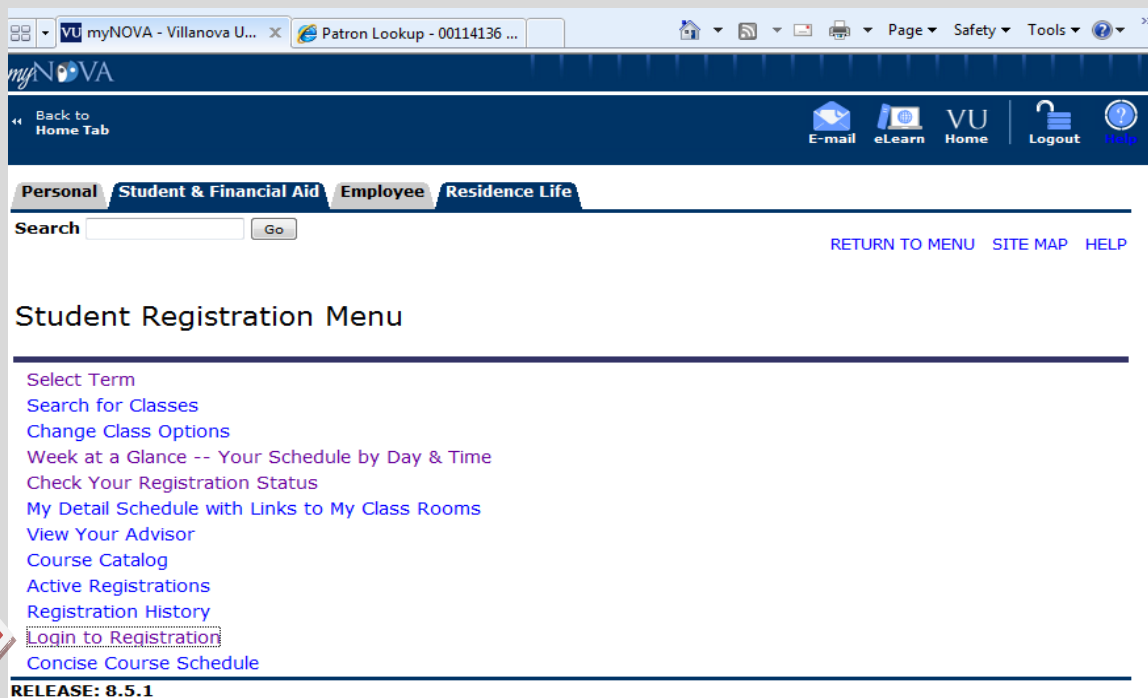
- Registration**
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your
- Student Records**
View your holds; Display your grades and transcripts; Review charges and payments; Request transcripts; Curricula
- Financial Aid**
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements
- Residence Life Applications**
- Student Account Information**
Student Account Information, E-Refund Signup
- Parent Web Access and Permissions**
- Display Career Center Credentials**
View your Career Center Credentials and Information Sent.
- Course Catalog**
- Student Activities**
Click here to register for Music Camp or Rays of Sunshine.
- The Lindback Teaching Award**
Click on the above link to nominate a professor for the Lindback Teaching Award.
- Cell Phone and NOVA Alert Link**
NOVA Alert delivers important emergency alerts, notifications and updates. When an incident or emergency occurs,
- International Studies**
Complete a student information and pre-planning Questionnaire

RELEASE: 8.5.1

You will then be directed to the following screen where you will need to click on

Step
3

Click on **LOGIN TO REGISTRATION**:



