

NEW FRESHMAN STUDENTS: You are not able to access Course Registration until after your admitted term has started. Your Academic Advisor will register you for courses in your first semester. Contact your Advisor for course adjustments.

NEW TRANSFER STUDENTS: You will not be able to access Course Registration if you have not paid or had your enrollment deposit waived by the Admissions Office. Contact (808) 544-1136 or admissions@hpu.edu before continuing.

CLICK ON THE TASK YOU WOULD LIKE TO LEARN MORE ABOUT



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Registration Policies

Review the Registrar's Office Registration Policies prior to registering for classes.

<https://www.hpu.edu/registrar/files/regpolicies.pdf>

Questions about Registration Policies can be directed to the Registrar's Office:

(808) 544-0239

registrar@hpu.edu

500 Ala Moana Blvd, Suite 5A

Honolulu, HI 96813

HELPFULTIP: If emailing, use your @my.hpu.edu email account and provide your Student ID.

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HPU Registrar's Office
Registration Policies

1) Financial Obligations to the University

By registering for courses, Hawai'i Pacific University students accept full responsibility to pay for all tuition, fees, housing charges, meal plan charges, library fines and replacement costs, and any other associated costs assessed as part of registration and attendance as a student at the University. Failure to meet the financial responsibility to the University may result in the following: late fees, registration holds, administrative removal from courses, held diplomas, and the prevention of attendance at commencement ceremonies and related activities.

2) Registration Deadlines

Registration deadlines are published in each term's [Academic Calendar](#). Review each [Academic Calendar](#) for exact dates.

3) Added or Cancelled Courses

Courses with low enrollment may be cancelled. HPU reserves the right to add or cancel courses in order to meet student and University needs. Students should check their class schedule immediately prior to the start of the term or session as changes may occur at any time.

4) International Students

International students must maintain full-time enrollment in Fall and Spring terms in order to meet visa requirements.

Contact the Office of International Students and Scholars (ISS@hpu.edu) about eligible conditions and circumstances for which less than full-time enrollment in any term is acceptable. Less than full-time enrollment without prior authorization creates a violation of visa status.

6) Adjusting Course Schedules

The responsibility for making course schedule changes belongs to the student.

- Students must adjust their schedule before the published deadlines in the [Academic Calendar](#) for each term or session. If the schedule is adjusted after the published deadlines, students may be financially responsible for tuition and fees for the related courses.
- Eligible students must adjust their schedule using the [MyHPU](#) Portal according to the published deadlines in the [Academic Calendar](#) for each term or session.
- Students who cannot complete schedule changes on the [MyHPU](#) Portal must contact their [Academic Advisor](#) and complete an [Add/Drop Form](#) which is available on the Registrar's [Academic Forms](#) website.

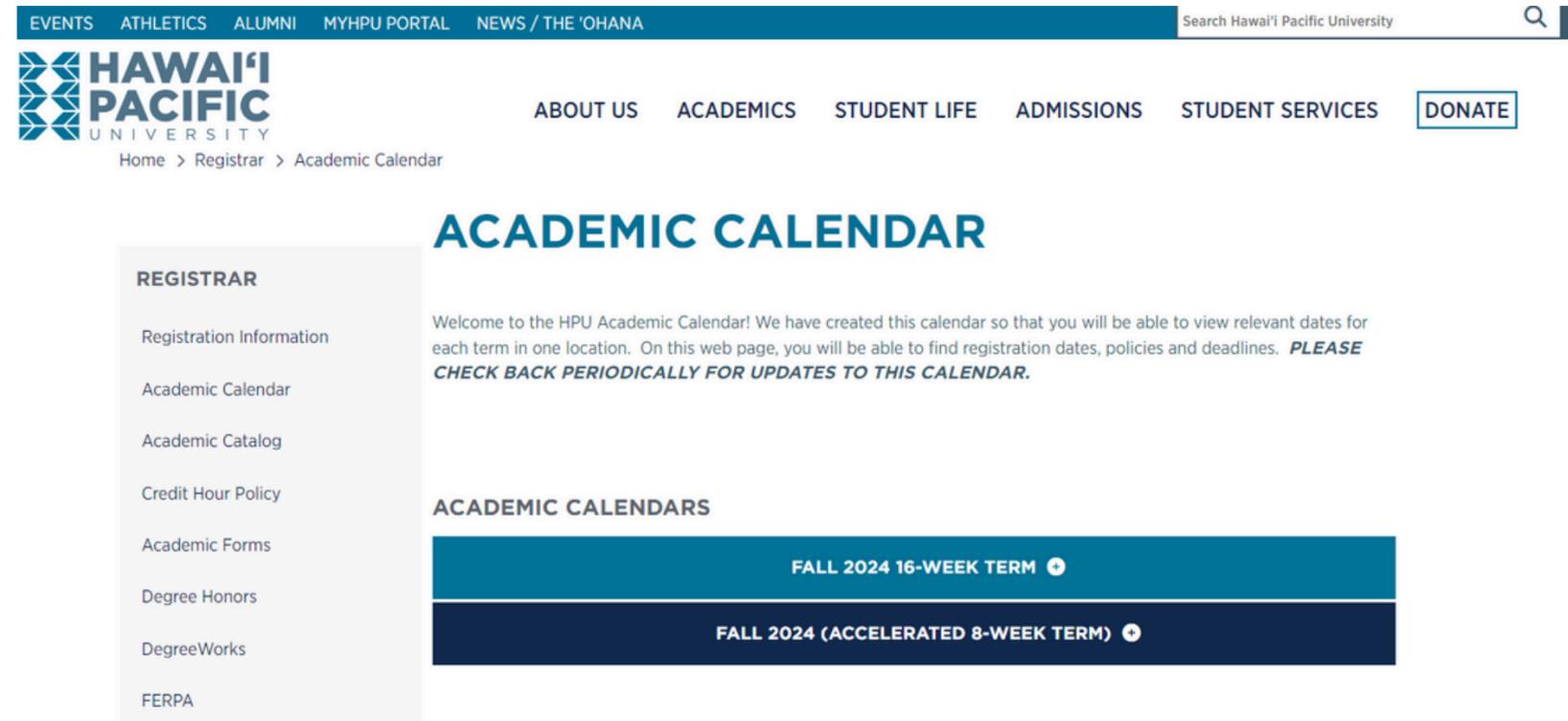
7) Administrative Removal from Courses

The University reserves the right to remove students from courses under specific circumstances.

