NOTRE DAME UNIVERSITY
LOUAIZE
جامعة سيدة اللويزة
GAUDIUM DE VERITATE

Accredited by
NECHE
New England Commission of Higher Education

STUDENT INFORMATION SYSTEM (SIS) REGISTRATION GUIDELINES

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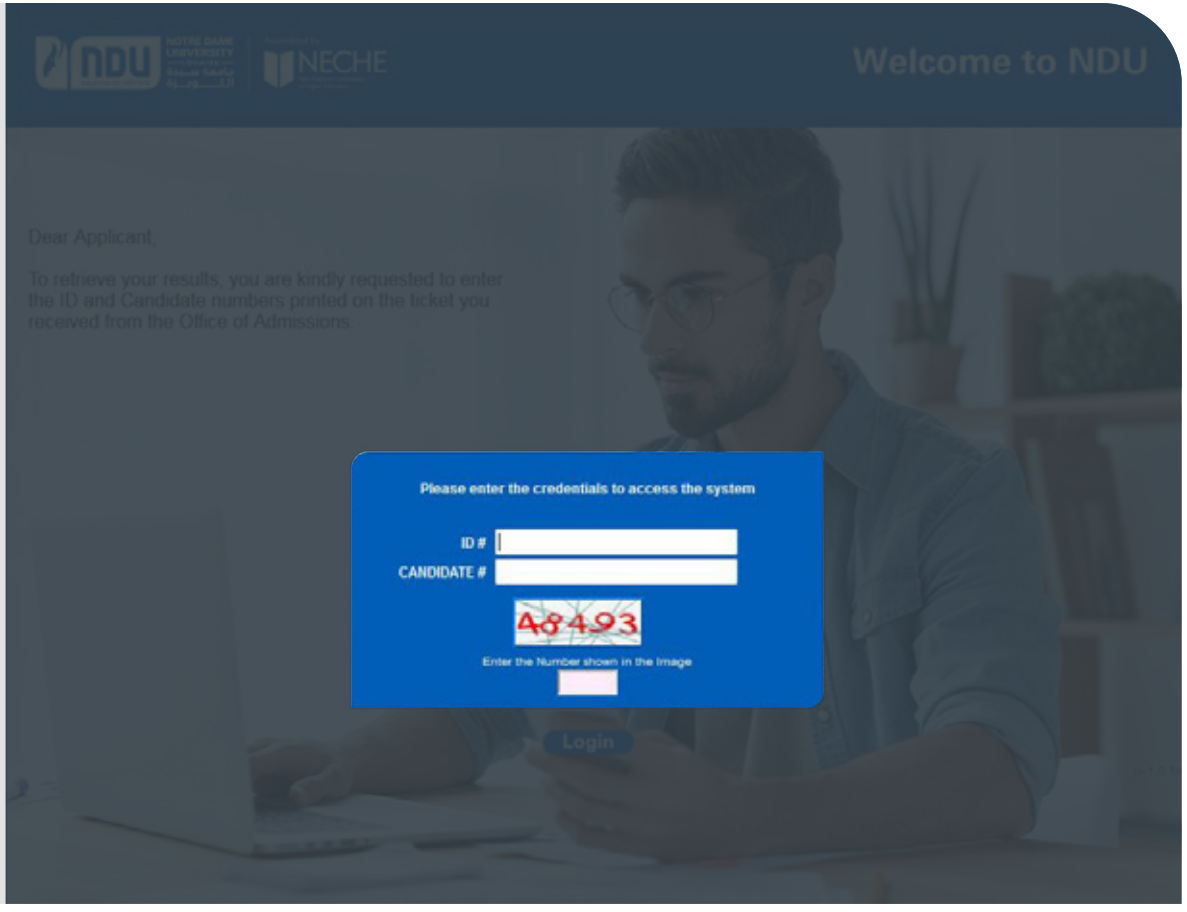
New Students:
How to retrieve your SIS credentials?

