

Online Student Access in Sonisweb

Start by going to the AGS website: www.alfredadler.edu . First click on “Current Students”; then, in the left-hand column of the page you’ll find a link that says [Student Login](#) - click there to launch Sonisweb. Your login is your email address, and your initial password is your date of birth (MMDDYY – no dashes or slashes). If you haven’t given us your date of birth, your password will be 010100.

Adler Graduate School

Student Access

Email Address

PIN

Once you log in, you’ll immediately be prompted to change your password for security and data privacy reasons. Then click “Return” and login again using the new password. (If you forget your password, it can be emailed to you.)

You must change your PIN before you can continue.

Please enter 3 - 6 alphanumeric characters. New Pin Confirm Pin

Submission Processed Successfully

The information you supplied was entered successfully into the database.

Now, click “Return” and log in again using your new password. This will bring you to a secured page with your personal student options. As you’ll see, there are a variety of options available to you – feel free to explore. Please check the information under the “Bio” tab. It’s important that we have your most current contact information. Let me know by email [immediately](mailto:jeanette@alfredadler.edu) if you’re unable to log in or need to update your address, phone numbers, etc. – jeanette@alfredadler.edu .


REGISTRATION IN SONISWEB

Adler Graduate School

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 [Bulletin Board](#)
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Secured Student Options for Lou Nassey

- [Logout](#)
Bio
[Billing](#)
[Ledger](#)
[Schedule](#)
[Registration](#)
[Degree Audit](#)

Address: 1550 E. 78th St. Richfield , MN 55423 Phone: (612) 861-7554 EEmail: LouNassey@alfredadler.edu Program: Transfer Courses Accepted for Credit - NONE Completed Courses - NO COURSES WITH OFFICIAL GRADES In Progress Courses - NO COURSES IN PROGRESS	Requests  Campus: Richfield Department: Adlerian Studies (Non-Clinical) Division: TBD
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To register, click on the “Registration” tab. This will bring up a numerical listing of all courses offered in winter term. Please note – for evening / weekend classes, the days and times listed are for the regular week night meetings only – we don’t currently have the means to schedule weekend or non-standard course meeting times. Please check the schedule to make sure you don’t schedule any conflicts on weekends (again, the schedule is attached to this message).

When you’re ready to register, click on the underlined course number. The student in the example below has selected course 510, Basic Counseling Skills.

Adler Graduate School

-  [Update Bio](#)
 [Search](#)


Registration for 200910/3 for Lou Nassey

Currently registering under degree <Master’s Degree> at Adler Graduate School

- [Logout](#)
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Course	Description	Section	Session Cred.	Lead Faculty	Time Desc				Campus
			Pending Credits: 0	Enrolled Credits: 0		Total Credits: 0			

Course Offerings (Click on the **Course** link below to begin steps.)

Course	Spaces	Wait	Description	Section	Session Cred.	Lead Faculty	Time Desc	Campus
500	0	2	Principles of Research	1	W1	3 L. Mastain	THU 6:15pm-9:30pm	Richfield
501	22	0	Statistics & Psychometrics	1	W2	3 M. Miller	MON 6:15pm-9:30pm	Richfield
504	0	2	Abnormal Psychology & DSM IV Tr	1	W1	3 H. Laube	MON 6:15pm-9:30pm	Richfield
510 	24	0	Basic Counseling Skills	1	W2	3 P. Anderson	TUE 6:15pm-9:30pm	Richfield

When you select a course, you open a “shopping cart.” A message will appear indicating which course(s) you have selected. If you click on a course in error, or change your mind about a course, simply click the underlined course number again to remove it. When you’re finished selecting your courses, click “Continue with Step 2.”

Registration for 200910/3 for Lou Nassey

Logout	Bio	Billing	Ledger	Schedule	Registration	Degree Audit	
Course	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus
510	Basic Counseling Skills	1	W2	3	P. Anderson	TUE 6:15pm-9:30pm	Richfield

Step 1: Select all of your courses (pending) then proceed to Step 2. [Continue with Step 2.](#)

Your shopping cart is set to time out at 3:29 PM.

Pending Credits: 3 Enrolled Credits: 0 Total Credits: 3

Step 2 allows you to confirm your enrollment and continue, or clear pending enrollments and restart registration.



IMPORTANT! A course may appear to be full (see course 500 in the example, showing zero spaces) – you can still register for the class by utilizing the “Wait List” function. Click on the number under the word “Wait” – as a rule, we try to contract with another faculty member, create a new section, and balance the enrollment between the two sections (resolution of waitlists can take time, and “backup” faculty are not always available, so please be patient with us!)

Course Offerings (Click on the Course link below to begin steps.)

Course	Spaces	Wait	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus
500	0	<u>2</u>	Principles of Research	1	W1	3	L. Mastain	THU 6:15pm-9:30pm	Richfield

You’ll be prompted to add your name to the wait list, or cancel the request and return to registration...

Add To Waitlist



Cancel and Return

Waitlisted Courses									
Course	Description	Section	Session	Cred.	Lead Faculty	Time Desc	Campus		
500	Principles of Research	1	W1	3	L. Mastain	THU 6:15pm-9:30pm	Richfield		

... and a confirmation of your “waitlisted” course(s) will appear.

To finalize your registration, click the box that says “Step 2 of 3 – Continue .” A confirmation page will appear with the names of your courses, as well as your expected tuition and fees. Note that tuition for any “waitlisted” courses will not appear. Be patient – we will monitor the lists, and whenever possible, we will register waitlisted students for a new course section that will meet the same dates and times as the original course.

Please note: Sonisweb will *NOT* send you confirmation when the registration process is complete. To confirm that you’re properly registered, simply log back in and view your registration. You may see the notation that your course credits are “unposted” – that means that we haven’t actually applied the charges to your tuition account. We’ll do that a few days before the start of the new term.

Registration for Lou Nassey

<u>Logout</u>	<u>Bio</u>	<u>Billing</u>	<u>Ledger</u>	<u>Schedule</u>	<u>Registration</u>	<u>Degree Audit</u>
Trans. Ref.	School Year	Term	Invoice	Billable Credits	Amount	
Student Association Fee	200910	3		0.00		\$5.00
Student Services Fee	200910	3		0.00		\$40.00
Technology Fee	200910	3		0.00		\$40.00
Tuition for 510	200910	3		3.00		\$1,365.00

Total unposted credits: 3.00

Total Charges: \$1,450.00



BE SURE TO REGISTER FOR ALL COURSES YOU WISH TO TAKE IN THE ENTIRE WINTER TERM – Winter Session 1 and Winter Session 2 – January, February, March – DURING THE OFFICIAL REGISTRATION PERIOD FOR WINTER TERM (NOVEMBER 13 – NOVEMBER 30, 2009). It’s important that we get an accurate count of enrolled students so that we can contract with faculty, schedule classrooms, arrange for textbooks, etc. Students who register after November 30 will be assessed a late registration fee of \$60.

After your original registration, you will be able to make changes to your registration online until December 27, 2009 at midnight. After that time, you’ll need to contact me to drop or add courses. **ALL DROP/ADD REQUESTS after December 27 MUST BE MADE IN WRITING** – you can download a drop/add form from the AGS website <http://www.alfredadler.edu/students/forms.htm> , or email me (jeanette@alfredadler.edu) with your drop/add request. A \$60 drop fee will be assessed for dropped courses.

Again – thank you for your cooperation in using Sonisweb. We welcome your feedback!