Registration Instructions

Appointment times have been given to first year students allowing them to register on the web beginning June 21, 2011. The appointment times were assigned randomly – students will not be able to register before the appointed time. Below are instructions to guide you through the process.

Simply access The N.E.S.T. at: [http://thenest.creighton.edu/](http://thenest.creighton.edu/). If you have already been to N.E.S.T. to view your Financial Aid information, you use the same login. You do not need a different password for N.E.S.T. in order to access Registration.

1. First, click on **Student/Faculty Login** to enter N.E.S.T.

2. Enter your NetID and your Blue password. The Blue password is the same password you use to access your email and Financial Aid information. If this is your first time accessing N.E.S.T. go to [http://www.creighton.edu/doit/accounts/bluepassword/index.php#c111836](http://www.creighton.edu/doit/accounts/bluepassword/index.php#c111836) to get complete instructions on activating your account. If you have trouble getting into N.E.S.T., call the DoIT Service Desk at 402-280-1111 or go to [http://www.creighton.edu/servicedesk/](http://www.creighton.edu/servicedesk/).

3. At the Main Menu, select **Student Services** to access your student information. Click on **Registration** and select Fall 2011 to begin adding classes and building your schedule.

4. Your **Registration PIN** is listed above. The special registration PIN will change each semester and is normally available from your adviser. It is not the same number used for accessing your personal information.

5. **You may register anytime after your scheduled appointment time.** Changes can be made through August 30. When you click on **Add/Drop Classes** you will be prompted for your Registration PIN. The system will check for the proper identification numbers and registration times.

6. Once into the **Add Classes Worksheet**, begin to enter the 5-digit Course Reference Numbers (CRN) and click **Submit Changes**. To view all courses or search by selected criteria use the **Class Search** option. Select the courses you would like to add, scroll to the bottom of the page, and click **Add to Worksheet** if you wish to register for more than one course at a time. When you have all the courses you wish to add to the worksheet click **Submit Changes** to Register for courses. You can also register for one course at a time by simply clicking **Register** after each entry.

   * **Special Note about Chemistry:** If you choose to take CHM 203 you must register at the same time for a lecture section and the corresponding laboratory section (e.g., CHM 203A and CHM 204AA or CHM 203B and CHM 204BB).

7. All Errors will appear under the heading “Registration Add Errors.” Error messages you could receive include **Closed Course, Prereq or Test Score, Link, Time Conflict, Class Restriction, Maximum Hours Exceeded or Instructor or Department Consent.** *Note only one error will appear per course even if there are multiple errors.

8. The system will be available until 4:00 p.m., **August 30** for fall registration. You are encouraged to check your schedule frequently for room changes, time changes, faculty changes, etc. Be sure to save your **Registration PIN. You will need it to re-enter Registration to check your schedule and process drops and adds.**

If you have any questions or experience any difficulty in registering, please contact the Registrar’s Office **280-4019.**