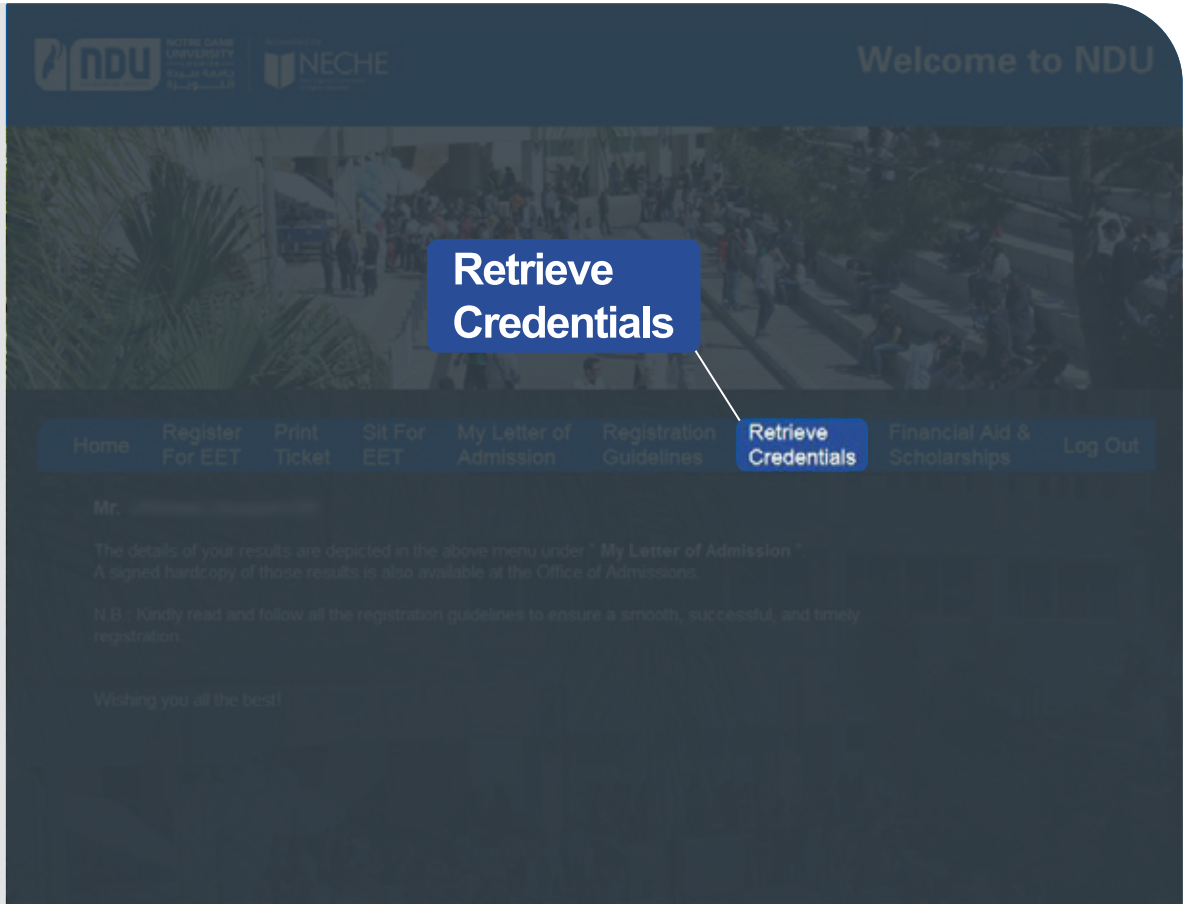
STEP 1

Log into the [OAR webpage] using your ID and Candidate number



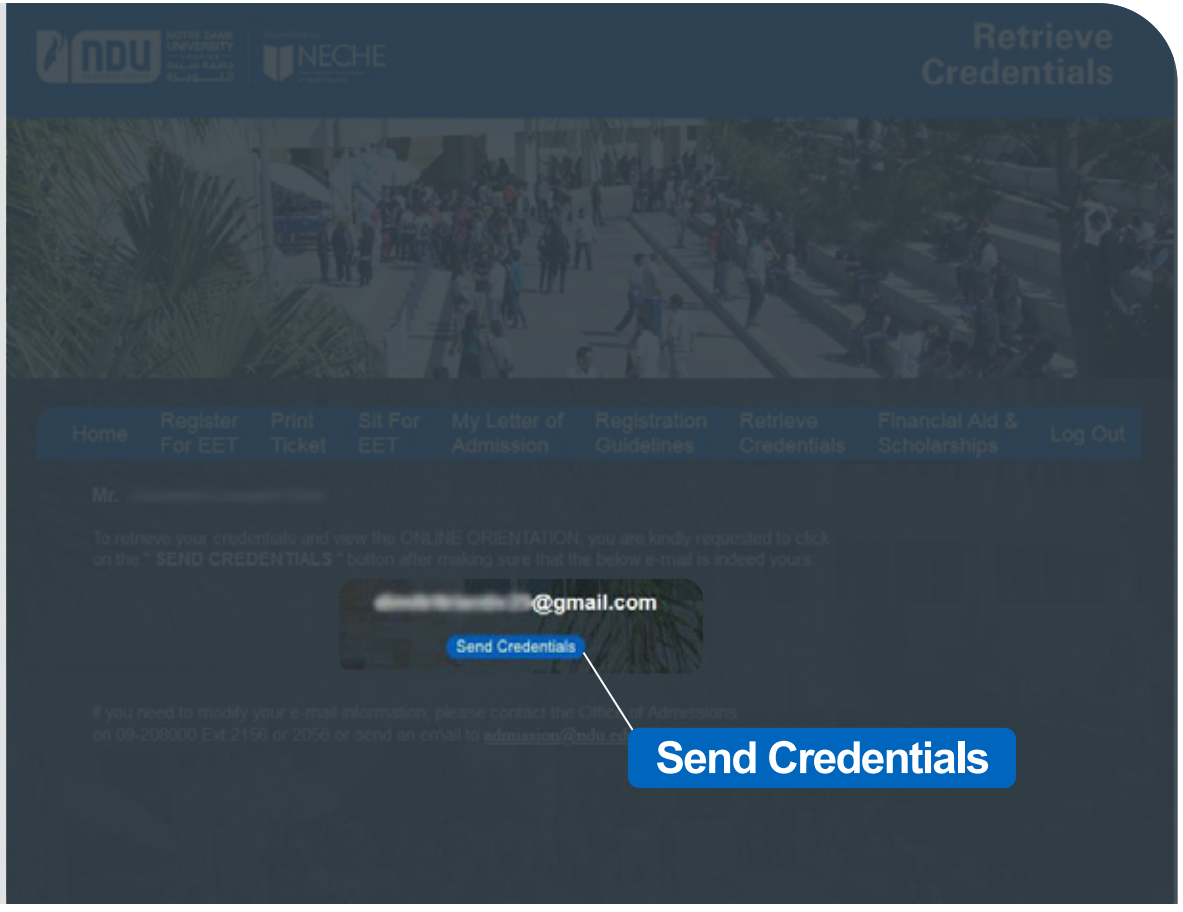
STEP 2

Click on **Retrieve Credentials**



STEP 3

