



This communication is provided in both English and Spanish to ensure accessibility for all recipients.

[Click here for English](#)

Esta comunicación se proporciona en inglés y en español para garantizar el acceso a todas las personas destinatarias.

[Clic aquí para español](#)



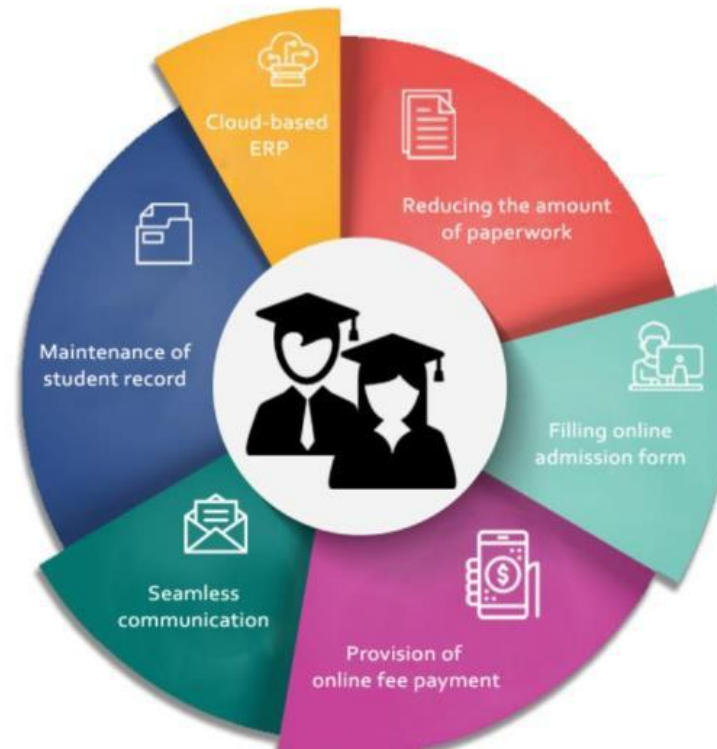
# OFFICE OF ACADEMIC AFFAIRS

**Refresher guide for accessing  
USML (Student Information System) SONIS**



# SONIS

- ☐ Update Profile
- ☐ Course Registration
- ☐ Financials - Billings
- ☐ Grades
- ☐ Course Evaluations



Student  
Information  
System (SIS)



# Access Your Student Portal (SONIS)

To login in:

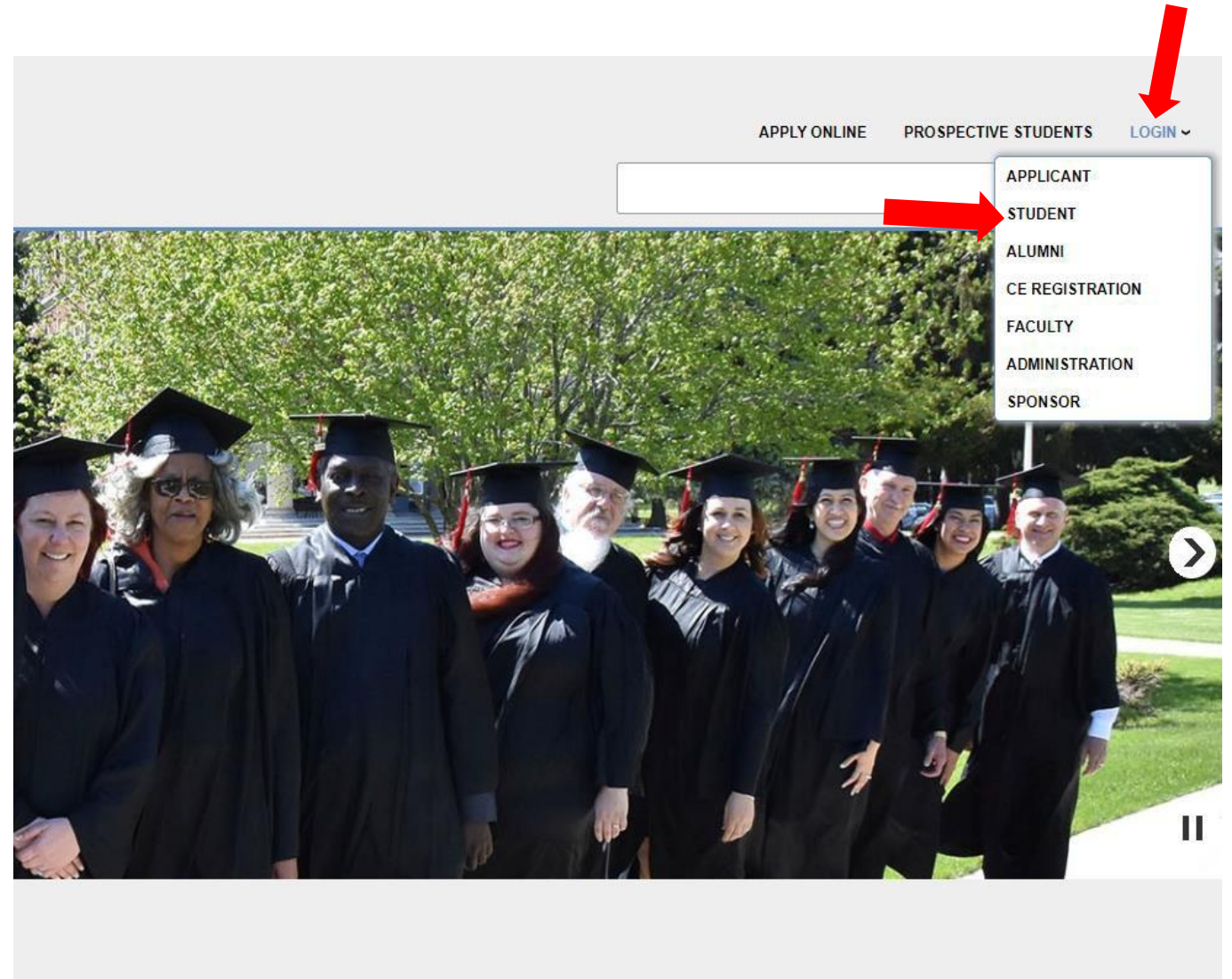
- ☐ Open your web browser
- ☐ Go to <https://my.USML.edu>