- Students who do not participate in all registered courses within the first fourteen (14) calendar days of a term or session will be administratively dropped.
- Students may be administratively dropped from a course if they fail to meet the prerequisite requirements for the course. Course prerequisites are listed in the [Academic Catalog](#).
- Students who violate the [Code of Student Conduct](#) may be administratively withdrawn pending the final outcome of the proceedings. Students may remain financially responsible when administratively withdrawn from the University.
- Students with a significant account balance may be administratively dropped from coursework in a current and/or future term and blocked from registration until the financial hold is cleared.

Academic Calendar

The Academic Calendar shows all registration dates, policies, and deadlines. **These dates are important to reference when attempting to add or drop courses. It will also list refund amounts, if applicable.**



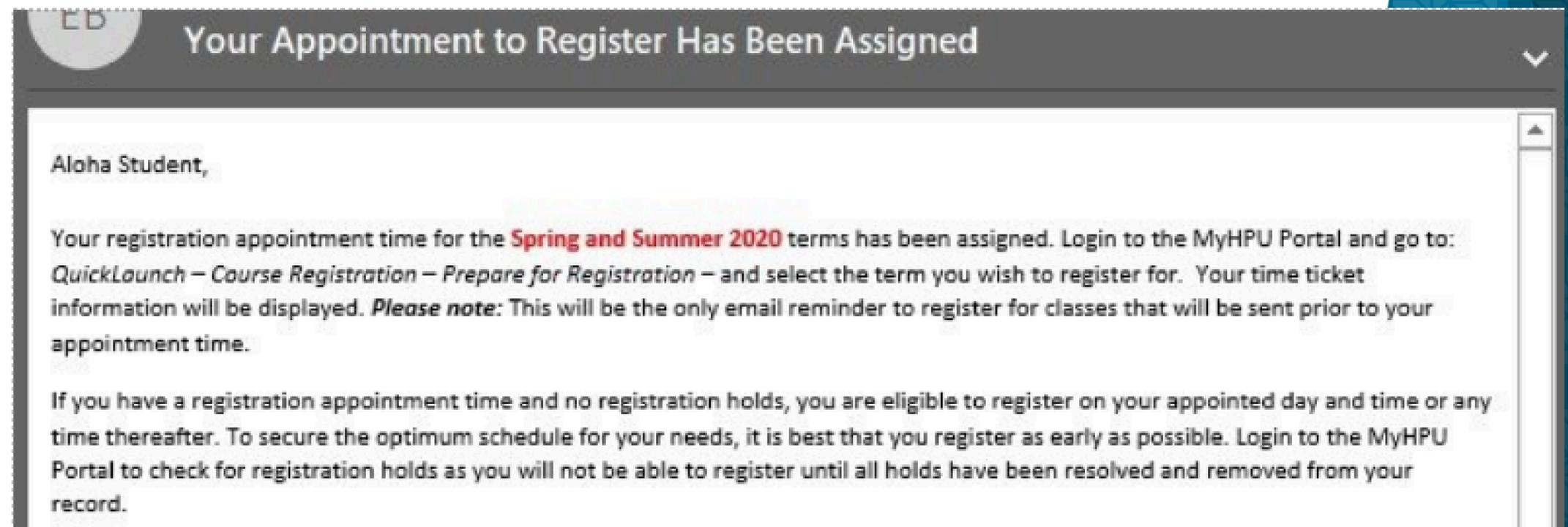
To learn more, visit <https://hpu.edu/registrar/academic-calendar.html>

Click here to return to first slide

Registration Time Tickets

You will receive an email to your @my.hpu.edu account when your registration time has been assigned, usually in mid-March during the Spring semester. **The email will detail the day and time you will be able to register for the next Academic Year (the following Fall AND Spring).**