Click on **Send Credentials.** An email with your ID # and PIN # will be sent to the email address provided.



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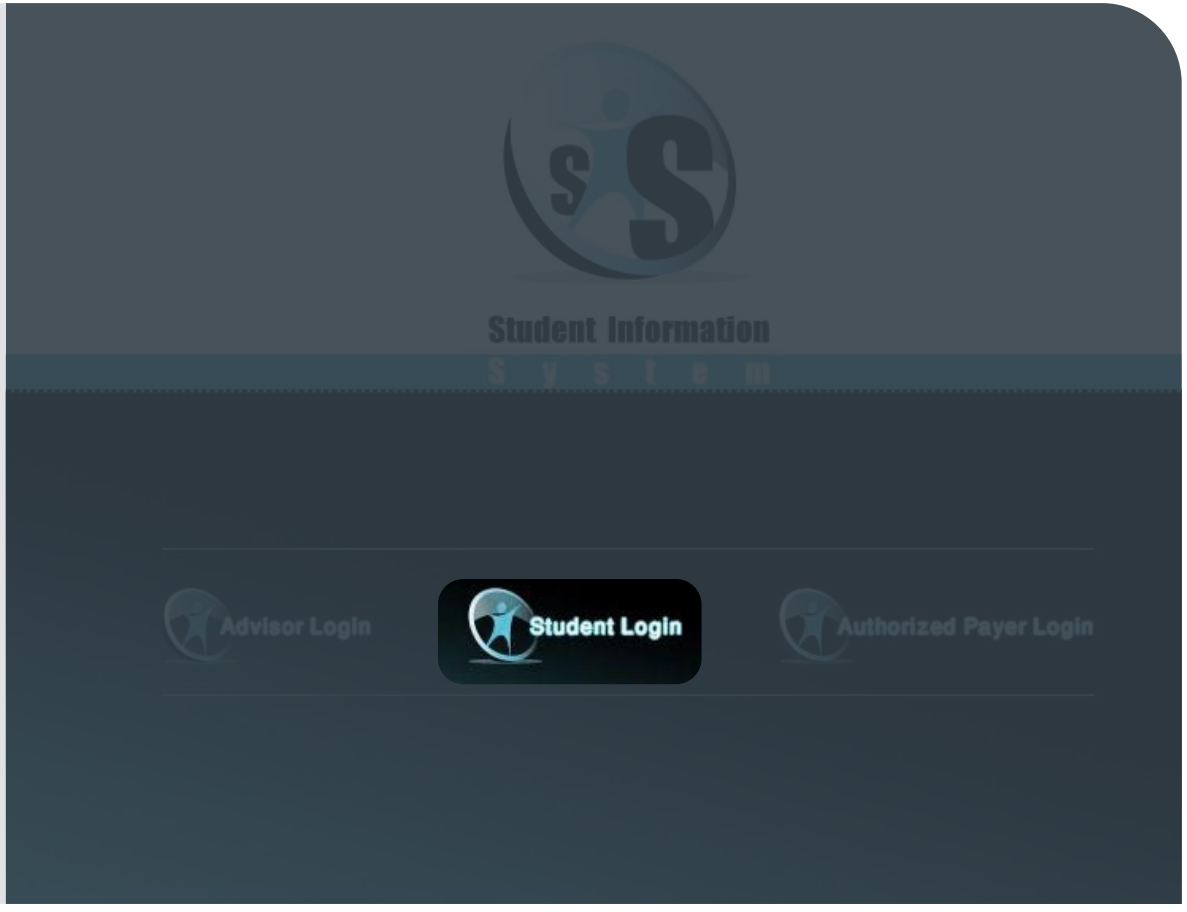
Registration Steps
All Students