# Log In to Your Student Portal (SONIS)

To login in:

- ❑ Click “Login” in the top-right corner
- ❑ Select “Student” from the dropdown menu

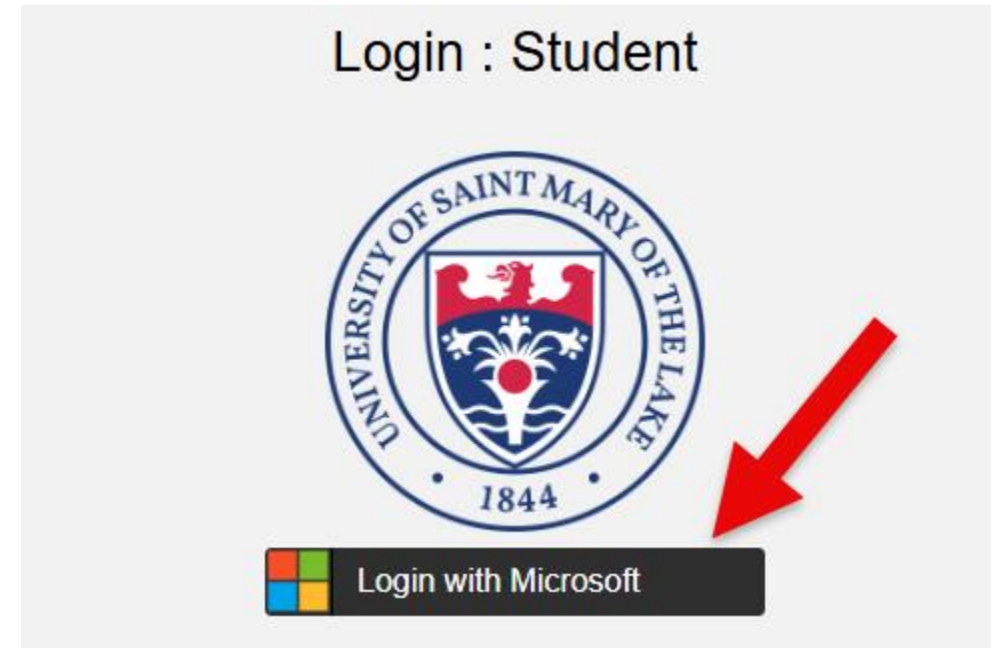




# Sign In Using Your USML Email (Microsoft Login)

To login in:

- ☐ Click “Login with Microsoft”
- ☐ Use your USML email and password



**Having trouble?** Contact IT at [help@usml.edu](mailto:help@usml.edu)

# View or Update Your Biographic Info (Student Home Page)

To access your biographic info:

- ❑ Click “Bio” to view your information
- ❑ Click “Update Bio” to make changes

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USML Welcome

UNIVERSITY OF SAINT MARY OF THE LAKE

Welcome to University of Saint Mary of the Lake!

The University of Saint Mary of the Lake/Mundelein Seminary prepares candidates for the diocesan priesthood and provides ongoing formation for priests and those who collaborate with them in ministry.

General Information	Course Announcements
Cumulative GPA: 0.00	No new course announcements
Reminders: 0/0	

Financial	Course Evaluations
Balance Forward: \$0.00	No Evaluations Due
Semester Charges: \$0.00	
Semester Credits: 0.00	
Semester Balance: \$0.00	

Key Contacts
Devona Sewell- Registrar
(847) 970-4803 dsewell@usml.edu

Message from the Rector/President of Mundelein Seminary/University of Saint Mary of the Lake

GREETINGS FROM THE UNIVERSITY OF SAINT MARY OF THE LAKE!

My r


Rector/President of Mundelein Seminary/University of Saint Mary of the Lake

# Navigate to the Academics Menu

To begin course registration:

- ❑ Click “Academics”





UNIVERSITY  
OF  
SAINT MARY  
OF THE LAKE

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Devona Sewell

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DECEMBER 09, 2019


USML Welcome



UNIVERSITY  
OF  
SAINT MARY  
OF THE LAKE

Welcome to University of Saint Mary of the Lake!

The University of Saint Mary of the Lake/Mundelein Seminary prepares candidates for the diocesan priesthood and provides initial, post-graduate or ongoing formation for priests and those who collaborate with them in ministry.

