COLLEGE OF BIBLICAL STUDIES
ONLINE COURSE REGISTRATION WORKSHEET

Student Information

Student ID: ____________________________ Name: ____________________________________

INSTRUCTIONS:
Use this worksheet in conjunction with the course schedule to select your course preferences

STEP 1: LOG ON TO SONISWEB AT: myrecords.cbshouston.edu
Enter your Student ID and PIN
Click LOGIN (Welcome to the Secured Sonis Student Information homepage)

STEP 2: CLICK REGISTRATION TAB
You will be directed to the HOLDs icon for (1) updating your biographical information and (2) accepting the registration agreement.
Click: HOLDs icon located in upper right corner of the screen
Click: Registration Agreement (when finished reading scroll down and click “I Accept”)
Click: Update your biographical information. Click “I accept” You will be directed to the BIO screen for updating. When you have finished updating this screen, click ‘Submit’ at the bottom of the screen.
Click Registration tab if bio information is correct

STEP 3: REGISTER FOR YOUR CLASSES
- Click on the first letter of the course number (i.e. M for MSMN1301)
- Click on the selected course number (pay close attention to the section letter)
  Continue to select courses until you have selected all the courses you wish to register for
- Once finished selecting courses, click on “Continue with Step 2”
- Confirm that the course selection is correct (pay close attention to the section letter)
- Click on “Step 2 of 3 – Continue” (fee summary will appear on the next screen)
  Tuition and Fee Services will appear on next on the screen
- Click Complete Registration
  To View and Print your schedule: Click on the “Schedule” tab.

STEP 4: PAY OR ENROLL IN A PAYMENT PLAN
- Go to Billing tab
- Click on Make a payment/payment plan
- You will be directed to NELNET e-cashier

NOTE: If you plan to pay by cash or check in full, you need to pay at bookstore. If you plan to pay in full by credit/debit card or check or make payments arrangements you need to do it through NELNET e-cashier. Please be aware that there is a $25 fee for participate in payment plans.

NOTE: Registration is not complete until all financial obligations or satisfactory arrangements have been met.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Day</th>
<th>Time</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIBL1311</td>
<td>A</td>
<td>Pentateuch</td>
<td>Monday</td>
<td>1:30 - 4:30</td>
<td>3</td>
<td></td>
</tr>
</tbody>
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