STEP 4

Go to
NDU Student Information System

Select
Student Login



STEP 5

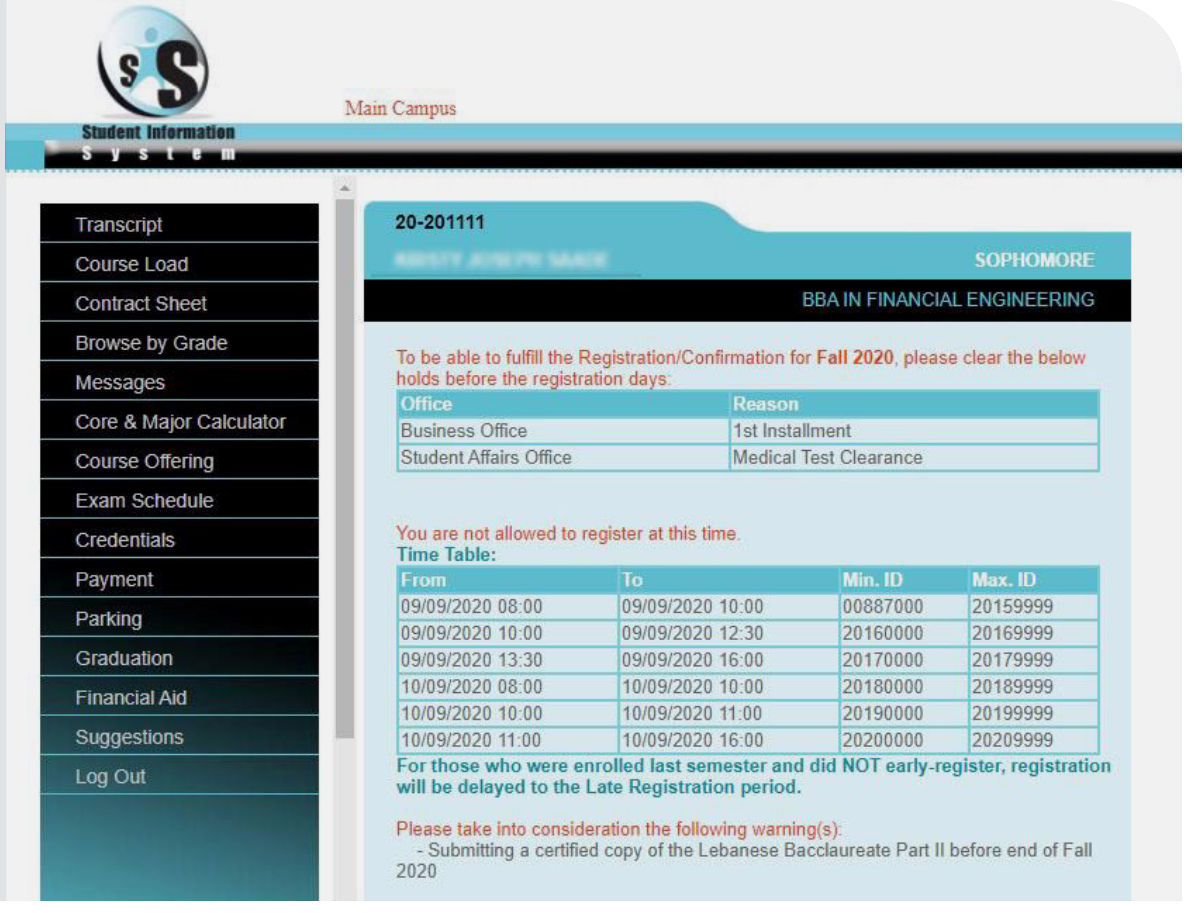
Once you login to the SIS and if you are not allowed to register, you will be redirected to this page.

- Check and clear the holds by contacting the corresponding office.

- If the timetable is shown, it means you are not allowed to register at this time.

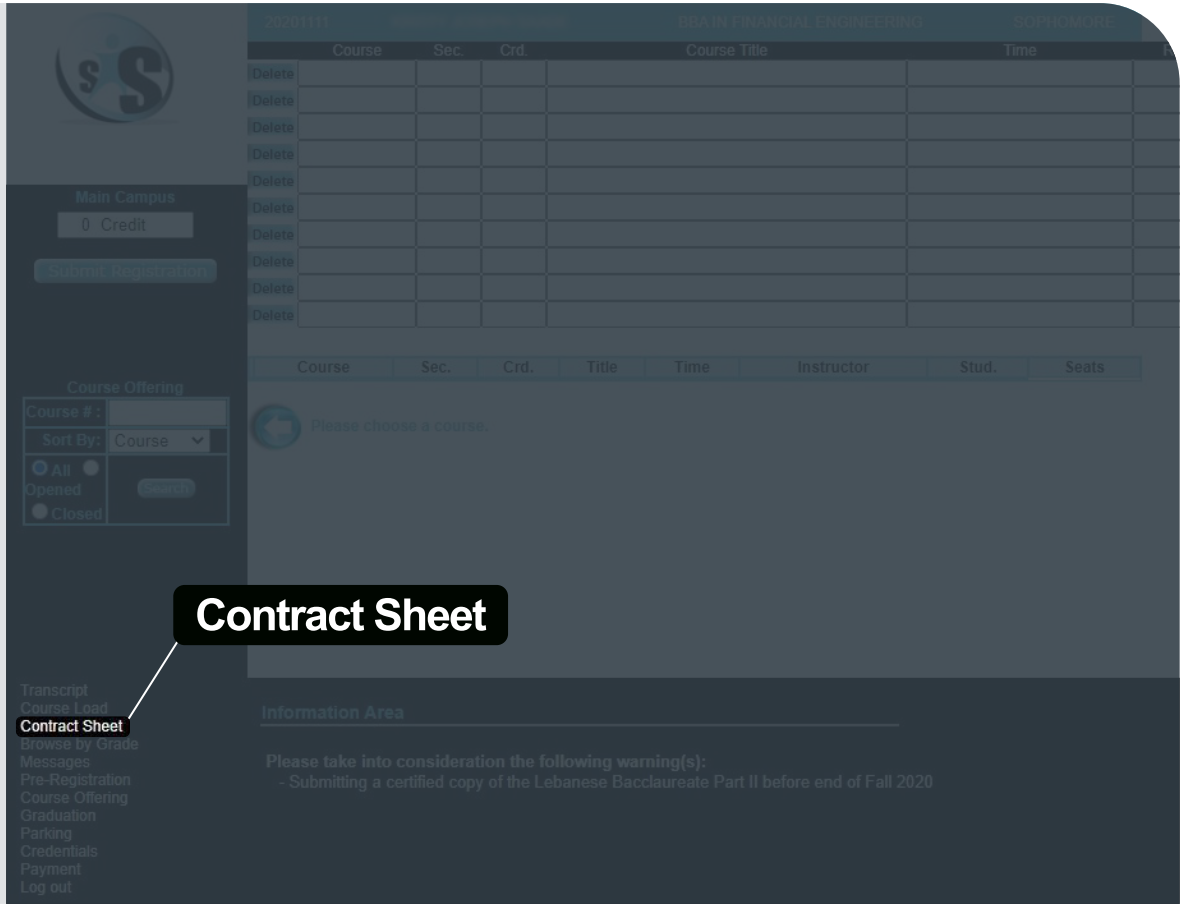
- Read carefully the warnings at the bottom of the page.