General Information	Course Announcements	Message from the Rector
Cumulative GPA: 0.00 Reminders: 0/0	No new course announcements	GREETINGS FROM THE UNIVERSITY OF SAINT MARY OF THE LAKE!
Financial	Course Evaluations	 <div>My name is Fr. John Karle and I am the Rector/President of Mundelein Seminary/University of Saint Mary of the Lake. Our mission at USML is simply stated but profoundly engaging: we form parish priests who are prepared and excited to bring others to Christ.</div> <div>In the words of the Second Vatican Council, a seminary should function as the heart of the diocese it serves. It provides a bridge between the individual parishes, led by their parish priests, and the entire diocesan community, led by its bishop. Furthermore, a diocesan priest himself should serve as a bridge between his people and the Lord, helping them to enrich their own spiritual journeys. This tried of "heart," "bridge," and "parish priest" beautifully captures both the reason that Mundelein Seminary exists and the mission the Holy Spirit impels us to pursue.</div>
Balance Forward: \$0.00 Semester Charges: \$0.00 Semester Credits: 0.01 Semester Balance: (\$0.01)	No Evaluations Due	
Key Contacts		
Devona Sewell- Registrar (847) 970-4803 dsewell@usml.edu		



# Check Holds and Access Registration

To register for your courses:

- ❑ Click “Holds” to check for any registration holds
  - Follow the on-screen instructions to resolve them
- ❑ Click “Registration” to register for your courses



UNIVERSITY  
OF SAINT MARY  
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Devona Sewell

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DECEMBER 09, 2019

USML Welcome

UNIVERSITY  
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OF THE LAKE

Welcome to University of Saint Mary of the Lake!

The University of Saint Mary of the Lake/Mundelein Seminary prepares candidates for the diocesan priesthood and provides initial, post-graduate or ongoing formation for priests and those who collaborate with them in ministry.

General Information	Course Announcements	Message from the Rector
Cumulative GPA: 0.00 Reminders: 0/0	No new course announcements	GREETINGS FROM THE UNIVERSITY OF SAINT MARY OF THE LAKE!
Financial	Course Evaluations	 <p>My name is Fr. John Kartje and I am the Rector/President of Mundelein Seminary/University of Saint Mary of the Lake. Our mission at USML is simply stated but profoundly engaging: we form parish priests who are prepared and excited to bring others to Christ.</p> <p>In the words of the Second Vatican Council, a seminary should function as the heart of the diocese it serves. It provides a bridge between the individual parishes, led by their parish priests, and the entire</p>
Balance Forward: \$0.00 Semester Charges: \$0.00 Semester Credits: 0.01 Semester Balance: (\$0.01)	No Evaluations Due	
Key Contacts		
Devona Sewell- Registrar (847) 970-4803 dsewell@usml.edu		

# Select Semester/Term and Register for Courses

To search for available courses:

- ☐ Select the appropriate **School Year** and **Semester/Term**
- ☐ Enter a **Course ID** in “Search Course Listings” and click “Submit”
- ☐ Or click “View All” to browse all available courses

Currently registering under degree <No degree> at University of Saint Mary of the Lake

Registration

Limit By School Year 202223 Limit By Semester Summer Limit By Course Type

Search Course Listings

Reset Submit

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
Pending Credits: 0 Enrolled Credits: 0 Total Credits: 0						

Select Beginning Course Letter

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

View All (slow load ~ 23 Total Courses)

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

# Select a Course from the Offerings List

After clicking “View All”:

- ❑ Click on the “Course ID” listed under Course

Select Beginning Course Letter  
[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |  
[View All \(slow load ~ 23 Total Courses\)](#)

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

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">CLRT2</a>	50	0	Final Retreat	A		1	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML
<a href="#">DM840</a>	6	0	Self-Leadership	A		3	L. LoCoco	MON 8:00am-9:00pm, TUE 8:00am-9:00pm, WED 8:00am-9:00pm, THU 8:00am-9:00pm, FRI 8:00am-9:00pm	USML
<a href="#">DM841</a>	6	0	Ethics of Leadership	A		3	P. Pintado-Murphy	MON 8:00am-9:00pm, TUE 8:00am-9:00pm, WED 8:00am-9:00pm, THU 8:00am-9:00pm, FRI 8:00am-9:00pm	USML
<a href="#">DM845</a>	6	0	Christian Leadership and Scripture	A		3	M. O'Donnell	MON 9:00am-9:00pm, TUE 9:00am-9:00pm, WED 9:00am-9:00pm, THU 9:00am-9:00pm, FRI 9:00am-9:00pm	USML

# Course Registration

Select all your courses and then

☐ Click “Continue with Step 2”

Reset

Submit

Clear Search

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
202223-Summer (Certificate )							
CLRT2	Final Retreat	A		1	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML

Step 1: Select all of your courses (pending) then proceed to Step 2.

Continue with Step 2.

time out at 7:14 PM.

Pending Credits: 1   Enrolled Credits: 0   Total Credits: 1

Select Beginning Course Letter

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

View All (slow load ~ 23 Total Courses)

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

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
CLRT2	49	0	Final Retreat	A		1	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML

# Course Registration

- ❑ Click “Step 2 of 3 – Continue” to proceed with registration

Registration

Biographic

Name Search

Registration

Registration for: Summer , 202223

Course	Section	Credits	Lead Faculty	Time Desc	Campus	Enroll Code	Pass-Fail
CLR12	A	1	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML	Audit <input type="radio"/> C.E. <input type="radio"/> Credit <input checked="" type="radio"/>	<input type="checkbox"/>

Step 2 of 3 - Continue

Clear Pending Enrollments and Restart Registration

University of Saint Mary of the Lake  
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# Course Registration

❑ Click “Return” to finish and exit the registration screen

Registration

Biographic

Name Search

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
Tuition for Final Retreat	202223	3	US20695	1.00	\$150.00

Total unposted credits: 1.00

Total Charges: \$150.00

Delete Unposted Courses

Return

University of Saint Mary of the Lake

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# Course Schedule

To check your final schedule:

- ❑ Click “Schedule” under the Academics menu

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Academics

Holds

Schedule

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Schedule

DECEMBER 09, 2019

School Year

Semester

SUBMIT

Course	Section	Sess.	Description	Times	Instct. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
LMS10	A		Principles of Sacred Liturgy	TUE 2:40-4:00pm		01/13/2020	05/01/2020	800P-201	3.00		***
				FRI 2:40-4:00pm				800P-201			