myNOVA

Back to Home Tab

E-mail eLearn VU Logout Help

Personal Student & Financial Aid Employee Residence Life

Search Go

RETURN TO MENU SITE MAP HELP

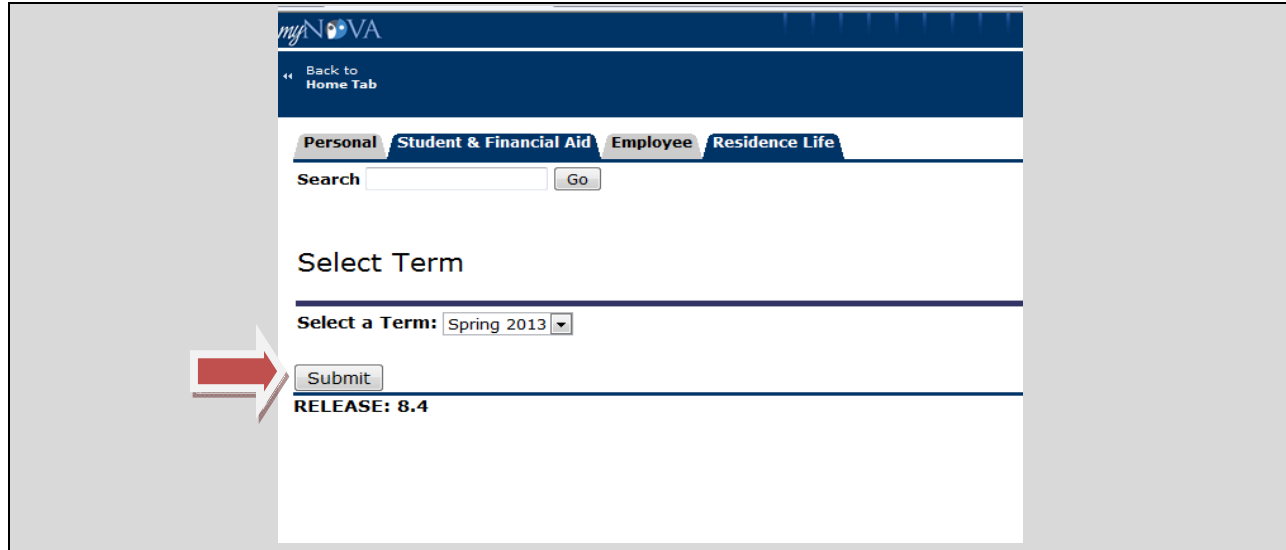
Student Registration Menu

- Select Term
- Search for Classes
- Change Class Options
- Week at a Glance -- Your Schedule by Day & Time
- Check Your Registration Status
- My Detail Schedule with Links to My Class Rooms
- View Your Advisor
- Course Catalog
- Active Registrations
- Registration History
- Login to Registration**
- Concise Course Schedule

