Registration using CDSP's SONIS system

Starting in Fall 2018, CDSP is transitioning to a new registration system, Jenzabar SONIS. Below are step-by-step instructions for registering in the new system.

1. Go to cdspsonis.net and navigate to LOGIN -> STUDENT. Log in using your CDSP student email address (e.g., jdoe@ses.cdsp.edu). If you do not have a PIN or have forgotten your PIN, click on the "forgot PIN" link below the login button and follow the prompts.
2. Review your account to ensure that you do not have a registration hold on your account due to an unpaid balance. You can do this in your student portal by navigating to Academics -> Holds. Contact the business office or registrar to resolve the hold, if needed.
3. In your student portal, navigate to Academics -> Registration. Make sure that the drop-down menu at the top of the screen is populated with the correct semester (e.g., 201819/Fall). If registration is not open, you will see a message on the screen stating when the registration period will start.
4. To review your course options in the meantime, visit the GTU Course Listing, which includes CDSP classes. In your student portal, navigate to Helpful Links -> GTU Course Catalog. The page will open in a new tab. Make sure the school year and semester are correct and use the campus drop-down to filter the course listings, if desired. The courses are listed in alphabetical order by course number (e.g., BS-1002). Click on the course title (e.g., BASIC GREEK I) to read the course description. Then click on "RETURN" or use your browser's back button to return to the course listings.
5. After registration has opened, log in to your student portal and navigate to Academics -> Registration. Make sure that the drop-down menu at the top of the screen is populated with the correct semester (e.g., 201819/Fall). You will see a list titled COURSE OFFERINGS in the middle of the screen. To select a course for registration, click on the course number (e.g., BS-1002). The course will appear in red text at the top of the page under PENDING REGISTRATION. At this point you may continue selecting the rest of your courses, or move on to the next step. Note that your cart will time out after 15 minutes and the course will be removed from your pending registration if you do not proceed.
6. When your courses are selected and listed in red under PENDING REGISTRATION, click on CONTINUE REGISTRATION PROCESS. This will take you to a page at which you may choose to take each class for Audit or Credit. Use the radio buttons to select your choices and click CONTINUE REGISTRATION PROCESS.
7. At this point you will see an estimated bill including your course credits and total charges. NOTE: your financial aid will not be reflected on this page. Review the information and click COMPLETE REGISTRATION.
8. The class(es) that you have registered for will now appear at the top of the course listings, in black text.
9. To drop a class that you have registered for, click on the course number (e.g., BS-1002) in your list of classes. On the next page, click CONFIRM REMOVAL to finish dropping the class. The class will no longer appear in your list of registered classes.
10. After you have registered, you can view your course schedule by navigating to Academics -> Schedule. Make sure the correct school year and semester are selected in the drop-down menus at the top of the screen. Click on the PRINTABLE VERSION button to download or print a PDF copy of your schedule.
11. When you are finished registering for classes, click on the icon by your name in the upper right-hand corner and log out of your account.
12. Note: You will be added to your courses in Moodle within one business day after registering; if you do not see a course appear, it may be that the instructor has not made it visible yet. Please check with the registrar for more information.

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