* Warnings will not prevent you from completing your registration, but they may create problems in the upcoming semester.



STEP 6

Click on the **Contract Sheet** to help you choose your courses.



STEP 7

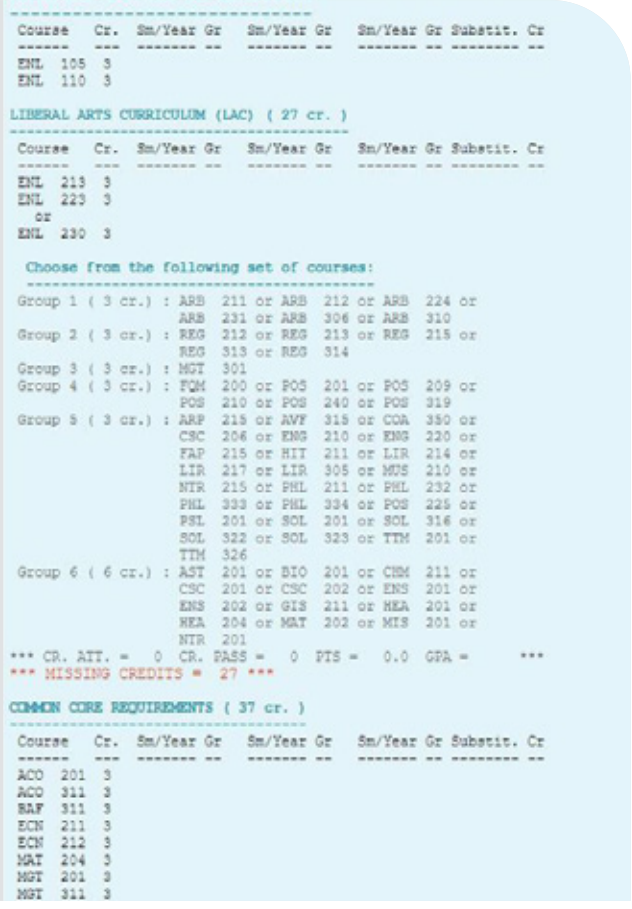
The “Contract Sheet” displays all the courses that you need to complete.

- Start by noting your remedial courses. You cannot save your registration if you do not include them. (Choose one English course only (the least numbered)

- Choose courses from the core requirements

- Choose one or two courses from the Liberal Arts Curriculum (only one course from each group of courses)

If you are not sure about your choice, you can always contact your advisor.



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Course   Cr.  Sm/Year Gr   Sm/Year Gr   Sm/Year Gr Substit. Cr
ENL  105  3
ENL  110  3

LIBERAL ARTS CURRICULUM (LAC) ( 27 cr. )

Course   Cr.  Sm/Year Gr   Sm/Year Gr   Sm/Year Gr Substit. Cr
ENL  213  3
ENL  223  3
  or
ENL  230  3

 Choose from the following set of courses:

Group 1 ( 3 cr.) : ARB  211 or ARB  212 or ARB  224 or
                   ARB  231 or ARB  306 or ARB  310
Group 2 ( 3 cr.) : REG  212 or REG  213 or REG  215 or
                   REG  313 or REG  314
Group 3 ( 3 cr.) : MGT  301
Group 4 ( 3 cr.) : FQM  200 or POS  201 or POS  209 or
                   POS  210 or POS  240 or POS  319
Group 5 ( 3 cr.) : ARP  215 or AVF  315 or COA  350 or
                   CSC  206 or ENG  210 or ENG  220 or
                   FAP  215 or HIT  211 or LIR  214 or
                   LIR  217 or LIR  305 or MTS  210 or
                   NTR  215 or PHL  211 or PHL  232 or
                   PHL  333 or PHL  334 or POS  225 or
                   PSI  201 or SOL  201 or SOL  316 or
                   SOL  322 or SOL  323 or TTM  201 or
                   TTM  326
Group 6 ( 6 cr.) : AST  201 or BIO  201 or CHM  211 or
                   CSC  201 or CSC  202 or ENS  201 or
                   ENS  202 or GIS  211 or HEA  201 or
                   HEA  204 or MAT  202 or MIS  201 or
                   NTR  201
*** CR. ATT. =   0  CR. PASS =   0  PTS =   0.0  GPA =      ***
*** MISSING CREDITS =  27 ***