Viewing - Year : 2019/20 Semester: Spring

Total Credits Attempted : 3.00

GRADES IN RED ARE UNOFFICIAL

PRINTABLE VERSION (PDF)

# Student Billing

To view your Account Statement:

- ❑ Choose the appropriate School Year and Semester/Term
- ❑ Click “Click here to view statement”

UNIVERSITY OF SAINT MARY OF THE LAKE

BILLING LEDGER SCHEDULE

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## Billing

School Year Semester

202223 Summer

Submit


[Click here to view statement](#)

CREDIT CARD PAYMENT

## Access Billing Information

To view your student account:

- ❑ Click “Financial”
- ❑ Then select “Billing” from the dropdown menu


UNIVERSITY  
OF SAINT MARY  
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# Home


USML Welcome



UNIVERSITY  
OF SAINT MARY  
OF THE LAKE

## Welcome to University of Saint Mary of the Lake!

The University of Saint Mary of the Lake/Mundelein Seminary prepares candidates for the diocesan priesthood and provides ongoing formation for priests and those who collaborate with them in ministry.

General Information	Course Announcements	Message from the Rector
Cumulative GPA: 0.00 Reminders: 0/0	No new course announcements	GREETINGS FROM THE UNIVERSITY OF SAINT MARY OF THE LAKE!
Financial	Course Evaluations	 <p>My name is _____, Rector/President of Mundelein Seminary/University of Saint Mary of the Lake. I am a priest of the Diocese of Saint Ignace. I am simply stilled but profoundly engaged: we form parish priests for the future of the Church in the United States.</p> <p>In the words of the Second Vatican Council, a seminary is a place where the future of the Church is prepared. It provides a bridge between the individual priest and the universal Church. Furthermore, it is a bridge between his people and the Lord, helping them to live their lives in the light of the Gospel.</p>
Balance Forward: \$0.00 Semester Charges: \$0.00 Semester Credits: 0.00 Semester Balance: \$0.00	No Evaluations Due	
Key Contacts		
Devoted Seminary Registrar (847) 970-4803: <a href="mailto:dserv@usml.edu">dserv@usml.edu</a>		

# Student Account Statement

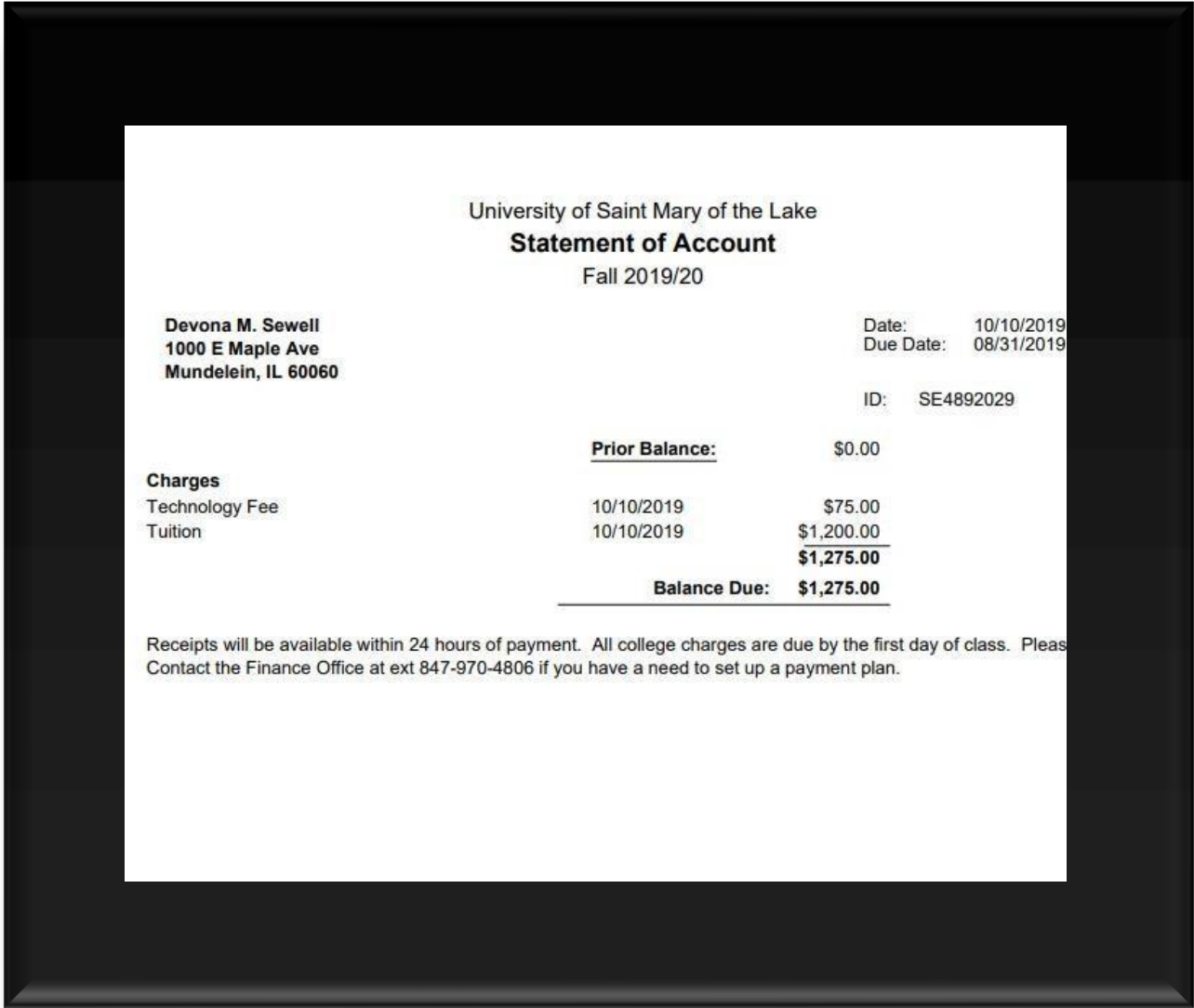
- ☐ Your statement will list your charges.
- ☐ To make a payment, you can pay by check or credit card.