RELEASE: 8.5.1

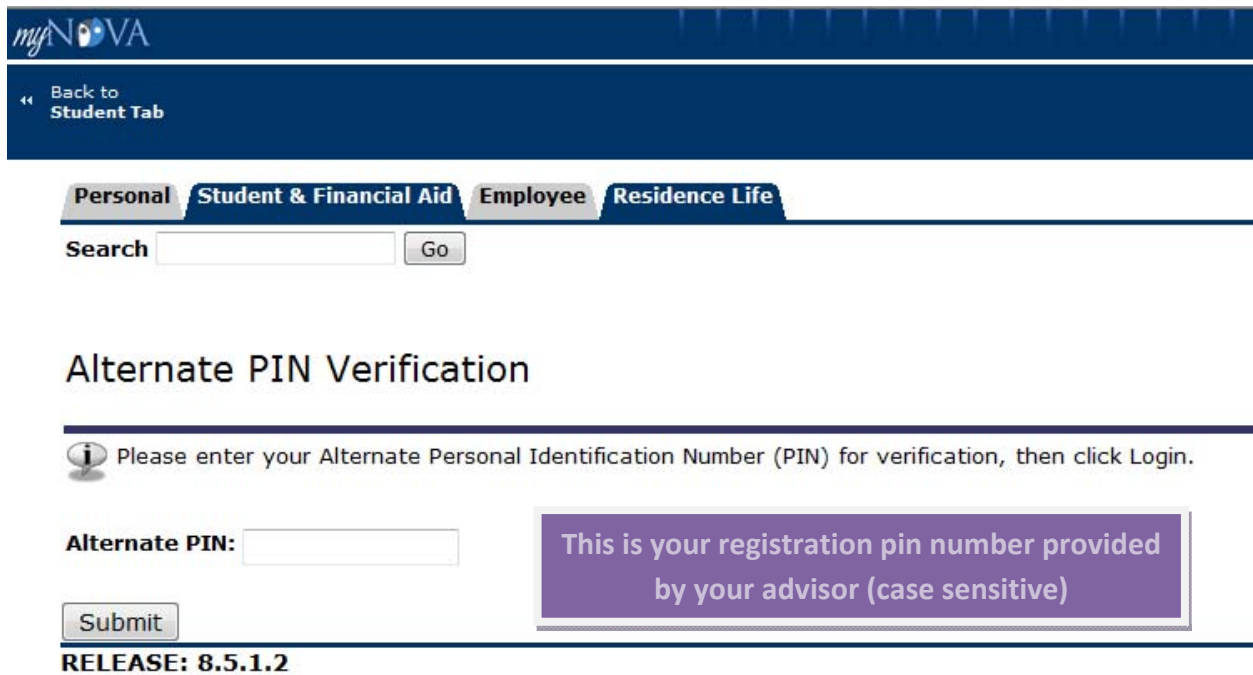
Step
4

Choose the term and click **SUBMIT**



The screenshot shows the myNOVA interface. At the top is a dark blue header with the myNOVA logo and a link to "Back to Home Tab". Below the header are four tabs: "Personal", "Student & Financial Aid", "Employee", and "Residence Life". Under the "Student & Financial Aid" tab, there is a "Search" input field and a "Go" button. The main section is titled "Select Term". Below this title is a "Select a Term:" label followed by a dropdown menu showing "Spring 2013". A red arrow points from the left towards the "Submit" button located below the dropdown. At the bottom of the page, it says "RELEASE: 8.4".

Step
5



The screenshot shows the myNOVA interface for "Alternate PIN Verification". The header is dark blue with the myNOVA logo and a link to "Back to Student Tab". Below the header are four tabs: "Personal", "Student & Financial Aid", "Employee", and "Residence Life". Under the "Student & Financial Aid" tab, there is a "Search" input field and a "Go" button. The main section is titled "Alternate PIN Verification". Below this title is a message: "Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login." Below the message is a label "Alternate PIN:" followed by an input field. To the right of the input field is a purple box with white text that says "This is your registration pin number provided by your advisor (case sensitive)". Below the input field is a "Submit" button. At the bottom of the page, it says "RELEASE: 8.5.1.2".

Click on **CLASS SEARCH** to find the classes you will be taking:

Step 6

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 by 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 and 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.

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Nov 09, 2012	None	32369	MIS 2040	100 Undergraduate	3.000	Normal	Systems Analysis & Design
Web Registered on Nov 09, 2012	None	32216	GEV 4500	002 Undergraduate	3.000	Normal	TOP: Bio-Mimicry
Web Registered on Nov 09, 2012	None	32788	LDR 2030	100 Undergraduate	3.000	Normal	Leadership & Technology
Wait List Law on Nov 09, 2012	None	31193	LAW 5025	02 Law School	0.000	Normal	Crime & Emerging Technology

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Nov 28, 2012 12:49 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds]

Step 7

Enter the CRN numbers for your chosen classes. Click **SUBMIT CHANGES** and the class will appear under the status area.

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[View Holds]

Step 8

To check if you are registered for the correct classes, go to the **STUDENT TAB** and check the **STUDENT DASHBOARD** for your classes.

myNOVA
VILLANOVA UNIVERSITY

Welcome Ms. Therese Helen Wosczyńska
You are currently logged in.

My Account Content Layout

Home **Student** Just for You Work@VU Office of the President Library VU Groups My Tab Fitness

Deadlines
There are no announcements

Personal Announcements
There are no announcements

My Balances

- Print Quota
- Wildcard Balance
- Meal Points

Financial Aid Links

- Application Process
- Forms
- Financial Aid Award
- Scholarships and Grants
- Financing Options
- Student Job Directory
- Borrower Authorization Statement

Bursar Links

- My Account
- My Balance
- Payment Methods
- V Bill
- E-Refund Signup
- Credit card payment option (Note: 2.75% convenience fee)

Student Dashboard

Elementary Statistics	MAT 1260	Fall 2012
TOP: Bio-Mimicry	GEV 4500	Spring 2013
Leadership & Technology	LDR 2030	Spring 2013
Systems Analysis & Design	MIS 2040	Spring 2013

Student Schedule Link

- Student Schedule

My Schedule and Registration

- My Schedule and Registration
- Search for Classes
- Login to Register
- Check Your Registration Status
- CAPP - VSB, ENG, NUR
- CAPP - A&S
- Registration Information
- Order a Transcript
- Order an Enrollment Verification
- Faculty CATS Reports

My Housing and Food Assistance

- My Housing and Food Assistance

Academic Profile
 Primary
 Class Standing:
 Degree:
 Level:
 Program:
 Admit Term:
 Catalog Term:
 College:
 Campus:
 Major and Department:
 Minor:
 Advisors
☒ Mary B. Bustamante
☒ Mary B. Bustamante
 Select Another Term:
 Transcript