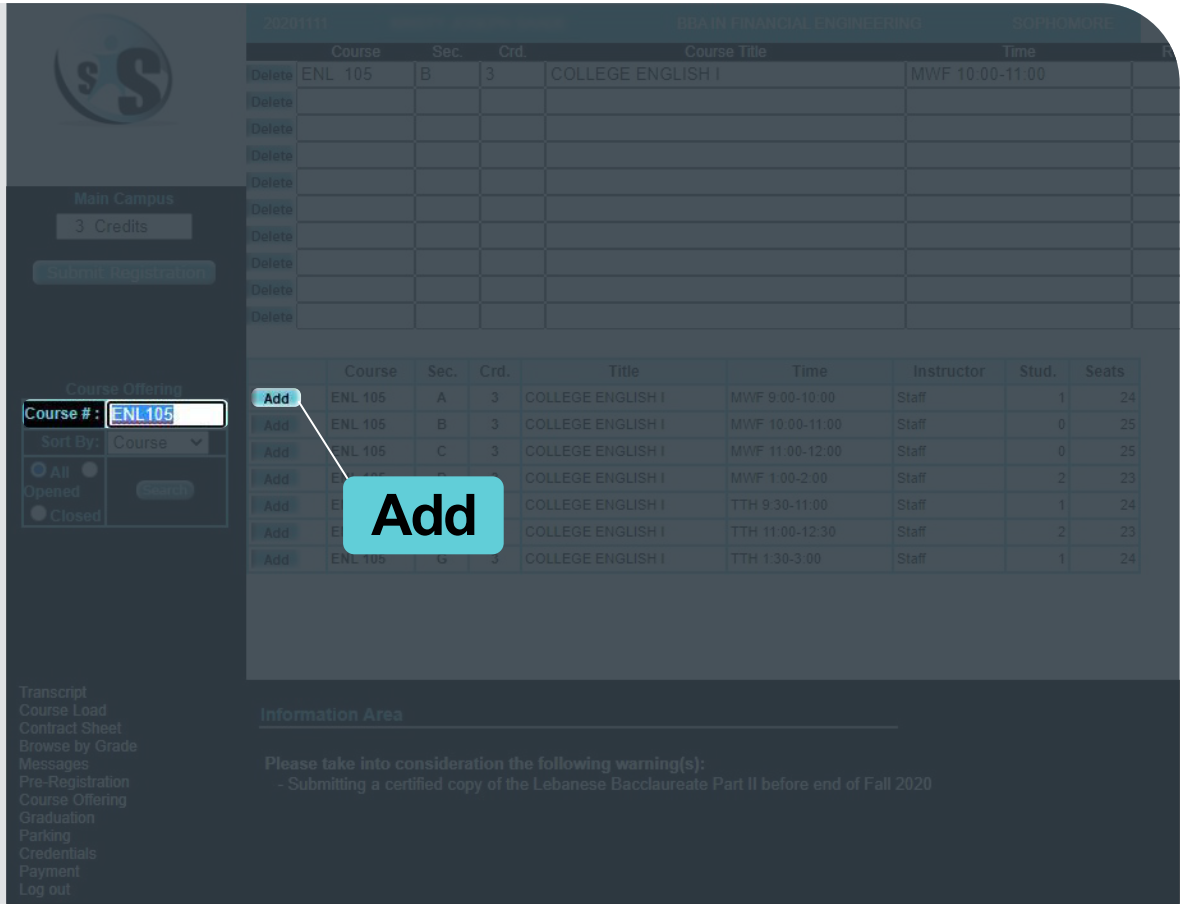
COMMON CORE REQUIREMENTS ( 37 cr. )