## To pay by check:

- ☐ Use e-check (maximum \$2,000 per transaction, no fee)

## To pay by credit card:

- ☐ Click “Credit Card Payment” and follow the instructions
  - A convenience fee will apply when using a credit card.







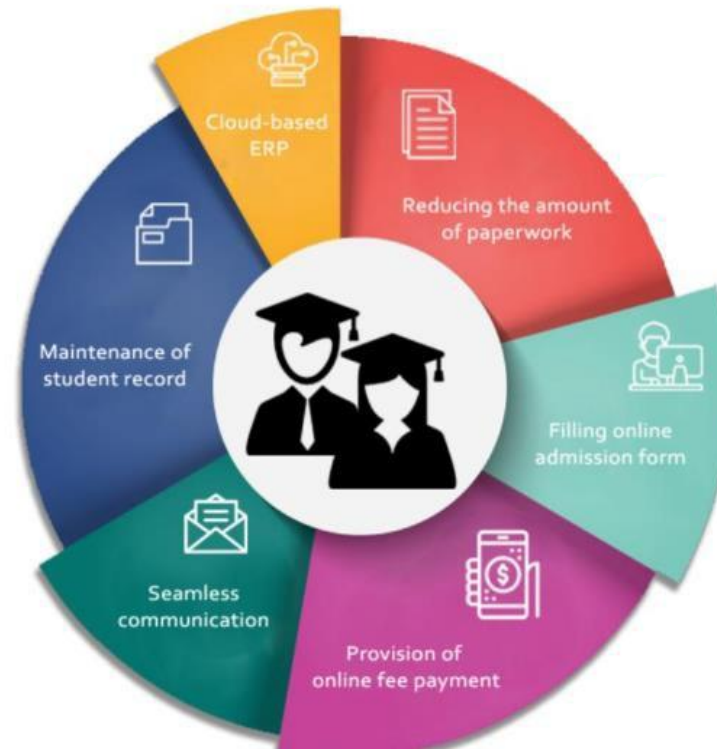
# OFICINA DE ASUNTOS ACADÉMICOS

**Guía de repaso para acceder al  
USML (Sistema de Información Estudiantil) SONIS**



# SONIS

- ☐ Actualizar perfil
- ☐ Registro de cursos
- ☐ Finanzas – Facturación
- ☐ Calificaciones
- ☐ Evaluaciones de cursos



Sistema de  
Información  
Estudiantil



# Accede a tu Portal Estudiantil (SONIS)

Para iniciar sesión:

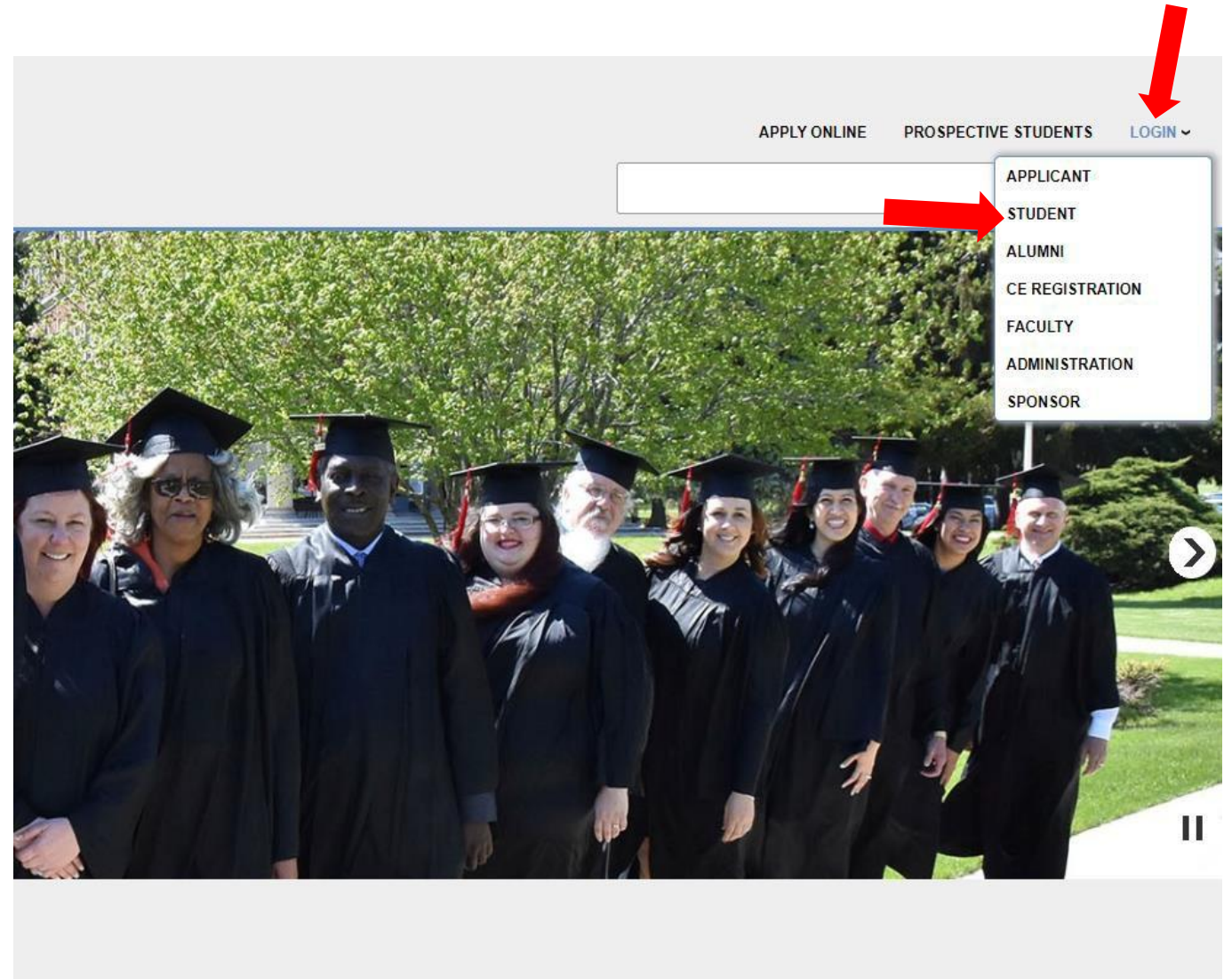
- ☐ Abre tu navegador web
- ☐ Ve a <https://my.USML.edu>



