Online Registration Guide
Registering for Courses via FishRNet
FishRNet

- To access FishRNet, go to http://fishrnet.sjfc.edu
Checking Your Time Ticket

- The date/time you can begin registering is called a time ticket. Click “Check Timeslot and Enter Secure Area” to view your time ticket.
Enter Your Student ID#

- Enter your student ID# to view your time ticket. Remember to include the “@” symbol at the beginning of the number.

Timeslot Verification | St. John Fisher College

To find your Fish'R'Net registration timeslot enter your Fisher ID number (found on your RED Fisher ID card in the format @xxxxxxx) and click Submit.

If you are a faculty member or your time slot has opened, you will be taken to the Fish'R'Net log in screen.

If your timeslot has not opened or you have a registration hold, your timeslot and hold information will be displayed.

Note: A new hold may be added to your account at any time. Check again prior to your start time to verify that you have no holds.
Sample Time Ticket

- The example below shows that this student may begin registering on 11/19/2010 at 10:00 am. Times displayed are in 24 hr format (ex. 1600 = 4:00pm)

Fish 'R' Net  Registration & Timeslot Look-up

The current system time is 11/17/2010 9:54:32 AM

This is your timeslot: 11/19/2010 1000

Denied: Your timeslot is not yet effective, please try again at your allotted time.

Return to Fisher home page
Login to FishRNet

- Enter your student ID# (with the “@” symbol) and your FishRNet password to access the FishRNet system.
Main Menu

- To access the registration section on FishRNet, click “Student Services”
Registration Menu

- Click “Registration.”
Select Term

- Select the upcoming term by clicking “Select Term.”

Note: If you have not completed a course within the past year you must be readmitted before you can register. Contact the appropriate Admissions Office (585-385-8064). Graduate Admissions (585-385-8161).
Select Term

- Click on the appropriate semester from the drop down menu and click “Submit.”
Add or Drop Classes

• Click “Add or Drop Classes” to begin entering your desired course selection.
Enter Your Alternate PIN#

- Enter the registration code (Alternate PIN#) you received from your advisor for this registration period. You must get this number from your assigned major advisor.
Enter Course Numbers

- Enter the 5-digit course number (CRN) for each class you would like to add. This number, found on the Class Schedule, corresponds with the desired day/time/section of the class you would like to add. Then click “Submit Changes.”

Add / Drop Classes:

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Click Class Search to see the class schedule.

To drop a course, use the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When adding courses, students are responsible for all registration activity and the corresponding changes to their bills and/or financial aid. It is recommended that tuition be paid prior to registration. Failure to pay by the deadline may result in deletion of your registration. Dropping or adding classes may change your bill and/or financial aid changes. You are advised to contact the Bursar’s and Financial Aid Office for help.

If you have finished registering for your courses, you can view or purchase your textbooks at the St. John Fisher College Bookstore.

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset
**View Registration**

- The registration status for each class successfully added will be displayed. If there are any classes that could not be added (time conflict, pre-req error, etc.), these classes will be displayed under the “Registration Add Error” section.
Check Registration

- As a “double check” view your Student Schedule to confirm your registration choices. Click “Registration” and “Student Schedule.” Be sure to enter a date range during the upcoming semester to view your regular weekly schedule.
Registration Notes

**HOLDS** - In advance of your registration date, be sure to check to see if you have any holds on your account (ex. student bill balance, library fine, parking ticket, etc.). A hold will prevent you from registering for classes until it is remedied. To view any holds on your account:

- Go to Student Services, Registration and Registration Status.

**ALTERNATE PIN#** - Each semester, you will have a new Alternate PIN# for registration purposes. You must meet with your assigned major advisor prior to registering to discuss your course choices and to receive this alternate PIN#.

**REGISTRATION TOOLS** – There are several resources at your disposal to help you prepare for your pre-registration appointment with your advisor and to track your degree progress:

- Undergraduate Catalog ([http://catalog.sjfc.edu/undergraduate/](http://catalog.sjfc.edu/undergraduate/))
- Degree Progress Tracking Form ([http://home.sjfc.edu/AcademicAffairs/AdvisingHandbook/Degree%20Progress%20Tracking%20Form%20with%20new%20core%20-%20revised.pdf](http://home.sjfc.edu/AcademicAffairs/AdvisingHandbook/Degree%20Progress%20Tracking%20Form%20with%20new%20core%20-%20revised.pdf))
- Transfer Credit Evaluation (transfer students only)