Course   Cr.  Sm/Year Gr   Sm/Year Gr   Sm/Year Gr Substit. Cr
ACO  201  3
ACO  311  3
BAF  311  3
ECN  211  3
ECN  212  3
MAT  204  3
MGT  201  3
MGT  311  3
```

STEP 8

Type the abbreviation of your chosen course in the Course Offering section and press Enter.

Click the **Add** button to select the right course section needed

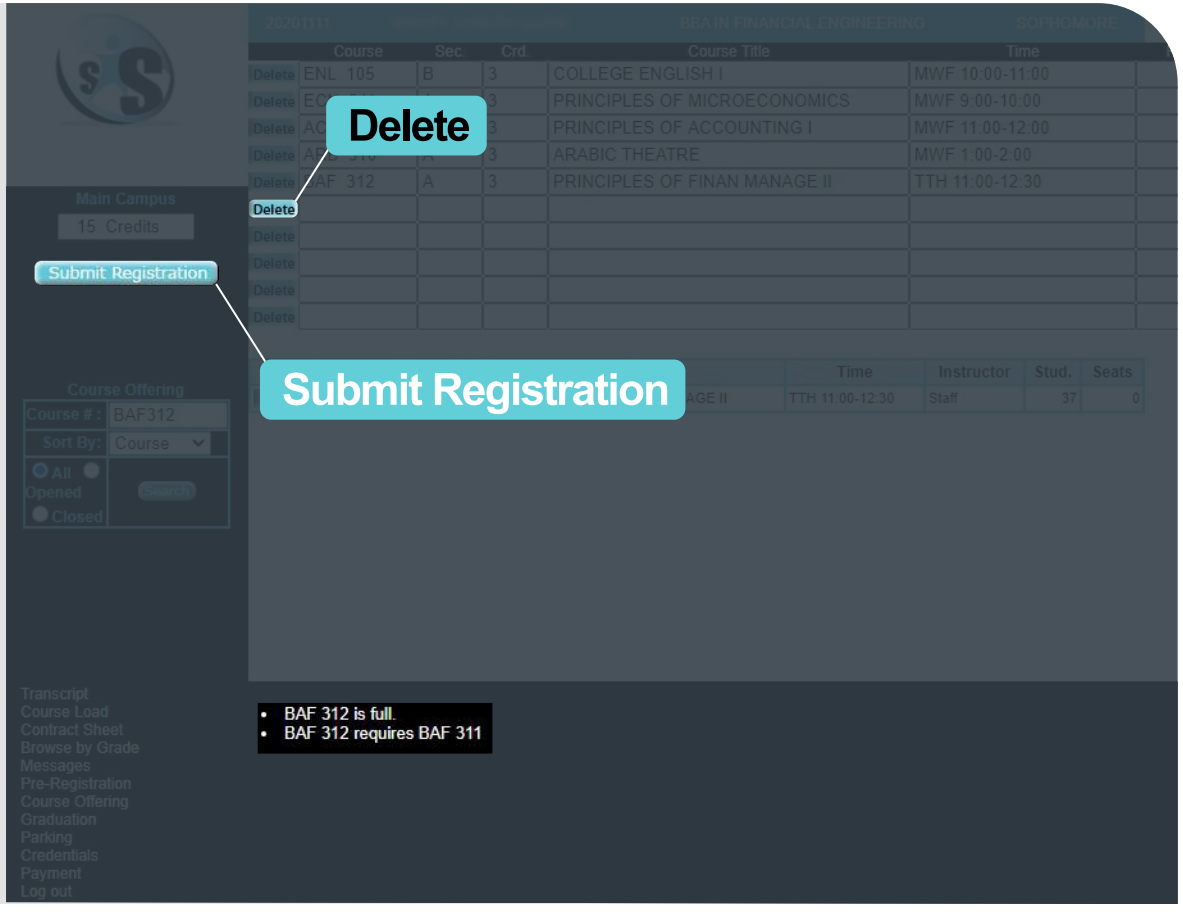


STEP 9

Repeat step 8 for all the courses you wish to register in.

When you finish your selections press on **Submit Registration**

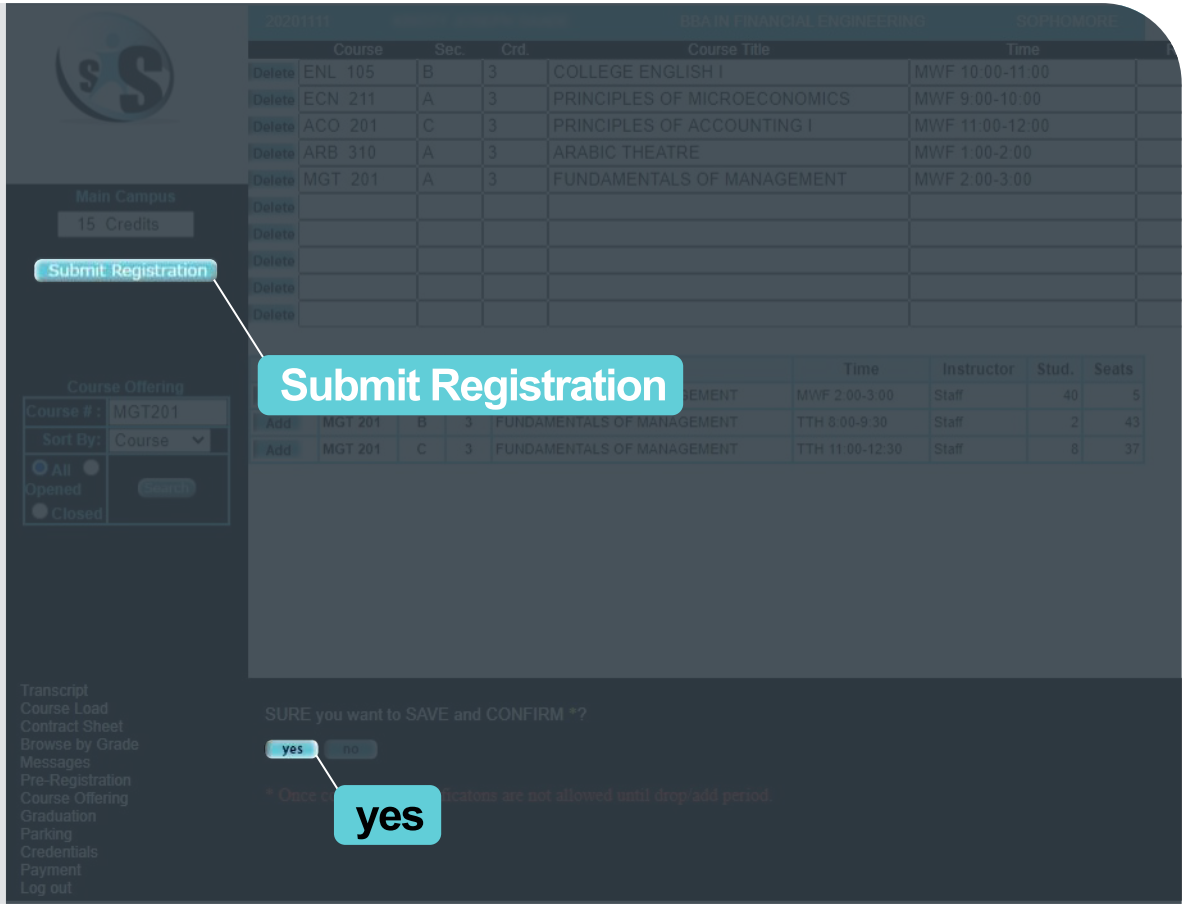