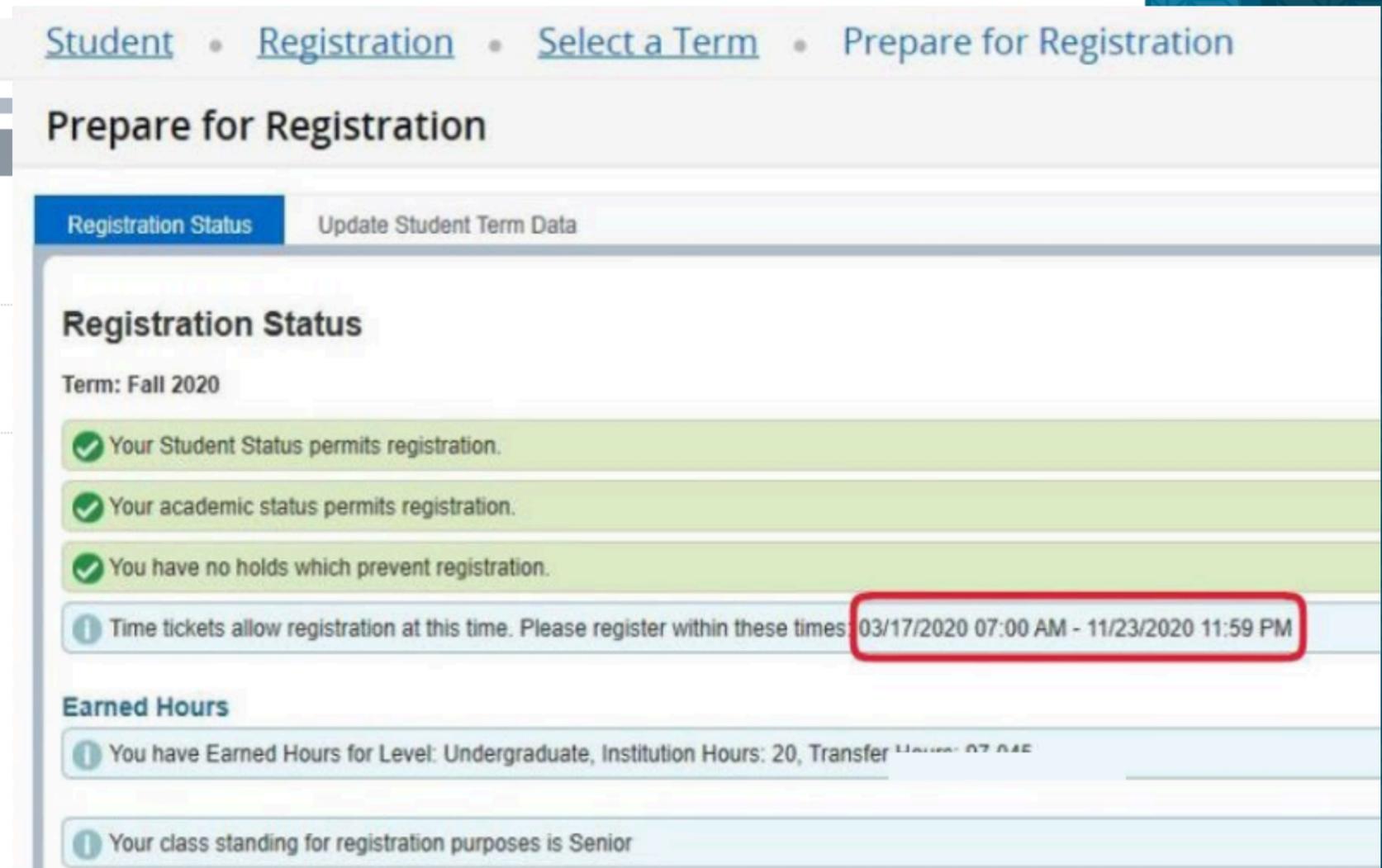
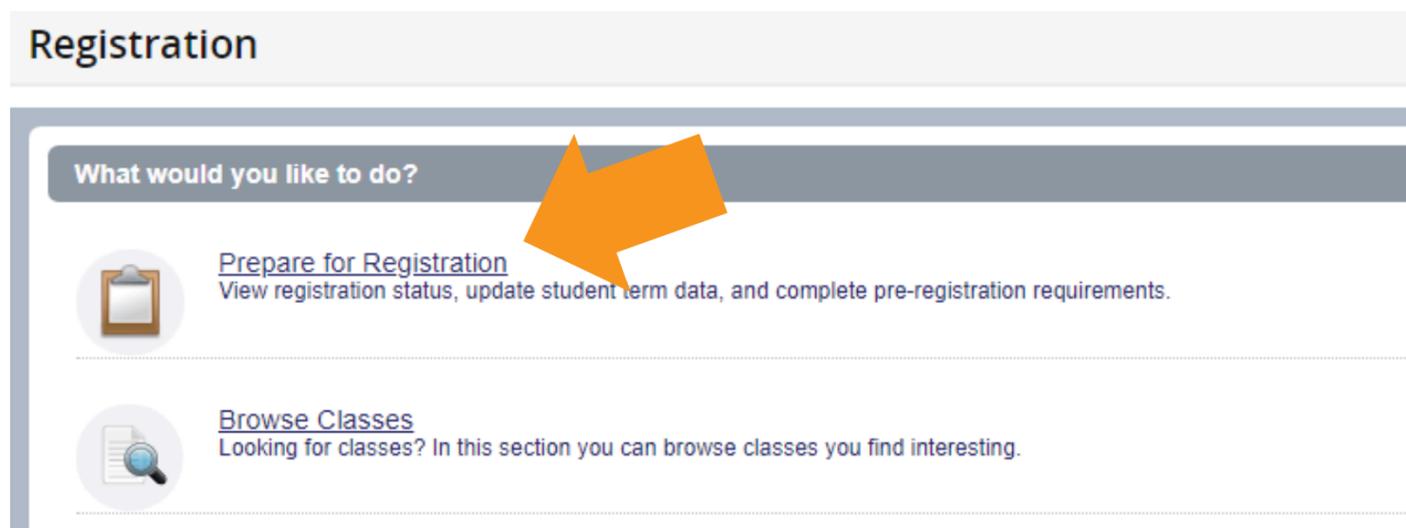
Time tickets are assigned by class standing. Graduate students register first, followed by undergraduate Seniors, then Juniors, then Sophomores, then finally Freshman.



[Click here to return to first slide](#)

Registration Time Tickets

You can also check when registration is open for you by logging into your MyHPU portal account, selecting Course Registration in the Student Quicklaunch, and clicking **Prepare for Registration**.



Click here to return to first slide

Alternate PINs

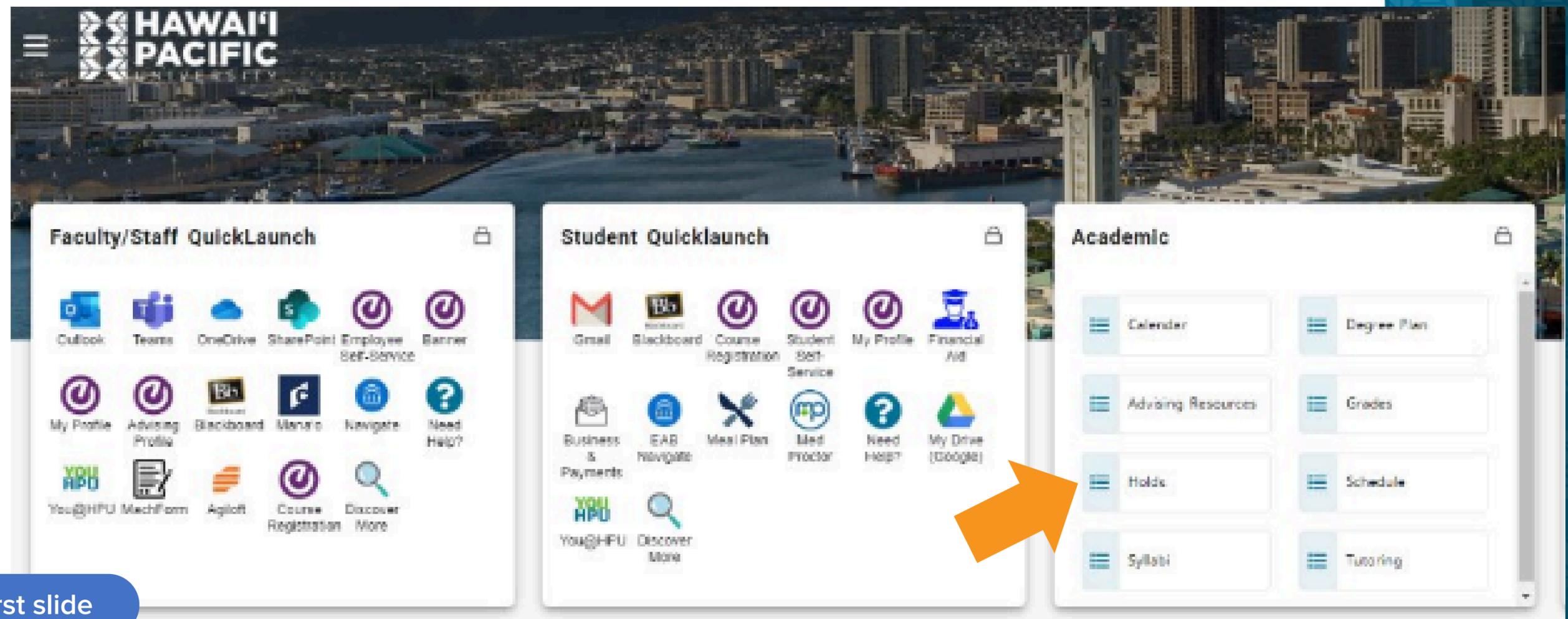
Some students (for example, active military or veterans) may require an **Alternate PIN** to access course registration.