# Inicia sesión en tu Portal Estudiantil (SONIS)

Para iniciar sesión:

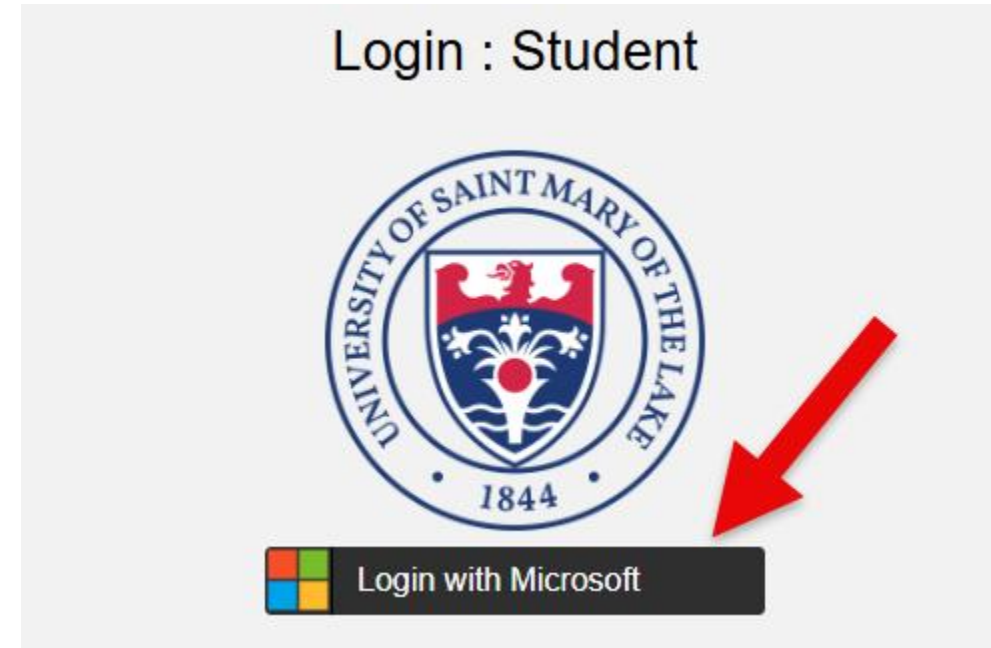
- ☐ Haz clic en “Login” en la esquina superior derecha
- ☐ Selecciona “Student” en el menú desplegable



# Inicia sesión con tu correo de USML (Inicio de sesión con Microsoft)

Para iniciar sesión:

- ☐ Haz clic en “Login with Microsoft”
- ☐ Usa tu correo electrónico de USML y tu contraseña



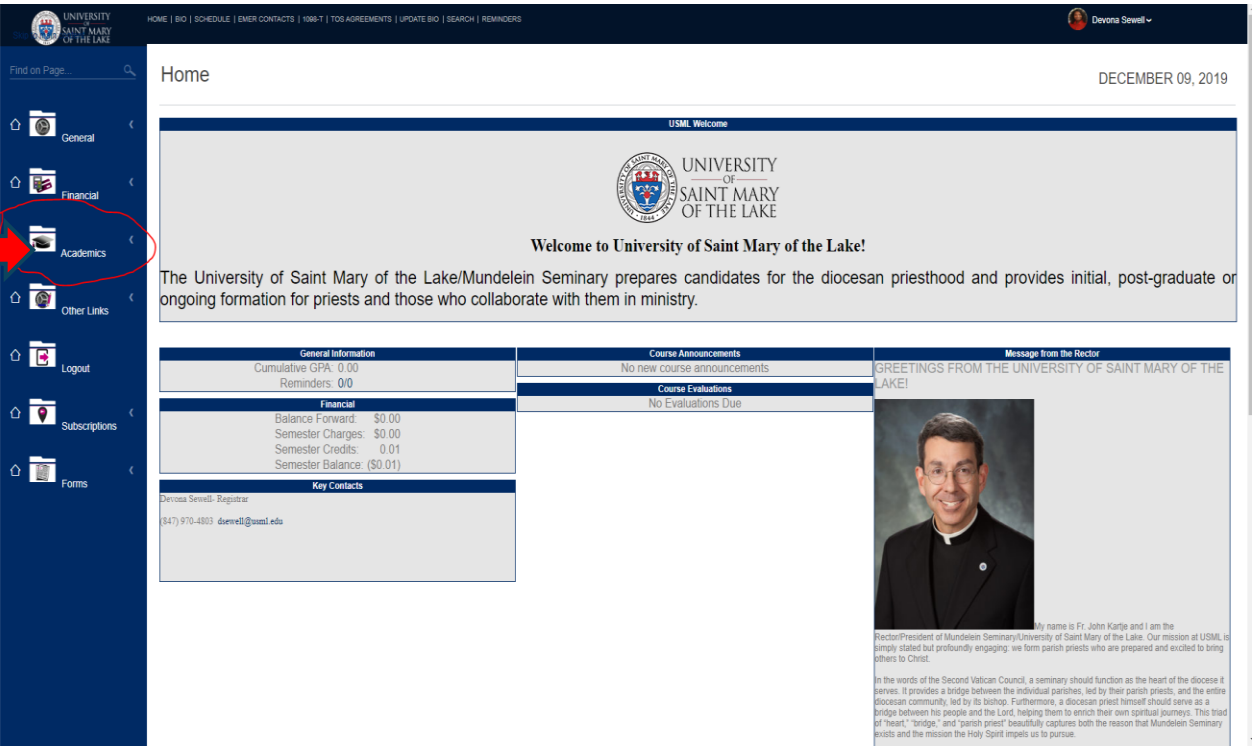
**¿Tienes problemas?** Contacta al equipo de tecnología en [help@usml.edu](mailto:help@usml.edu)



