



STUDENT GUIDE TO USING SONIS

Login to SONIS:

□ <https://www.nunmsonis.com>

1. At the main SONIS page, select “Students.” On the subsequent login page, enter your ID number and your PIN.

***NOTE: Recommended browser is Internet Explorer.**

***NOTE: First time users should enter their birthdate as their PIN. For example, if your birthdate is January 20, 1980, you will enter 012080 as your PIN.**

***NOTE: You can search for courses and their corresponding course numbers in different terms by going to clicking on “Courses by Semester” on <https://www.nunmsonis.com> instead of the “Students” link. Press Ctrl and F (the find function) to search for a class by its name.**

Under the “Bio” tab:

□ Check Transcripts

Transcripts are a great way to check what classes you’ve taken, when you’ve taken them, what your grades were and how many electives you’ve taken!

1. On Bio page, below the biographic information, click on “Transcript”
2. A popup page appears with an unofficial transcript

□ Check Your Hold Status

1. Click on the “Holds” button at the top of the page
2. This will tell you which office has put the hold on your account and who you should talk to regarding this hold

□ Emergency Contacts

Be proactive – add an emergency contact!

1. Click on “Emer Contacts” at the top of the page
2. Click on “Add New Contact”
3. Enter Name, Relationship, Phone Numbers and Memo
4. Click Submit
5. Add another, if you wish

□ Update Bio Information and PIN/Password

1. On Bio page, up on the top right corner, click on “Update Bio”
2. Enter new information

3. Click “Submit”

□ **Bio Display Options**

What do you want others to see when they do a search for you? (i.e. Name, Email Address, Phone Number, etc.)

1. Under the “Update Bio”, toward the end of the page is the “Search Display Options”
2. Check the boxes of the information that you want displayed
3. Click “Submit”


□ **Email Advisor**

1. On Bio page, click on Advisor’s name
2. Popup window displays office hours
3. Click on “Email Instructor”
4. Click “Send”


□ **Search Display Preferences**

On the top right corner of any of the pages in the student access of SONIS, a search feature symbolized by a magnifying glass is available. This feature allows a student to search Student, Alumni, Faculty and Staff contact information.

□ **Leave Yourself a Reminder**

When you have an unread Reminder, the light bulb icon goes from dim bulb to  a lit up bulb.

1. Click on the “Reminders” light bulb button at the top of page
2. Click on “Add a Reminder”
3. Chose a “Reminder Type” from the drop-down menu (i.e. General, Callback, Meeting, Vacation)
4. Enter date into “Date” field
5. Add a Memo
6. Click “Submit”

You can add as many Reminders as you want. To read a Reminder, click on 

1. Click on the blue link of a specific Reminder to read details.
2. Click on “Mark as Read” and click “Save” if you want to un-bold the Reminder
3. Click on “Mark as Unread” and click “Save”, if you want to keep the Reminder bolded.
4. Or, click on “Delete” and click “Save”, if you want to get rid of the Reminder. Click “Confirm Deletion” to confirm!

Under the “Billing” tab:

☐ Check Charges by Term and Year

1. Toward the top of the page, select proper “School Year” and “Semester” and click the “Change” button to update.

☐ Print Statements 

1. On the top right corner, click the “Printable” printer button
2. Go to browser’s File → select Print (or, Ctrl P)
3. Click “Return” at the top-left of page to return to SONIS

☐ Check Pending Awards or Payment Plans

1. Go to the bottom of the Billing page
2. Click on either “Pending Awards” or “Payment Plan Status” buttons

Under the “Ledger” tab:

Ledger is a lot like the “Billing” tab, except you can see your Charges and Credits throughout the years. At the bottom of the page lists the “Total Charges”, “Total Payments/Credits”, and “Balance”.

Under the “Schedule” tab:

☐ View and Print Schedule 

1. Verify that you are viewing the correct term
2. If not, toward the top of the page, select appropriate “School Year” and “Semester” and click the “Change” button to update
3. On the top right corner, click the “Printable” printer button
4. Go to browser’s File → select Print (or, Ctrl P)
5. Click “Return” at the bottom-right of the page to return to SONIS

☐ Communicate Via Forums 

1. Click on arrow-pointing-to-piece-of-paper icon
2. Either click on “Add New Topic” to start a new thread
3. Or, click on a topic, under “Topics” column, then click on “Reply to Topic” to add to an existing thread
4. Click on “Close” to return to Schedule tab



☐ See Grades as They are Posted

1. On the right side of the Schedule page, Final Grades are shown.
2. Unofficial grades appear in Red; official grades appear in blue.

Under the “Registration” tab:

☐ Add Courses

1. Click on the first letter of the course number (i.e. C for CLS621) or click on the “View All (slow load ~ # Total Courses)” link near the list of letters
2. Red course numbers indicate that the class is full – see waitlist instructions below
3. Click on the selected course number (pay close attention to the *date* and *section letter*, to verify that you are selecting the right section)
4. Continue to select courses until you have selected all the courses you wish to register; you can add more than one class at a time
5. Once finished selecting courses, click on “Continue with Step 2”
6. Confirm that the course selection is correct (pay close attention to the Section Letter)
7. Click on “Step 2 of 3 – Continue” (a fee summary will appear on the next screen)
8. Click on “Return”

☐ Drop Courses

1. Click on course number (i.e. CLS621) of the class that you want to drop
2. Click “Confirm Removal” if the course number displayed is correct or click “Return” to cancel action
3. Repeat for each class that you want to drop

☐ Change Sections

Verify that the section that you want into is open; red course numbers mean that the class is full

1. Drop the section that you want out of by following the “Drop Courses” instructions
2. Add the section that you want by following the “Add Courses” instructions

☐ Add to Waitlists

If a class is full, the course number will appear red; you will not be able to add the course

1. Click on the *number* under the “Wait” column if you want to be added to the waitlist
2. Click on “Add to Waitlist” link
3. A green “Waitlisted Courses” field will appear on the Registration page



☐ **Remove from Waitlists**

1. Click on the course number (i.e. CLS621) in the “Waitlisted Courses” field
2. Click “Confirm Delete”

☐ **Check Dates or Special Instructions**

To check the dates of weekend classes and retreats or to check any special instructions for classes or clinic shifts:

1. Click on the day and time (i.e. THUR 3:00pm-4:50 pm; TBD; etc.) under the “Time Desc” column
2. Click “Close Window” when finished

Under the “Degree Audit” tab:

☐ **View your Degree Audit**

Check to see what classes you have taken and what classes you need:

1. Select your Curriculum (i.e. MAC, MSOM, ND, ND/MAC[dual], or ND/MSOM[dual])
2. Click “Select”
3. Courses you have completed will show “Completed.” With grade, credit amount, and year/term completed.
4. Courses you are currently enrolled in will say “In progress.”
5. Courses that have been completed with a transfer course will say “Satisfied with transfer course...”
6. Make sure to read requirements for electives (for NDs), and clinic shifts. These are found below the headings (e.g. ND3, MAC4, ND/MSOM5, etc.)
7. Due to curriculum changes, some classes are supplemented with classes at the bottom of the degree audit, under “Non Curriculum Courses”. If you have any questions about what “Non Curriculum Courses” count for which requirement, please see the Office of the Registrar.

Reminder: Classes like CPR or Board Review, which do not receive grades, will be listed as “In progress” indefinitely because they are not graded. They do not show up on your transcript. Check out your unofficial transcript (directions above)!