Contact your Academic Advisor to receive your Alternate PIN.

[Click here to return to first slide](#)

Registration Holds

Registration Holds will prevent you from registering for classes. Check for holds prior to your registration time ticket dates to allow yourself enough time to resolve them. You can do this by logging into your MyHPU Portal and clicking **Holds** in the Academic card.



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Registration Holds

A full list of holds and who to contact can be found at:

https://hpu.edu/registrar/files/registration_holds_contact-offices.pdf

NOTE: New students will see “Hold for HPU Cmpltd Coursework.” This will NOT prevent registration, but will prevent transcript requests. This hold will drop off once final grades are given for your first HPU semester classes.

Click here to return to first slide

Registration Holds

The holds listed below will prevent a student from registering for classes or changing their registration (i.e., add, drop, and/or withdraw). If a student has any of these holds, the student should contact the office listed for assistance in clearing the hold.

HOLD TYPE	OFFICE TO CONTACT	CONTACT INFORMATION
Academic Advising Hold	Advising Office	advising@hpu.edu or 808-544-1198
Academic Dismissal	Advising Office	advising@hpu.edu or 808-544-1198
Academic Suspension	Advising Office	advising@hpu.edu or 808-544-1198
Address Hold	Registrar’s Office	registrar@hpu.edu or 808-544-0239
Degree Conferred Hold	Registrar’s Office	registrar@hpu.edu or 808-544-0239
Expulsion-Disciplinary	Dean of Students	studentlife@hpu.edu
Final Official Transcript-ADM	Admissions Office	admission@hpu.edu or 808-544-0238
Financial Aid Hold	Financial Aid Office	financialaid@hpu.edu or 808-544-0253
Graduate Admissions Hold	Admissions Office	admission@hpu.edu or 808-544-0238
HPU Degree Conferred Hold	Registrar’s Office	registrar@hpu.edu or 808-544-0239
International Student Status	Office of International Students & Scholars	iss@hpu.edu or 808-356-5299
Intl Student Addr Compliance	Office of International Students & Scholars	iss@hpu.edu or 808-356-5299
Measles/Mumps/Rubella Hold	Health Services/ Registrar’s Office	studenthealth@spclinic.org or 808-544-9361 registrar@hpu.edu or 808-544-0239
Meningococcal Hold	Health Services/ Registrar’s Office	studenthealth@spclinic.org or 808-544-9361 registrar@hpu.edu or 808-544-0239
Misc. Financial Hold	Business Office	ar@hpu.edu
Perkins	Grants and Federal Aid	gfa@hpu.edu
Registrar-All	Registrar’s Office	registrar@hpu.edu or 808-544-0239
Registration	Registrar’s Office	registrar@hpu.edu or 808-544-0239

Registration Errors

When registering for classes, you may encounter errors that prevent you from adding specific classes under certain conditions. Some errors will explain the cause of the it (e.g., prerequisite error, maximum course load error). Others may be more vague (e.g., attribute error).

If you're not sure what an error means and what is causing it, contact your Academic Advisor for assistance.

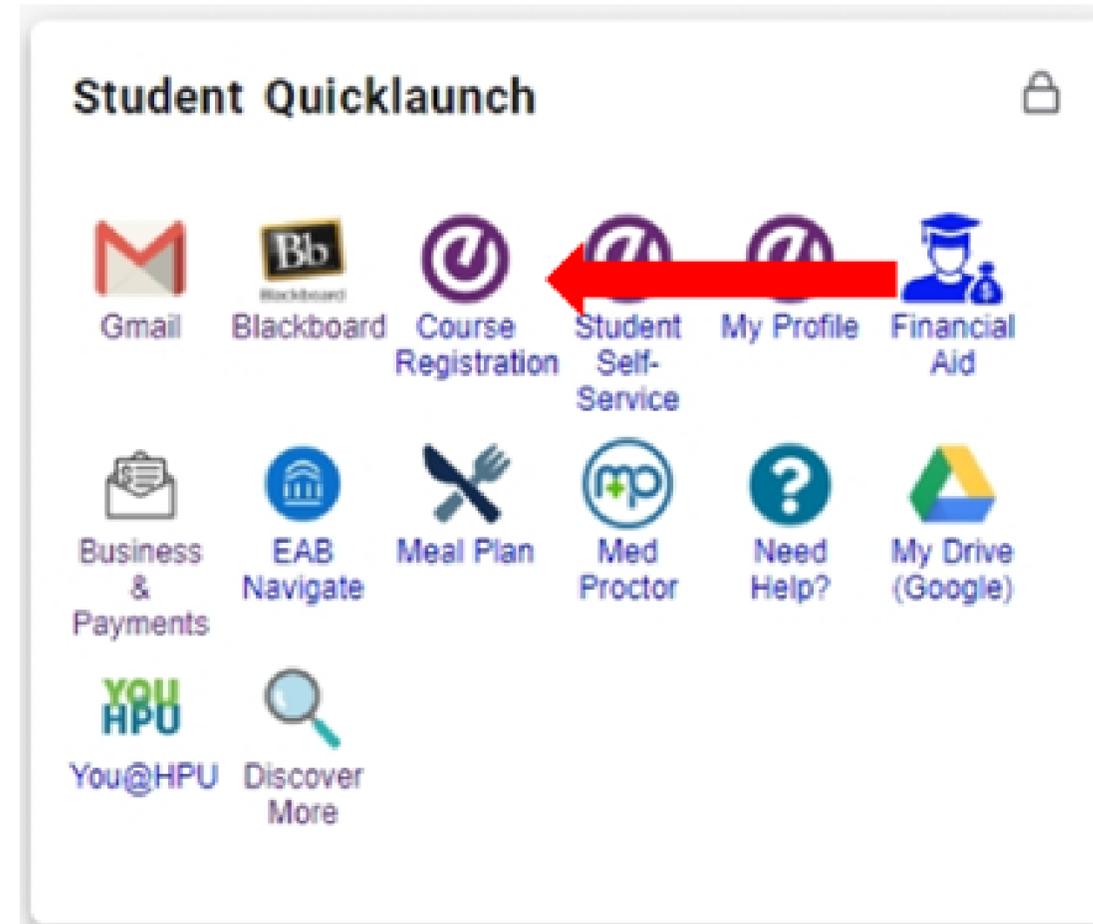
HELPFUL TIP: Provide your Student ID and a screenshot of the error when contacting your advisor.