# Inscripción en cursos

Para inscribirte en tus cursos del semestre,

haz clic en “Academics”



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**Academics**

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DECEMBER 09, 2019

USML Welcome

 UNIVERSITY OF SAINT MARY OF THE LAKE

Welcome to University of Saint Mary of the Lake!

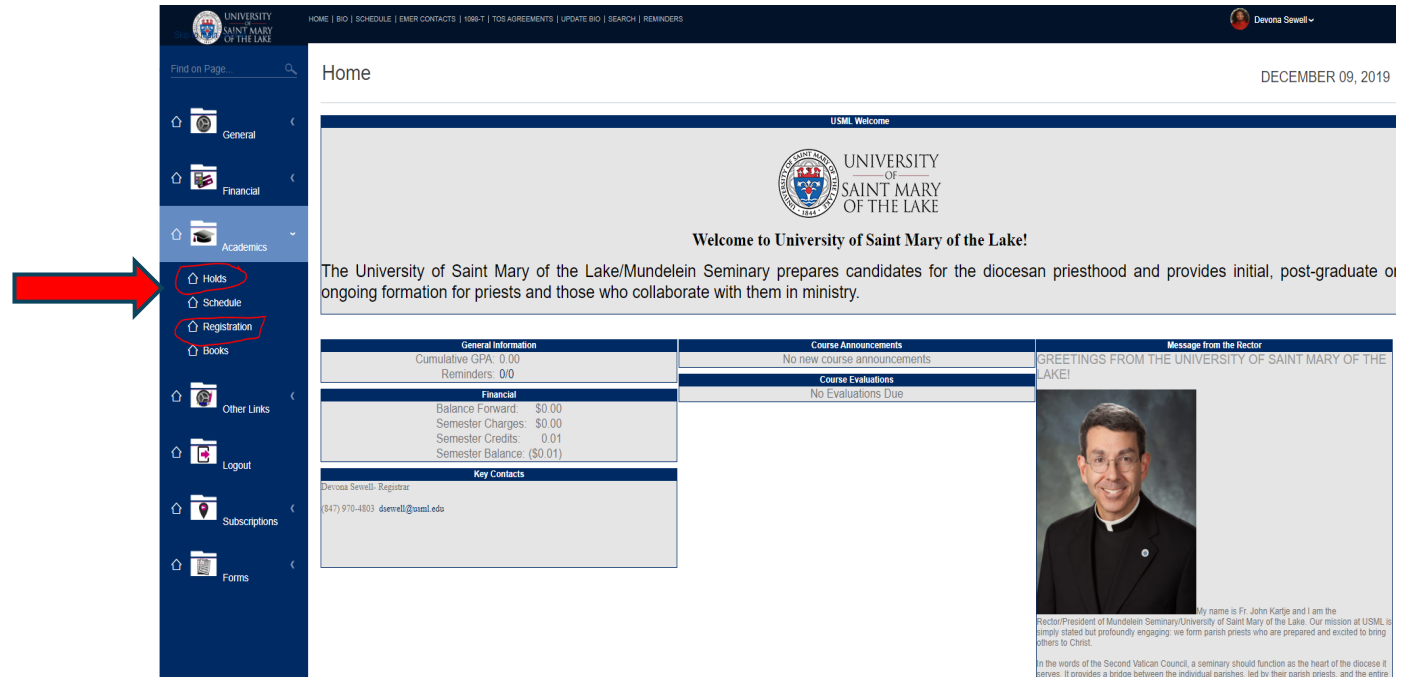
The University of Saint Mary of the Lake/Mundelein Seminary prepares candidates for the diocesan priesthood and provides initial, post-graduate or ongoing formation for priests and those who collaborate with them in ministry.

General Information	Course Announcements	Message from the Rector
Cumulative GPA: 0.00 Reminders: 0/0	No new course announcements	GREETINGS FROM THE UNIVERSITY OF SAINT MARY OF THE LAKE!
Financial	Course Evaluations	 My name is Fr. John Karije and I am the Rector/President of Mundelein Seminary/University of Saint Mary of the Lake. Our mission at USML is simply stated but profoundly engaging: we form parish priests who are prepared and excited to bring others to Christ. In the words of the Second Vatican Council, a seminary should function as the heart of the diocese it serves. It provides a bridge between the individual parishes, led by their parish priests, and the entire diocesan community, led by its bishop. Furthermore, a diocesan priest himself should serve as a bridge between his people and the Lord, helping them to enrich their own spiritual journeys. This tradition of "heart," "bridge," and "parish priest" beautifully captures both the reason that Mundelein Seminary exists and the mission the Holy Spirit impels us to pursue.
Balance Forward: \$0.00 Semester Charges: \$0.00 Semester Credits: 0.01 Semester Balance: (\$0.01)	No Evaluations Due	
Key Contacts		
Devona Sewell- Registrar (847) 970-4803 dsewell@usml.edu		

# Inscripción en cursos

Haz clic en “Holds” y verifica si tienes restricciones existentes. Si es así, sigue las instrucciones para resolver la restricción.