Check for any messages displayed at the bottom of the screen. For example, BAF 312 cannot be added for the reasons shown below, to remove it press on **Delete**



STEP 10

Press **Submit Registration**

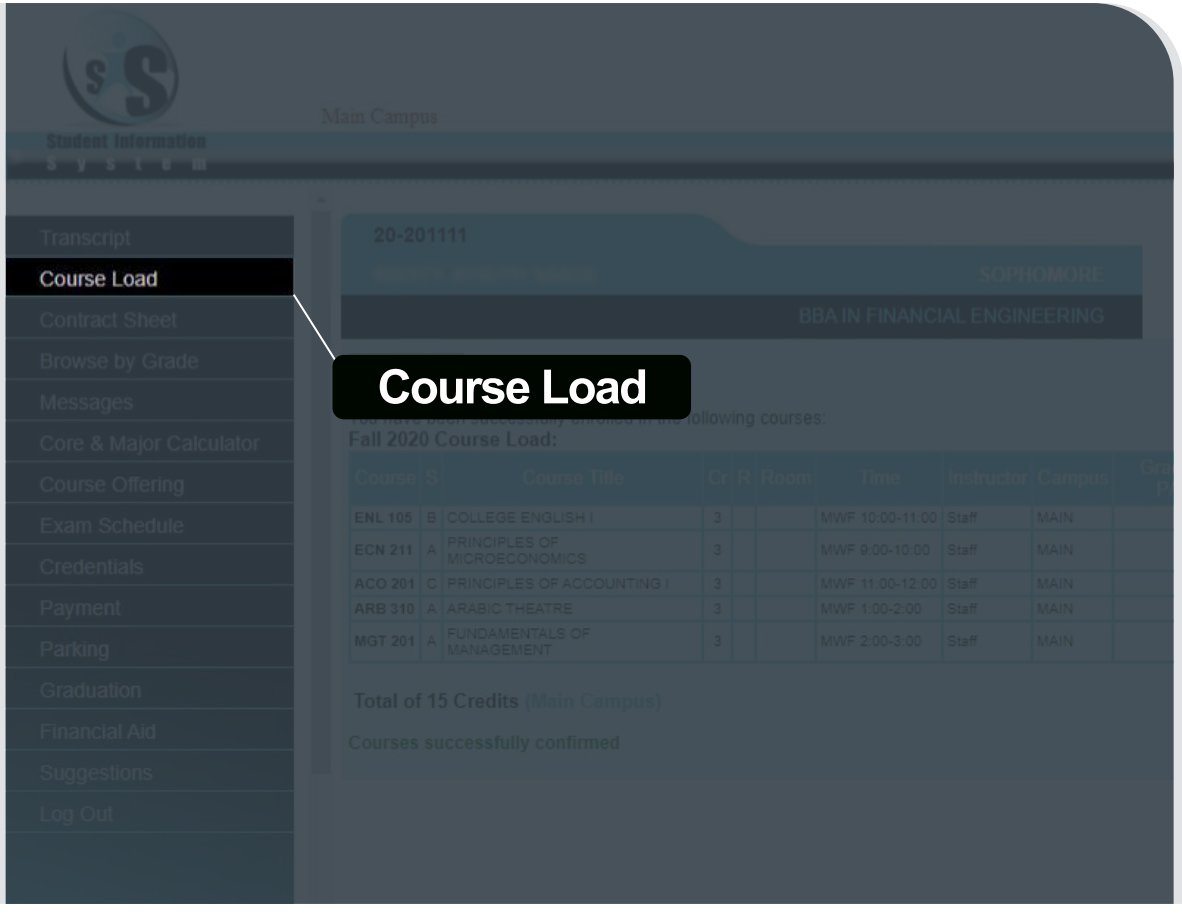
You will need to confirm your registration twice by pressing **yes** button



STEP 11

Once your registration is successfully submitted, you will be redirected to this page.

You can always return to this page by clicking on **Course Load** from the main menu.



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