[Click here to return to first slide](#)

How To Add a Course

Log in to MyHPU Portal (my.hpu.edu)

Select the “**Course Registration**” icon under the Student Quicklaunch card on your home page.



[Click here to return to first slide](#)

A new window/tab will open.

Select “**Register for Classes.**”

The screenshot shows the Hawaii Pacific University website's registration page. At the top, there is a blue header with the university's name and a hamburger menu icon. Below the header, the breadcrumb trail reads "Student • Registration". The main heading is "Registration". A grey bar with the text "What would you like to do?" is positioned above a grid of four options. A large red arrow points to the "Register for Classes" option. The options are: "Prepare for Registration" (with a clipboard icon), "Register for Classes" (with a calendar icon), "Browse Classes" (with a magnifying glass icon), and "View Registration Information" (with a folder icon).

HAWAII PACIFIC UNIVERSITY

Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**
View your past schedules and your ungraded classes.

Click here to return to first slide

Select a Term

Select a Term for Class Search

Spring 2025

Spring 2025

Winter 2024

Fall 2024

Summer 2024 (View Only)

Spring 2024 (View Only)

Choose the desired term that is open for registration in the drop-down menu.

[Click here to return to first slide](#)

After choosing the desired term, begin searching for classes. There is also an option to enter the **Course Reference Number(s) or CRNs.**

Select “(1) Full Term” in the **Part of Term** field to limit your search to classes new HPU students are allowed to enroll in.

To expand your search options, use the **Advanced Search** link.

[Click here to return to first slide](#)

The screenshot displays the Hawaii Pacific University registration interface. At the top, the university name is shown. Below it, a breadcrumb trail reads: Student • Registration • Select a Term • Register for Classes. The main heading is "Register for Classes". There are three tabs: "Find Classes" (active), "Enter CRNs", and "Schedule and Options". A green arrow points to the "Enter CRNs" tab. Below the tabs is a section titled "Enter Your Search Criteria" with "Term: Spring 2025" selected. There are four input fields: "Subject", "Course Number", "Keyword", and "Part Of Term". The "Part Of Term" field has a dropdown menu with "(1) Full Term" selected. An orange arrow points to this dropdown. Below the fields are buttons for "Search", "Clear", and a link for "Advanced Search". A blue arrow points to the "Advanced Search" link.

Enter Your Search Criteria

Term: Spring 2025

The Advanced Search can also be used to filter for General Education Categories.

One or more Categories can be selected.

Subject

Course Number

Keyword

Part Of Term

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

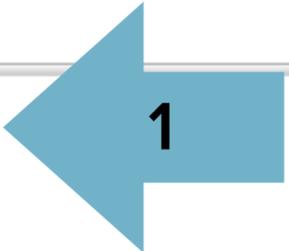
Buildings

College

Graduate College of Health Sci

Departments

Instructional Methods



Click here to return to first slide

After clicking Search or tapping the Enter key, a list of courses that fit your search criteria will load.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Spring 2025 Subject: Arts Search Again

Part Of Ter	Title	Subject	DB	Cour	Sec	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	
1	Introduction to Vi... Online Undergra...	Arts		1...	...	3	1...	...	Hart, Dustin (...)	S M T W T F S - Type: Class I	\$ of 35 s...	Creative Arts Eqiv Crse College of Prof Studies	Add

Records: 1

Submit

Click on the course title to learn more information (such as course description, classroom, prerequisites, etc.)

Click Add to add the desired course to your summary.

Click here to return to first slide

The added course(s) will appear in the summary box with a status of “pending.”

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Spring 2025 Subject: Arts Search Again

Part Of Ter	Title	Subject DB	Cou#	Sec#	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	
1	Introduction to V... Online Undergra...	Arts	1...	...	3	1...	...	Harj, Dustin (...)	S M T W T F S - Type: Class I	8 of 35 s...	Creative Arts Eqiv Crse College of Prof Studies	Add

Page 1 of 1 | 10 Per Page Records: 1

Schedule | Schedule Details | Summary | [Tuition and Fees](#)

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Visu...	ARTS 100...	3	1106	Online...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

Click here to return to first slide

Click “**Submit**” to register and save the changes to your schedule.

The status will then change from “Pending” to “Registered.”

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Spring 2025 Subject: Arts Search Again

Part Of Ter	Title	Subject DB	Cour	Sec	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	
1	Introduction to V... Online Undergra...	Arts	1...	...	3	1...	...	Had, Dustin (...)	S M T W T F S - Type: Class I	8 of 35 s...	Creative Arts Eqiv Crse College of Prof Studies	Add

Page 1 of 1 | 10 Per Page | Records: 1

Schedule | Schedule Details | Summary | Tuition and Fees

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Visu...	ARTS 100...	3	1106	Online...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 3