Haz clic en “Registration” para inscribirte



The screenshot shows the homepage of the University of Saint Mary of the Lake. A red arrow points to the 'Holds' and 'Registration' links in the left sidebar. The main content area displays a welcome message and a table with course information.

**General Information**

Cumulative GPA: 0.00
Reminders: 0/0

**Financial**

Balance Forward: \$0.00
Semester Charges: \$0.00
Semester Credits: 0.01
Semester Balance: (\$0.01)

**Course Announcements**


No new course announcements
-----------------------------

**Course Evaluations**

No Evaluations Due
--------------------

**Message from the Rector**

GREETINGS FROM THE UNIVERSITY OF SAINT MARY OF THE LAKE!



My name is Fr. John Kofke and I am the Rector/President of Mundelein Seminary/University of Saint Mary of the Lake. Our mission at USML is simply stated but profoundly engaging: we form parish priests who are prepared and excited to bring others to Christ.

In the words of the Second Vatican Council, a seminary should function as the heart of the diocese it serves. It provides a bridge between the individual parishes, led by their parish priests, and the entire

# Inscripción en cursos

Elige el Año Escolar y el Semestre correspondientes.

Escribe el ID del curso en el campo “Search Course Listing” y haz clic en “Submit”.

O bien haz clic en “View All”

Currently registering under degree <No degree> at University of Saint Mary of the Lake

**Registration**

Limit By School Year  Limit By Semester  Limit By Course Type

Search Course Listings

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
--------	-------------	---------	---------	---------	--------------	-----------

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

Select Beginning Course Letter

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

[View All \(slow load ~ 23 Total Courses\)](#)

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

# Inscripción en cursos

Haz clic en el ID del curso en la sección “Course Offerings”

Select Beginning Course Letter  
[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |  
[View All \(slow load ~ 23 Total Courses\)](#)

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

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">CLRT2</a>	50	0	Final Retreat	A		1	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML
<a href="#">DM840</a>	6	0	Self-Leadership	A		3	L. LoCoco	MON 8:00am-9:00pm, TUE 8:00am-9:00pm, WED 8:00am-9:00pm, THU 8:00am-9:00pm, FRI 8:00am-9:00pm	USML
<a href="#">DM841</a>	6	0	Ethics of Leadership	A		3	P. Pintado-Murphy	MON 8:00am-9:00pm, TUE 8:00am-9:00pm, WED 8:00am-9:00pm, THU 8:00am-9:00pm, FRI 8:00am-9:00pm	USML
<a href="#">DM845</a>	6	0	Christian Leadership and Scripture	A		3	M. O'Donnell	MON 9:00am-9:00pm, TUE 9:00am-9:00pm, WED 9:00am-9:00pm, THU 9:00am-9:00pm, FRI 9:00am-9:00pm	USML

# Inscripción en cursos

Selecciona todos tus cursos y  
luego haz clic en “Continue  
with Step 2”

Reset

Submit

Clear Search

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
202223-Summer (Certificate )							
CLRT2	Final Retreat	A		1	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML

Step 1: Select all of your courses (pending) then proceed to Step 2.

Continue with Step 2.

time out at 7:14 PM.

Pending Credits: 1 Enrolled Credits: 0 Total Credits: 1

Select Beginning Course Letter  
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |  
View All (slow load ~ 23 Total Courses)

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

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
CLRT2	49	0	Final Retreat	A		1	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML



# Inscripción en cursos

Haz clic en “Step 2 of 3 – Continue”

[Registration](#) [Biographic](#) [Name Search](#)

**Registration**  
Registration for: Summer , 202223

Course	Section	Credits	Lead Faculty	Time Desc	Campus	Enroll Code	Pass-Fail
CLR12	A	<input type="text" value="1"/>	T. TBD	SAT 9:00am-3:00pm, SUN 9:00am-3:00pm	USML	Audit <input type="radio"/> C.E. <input type="radio"/> Credit <input checked="" type="radio"/>	<input type="checkbox"/>

Step 2 of 3 - Continue

Clear Pending Enrollments and Restart Registration

University of Saint Mary of the Lake  
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# Inscripción en cursos

Registration < Biographic < Name Search

## Registration

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
Tuition for Final Retreat	202223	3	US20695	1.00	\$150.00

Haz clic en “Return”

Total unposted credits: 1.00

Total Charges: \$150.00

Delete Unposted Courses

Return



# Horario de cursos

Para revisar tu horario, haz clic en “Schedule” para ver tu horario final.



Find on Page...

Schedule

DECEMBER 09, 2019

School Year: 2019/2020 Semester: Spring SUBMIT

Course	Section	Sess.	Description	Times	Instct. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
LMS10	A		Principles of Sacred Liturgy	TUE 2:40-4:00pm		01/13/2020	05/01/2020	800P-201	3.00		***
				FRI 2:40-4:00pm				800P-201			

Viewing - Year: 2019/2020 Semester: Spring  
Total Credits Attempted: 3.00  
GRADES IN RED ARE UNOFFICIAL

PRINTABLE VERSION (PDF)