

HOW TO REGISTER FOR AN ELECTRONIC WAITLIST TUTORIAL

NOTE: Not all courses available have waitlists. The decision to use the waitlist feature is determined by the applicable College or Department. **Login to the MyHPU Portal (my.hpu.edu):**

1. From the home screen, click the "Course Registration" icon found under the Student Quicklaunch card.





2. A new window will open. Click on the *Register for Classes* link.

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	INIVERSITY		*
Student • Registration			
Registration			
What would you like to do? Image: Construction of the second status of	ation s, update student term data, and complete pre-registration this section you can browse classes you find interesting.	Register for Classes Search and register for your classes Unreliev Week and manage your schedule.	



3. Select the desired term in the drop down menu.

Student • Registration • Select a Term

Select a Term

s Open for Registration 2019 •	
Continue	



- 4. Courses may be searched for using the *Find Classes* tab. The Course Reference Number or CRN can be entered directly into the *Enter CRNs* tab.
- 5. If the course has a waitlist option available, press **add.** The course will then appear under the summary box, press **submit** to begin the waitlist process.

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6. Students will receive a "registration add error – status closed" message. To waitlist, change the action from "none" to "waitlist" in the dropdown menu. Press **submit** to save changes.

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