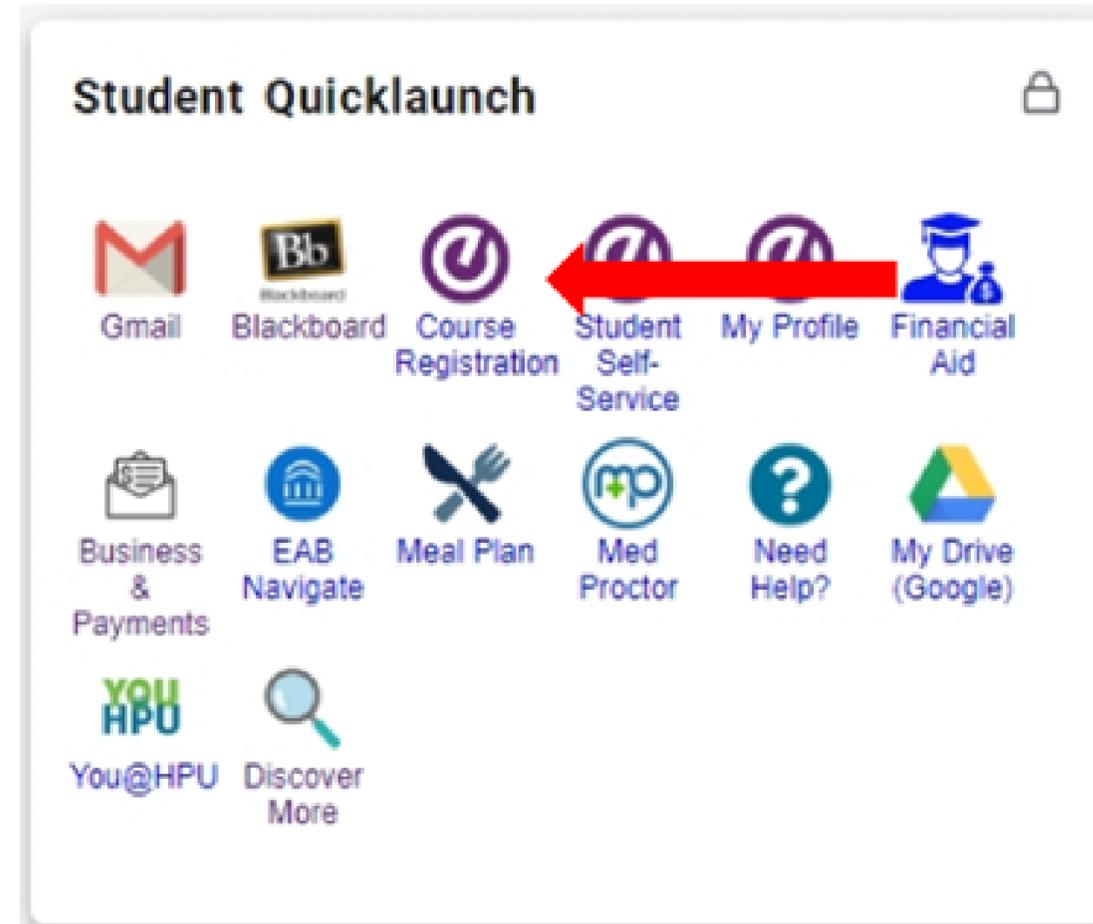
Submit

Click here to return to first slide

How To Drop a Course

Log in to MyHPU Portal (my.hpu.edu)

Select the “**Course Registration**” icon under the Student Quicklaunch card on your home page.



[Click here to return to first slide](#)

A new window/tab will open.

Select **“Register for Classes.”**

The screenshot shows the Hawaii Pacific University website's registration page. At the top, there is a blue header with the university's name and a navigation menu with 'Student' and 'Registration'. Below the navigation, the page title is 'Registration'. A grey bar asks 'What would you like to do?'. Below this, there are four options, each with an icon and a description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements. (Icon: clipboard)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (Icon: calendar with pencil)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. (Icon: magnifying glass over a document)
- View Registration Information**: View your past schedules and your ungraded classes. (Icon: folder)

A large red arrow points from the top right towards the 'Register for Classes' option.

Click here to return to first slide

Select a Term

Select a Term for Class Search

Spring 2025	▲
<input type="text"/>	🔍
Spring 2025	▲
Winter 2024	
Fall 2024	
Summer 2024 (View Only)	
Spring 2024 (View Only)	▼

Choose the desired term that is open for registration in the drop-down menu.

[Click here to return to first slide](#)

After choosing the desired term, click **“Panels”** to display the courses you are currently registered for.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2025

Subject

Course Number

Keyword

Part Of Term

Schedule | Schedule Details | Summary | Tuition and Fees

Class Schedule for 'Spring 2025'

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Visu...	ARTS 100...	3	1106	Online...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 3

Panels ▾ | Submit



Click here to return to first slide

Select the appropriate drop option available in the “**Action**” drop-down menu. Click “**Submit**” to save the changes.

[Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2025

Subject

Course Number

Keyword

Part Of Term

Schedule | Schedule Details | Summary | Tuition and Fees

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Visu...	ARTS 100...	3	1106	Online...	Registered	None None Web Drop - Before Term

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | M

Submit

REMINDER: Drop options will differ depending on the date the drop takes place. Consult the [Academic Calendar](#) for all deadlines.

Click here to return to first slide

HELPFUL TIP: Consider asking your Academic Advisor how dropping a course could affect you, especially if the semester has started.

The status will update to confirm that the course was dropped successfully.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2025

Subject

Course Number

Keyword

Part Of Term

Schedule | Schedule Details | Summary | [Tuition and Fees](#)

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Visu...	ARTS 100...	0	1106	Online...	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 3

Submit



Click here to return to first slide

What is a Registration Waitlist?

If a class is full, it may have the option for you to use the waitlist feature. In the event that a seat is opened up, **students on the registration waitlist will be notified via @my.hpu.edu email in numerical order** to register for the open seat.

Not all courses will have the waitlist feature available. The availability of this feature is determined by the applicable College or Department. **Additionally, students cannot waitlist for another section of a course they are already registered in.**

Students have 24 hours from date/time stamp of email notification to register for the course. If a student misses the registration window, they will be removed from the waitlist and the open seat will be offered to the next student on the waitlist.

[Click here to return to first slide](#)

HELPFUL TIP: If you decide to add yourself to a registration waitlist, check your @my.hpu.edu email regularly to ensure you do not miss a notification.

Sample Waitlist Notification Email

Waitlist Notification for 1010

Registrar Mailbox

Tue 10/8/2019 8:30 PM

Aloha Sharky,

You have been moved to the top of the waitlist BIOL 2051 , 1010 , and there is now an open space.

If you wish to register, please follow these steps:

1. Go to <http://my.hpu.edu>

2. Click on the Course Registration Icon

3. Click on Register For Classes

4. Select the term and click on Submit

5. Go to the CRN that you are already waitlisted for and click on the drop down menu to change the action to "register". Press submit to save changes.

PLEASE NOTE: You will have 24 hours from the time/date stamp of this email to register for this course. If you do not register by the end of this 24-hour period, you will be dropped from the waitlist and the next student on the waitlist will be able to register for this course.

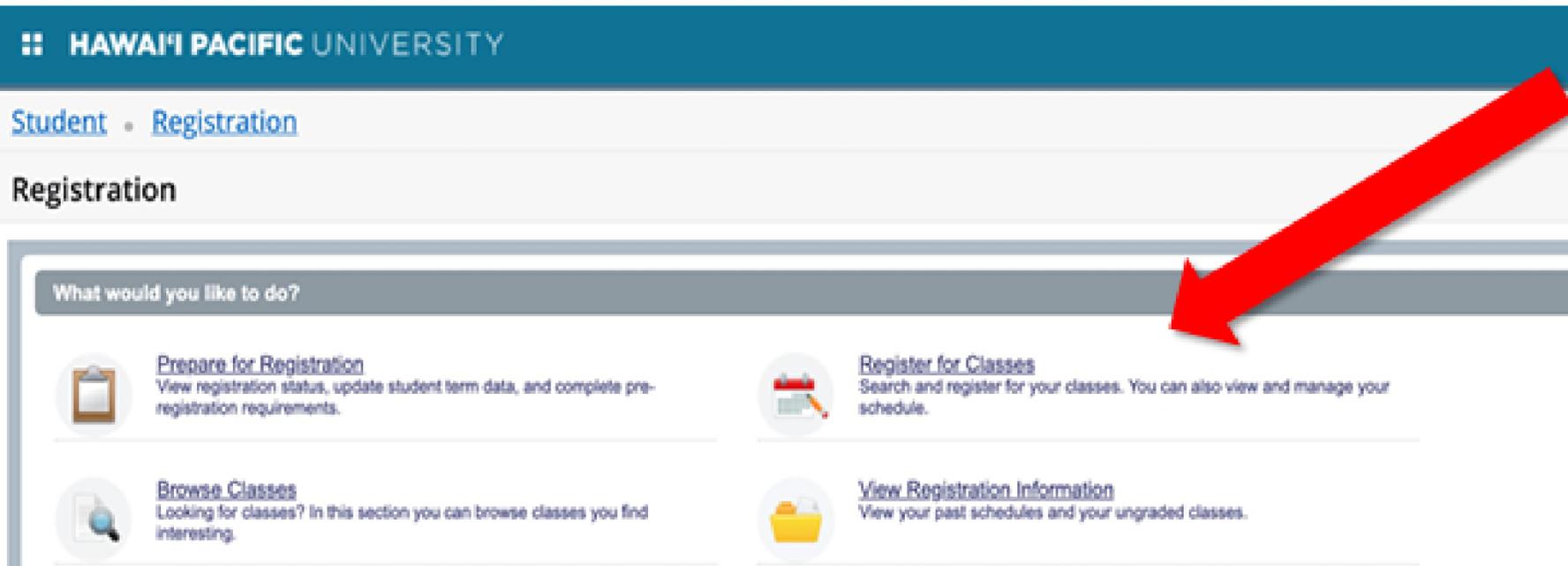
If you have any questions, please contact the Registrar's Office at (808) 544-0239 or registrar@hpu.edu. Mahalo.

[Click here to return to first slide](#)

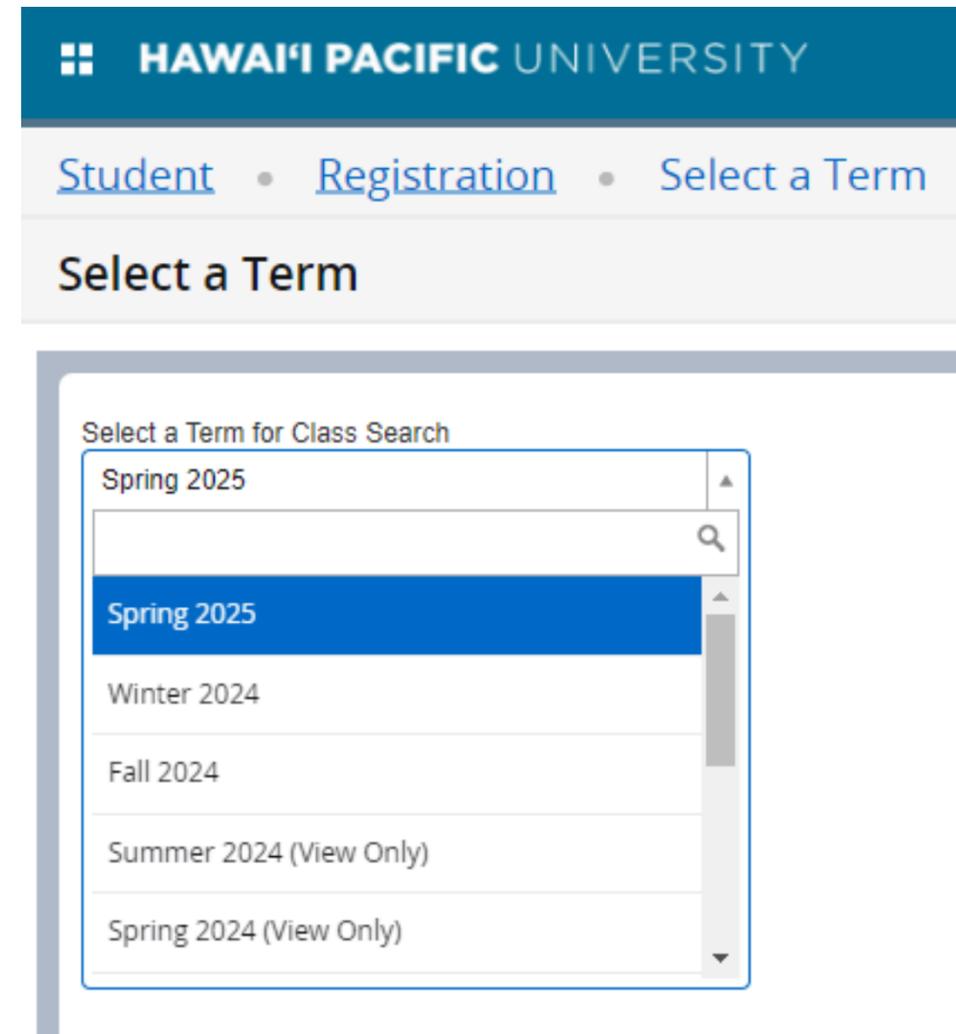
How to Add Yourself to A Registration Waitlist

Proceed to Course Registration in your MyHPU Portal

1. Select “**Register for Classes.**”



2. Select the desired term.



Click here to return to first slide

Courses may be searched for using the **“Find Classes”** tab or by using the **“Enter CRNs”** (Course Reference Numbers) tab.

The screenshot shows the Hawaii Pacific University registration interface. At the top, the navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the 'Register for Classes' page has three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. A green arrow points to the 'Find Classes' tab. The search results section shows one class: 'Introduction to Business Online Undergraduate' with CRN 2470. The status is 'FULL: 0 of 3...' and there is an 'Add' button. Below the search results is a 'Class Schedule for Fall 2019' grid. To the right, a 'Summary' box shows the selected course with a status of 'Pending' and an 'Add' button. At the bottom right, there is a 'Submit' button.

If the course has a waitlist option available, click “Add.” The course will appear in the summary box. Click “Submit” to begin waitlist process.

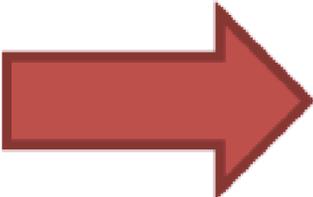
Click here to return to first slide

You will receive a “Registration add error -- status closed” message.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	1205	WRI	1050	A	Undergraduate	3.000	Standard Letter	English Fundamentals
Closed - 0 Waitlisted	None Wait List	2058	ACCT	2000	A	Undergraduate	3.000	Standard Letter	Principles of Accounting I

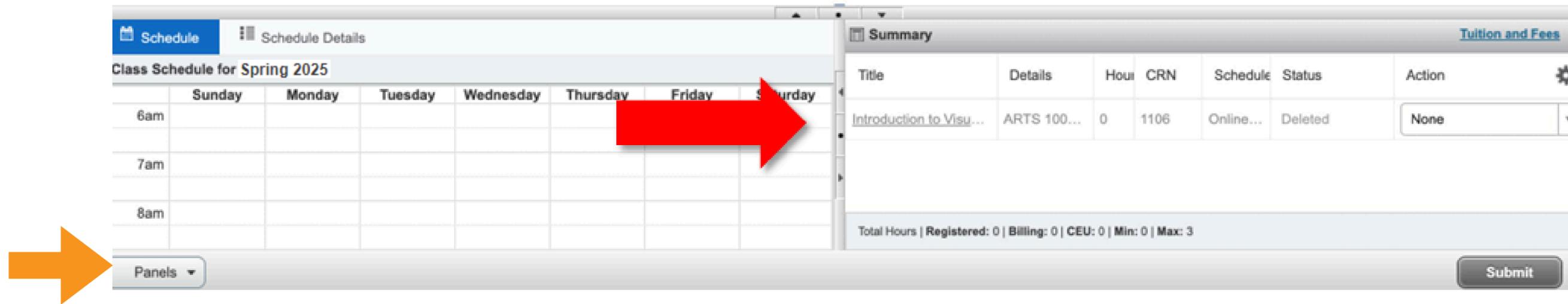
To add yourself to the waitlist, change the action from “None” to “Waitlist” in the drop-down menu. Click “Submit” to save changes.



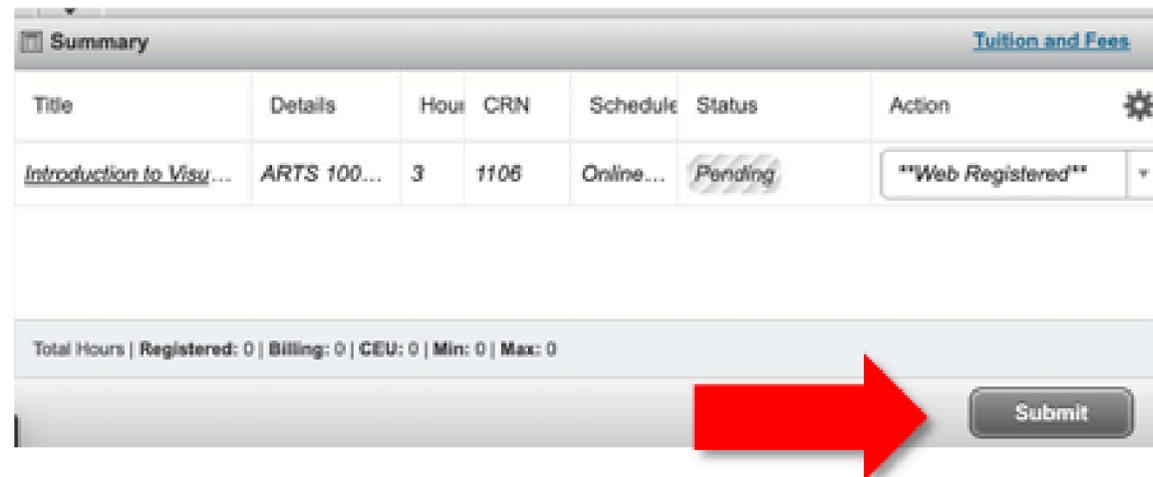
Submit

Click here to return to first slide

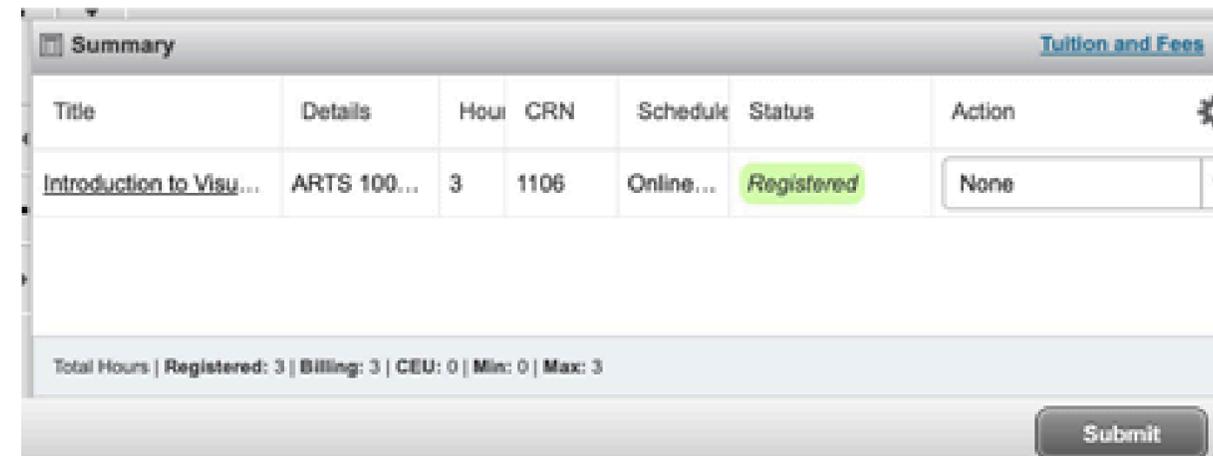
1. After you receive a waitlist notification, proceed to Register for Courses for the desired term and click **Panels**. The waitlisted course will appear in the **Summary Box**.



2. Change the course action to ****Web Registered**** in the drop-down menu. Click **“Submit.”**



3. The status will change to Registered.



Click here to return to first slide

More questions? Contact us!

Academic Advising Center

Waterfront Plaza, Tower 6, Suite 440-I (WP6-440-I)

500 Ala Moana Blvd.

Honolulu, HI 96813

Email: advising@hpu.edu

Phone: (808) 544-1198

Hours of Operation:

Monday to Friday, 8:00AM-5:00PM (Hawaii Standard Time)

Saturday, Sunday and all University Holidays, CLOSED

Who is my advisor? - <https://www.hpu.edu/academic-advising/meet-your-academic-advisor/index.html>

Schedule an Appointment - <https://www.hpu.edu/academic-advising/schedule-an-advising-appointment.html>

Sample Degree Plans - <https://hpu.edu/registrar/academic-catalog/degree-plans.html>

HELPFUL TIP: If emailing, use your @my.hpu.edu email account and provide your Student ID.

[Click here to return to first slide](#)