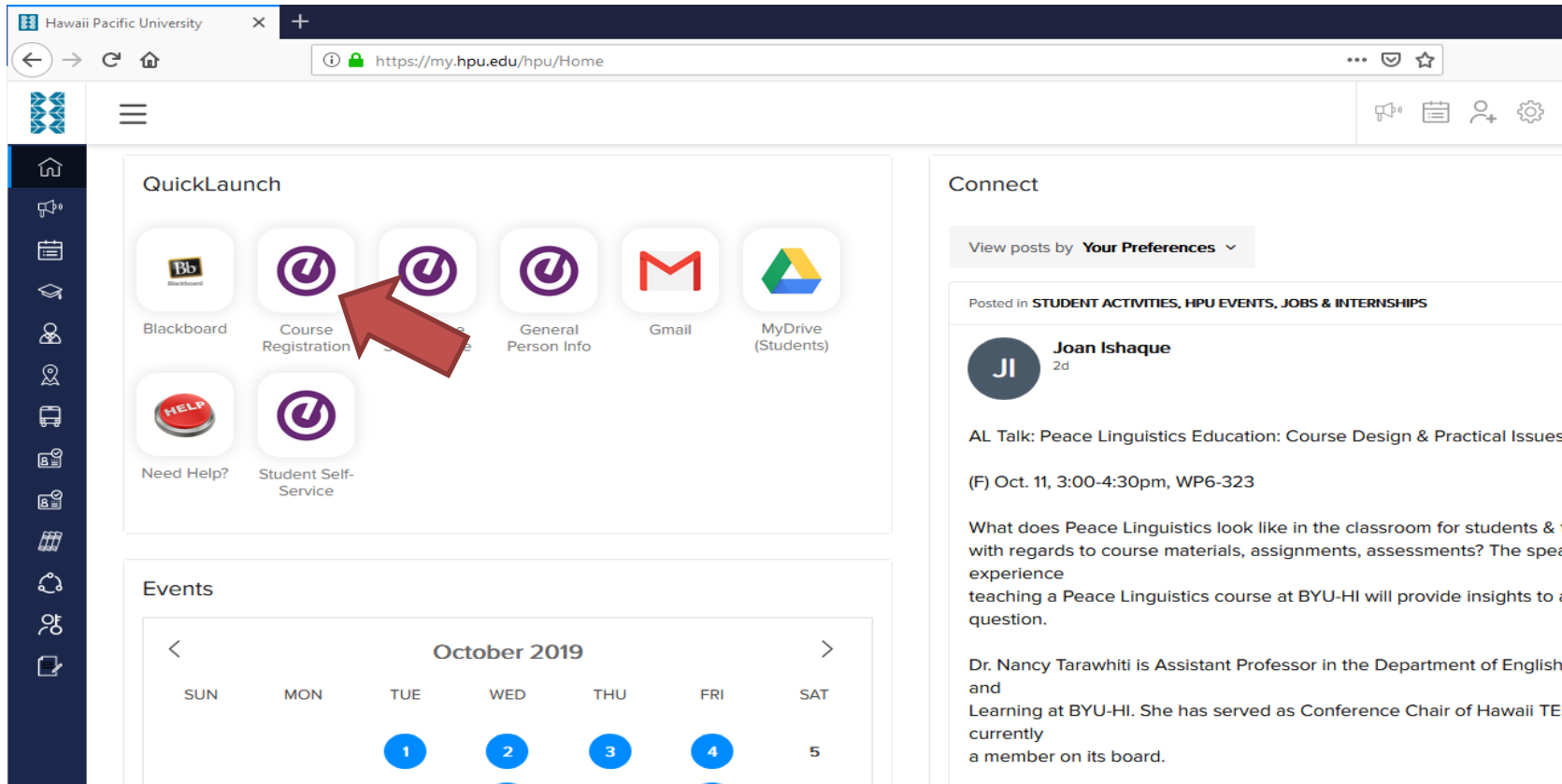


**HOW TO REGISTER FOR AN ELECTRONIC WAITLIST TUTORIAL**

**NOTE:** *Not all courses available have waitlists. The decision to use the waitlist feature is determined by the applicable College or Department.*

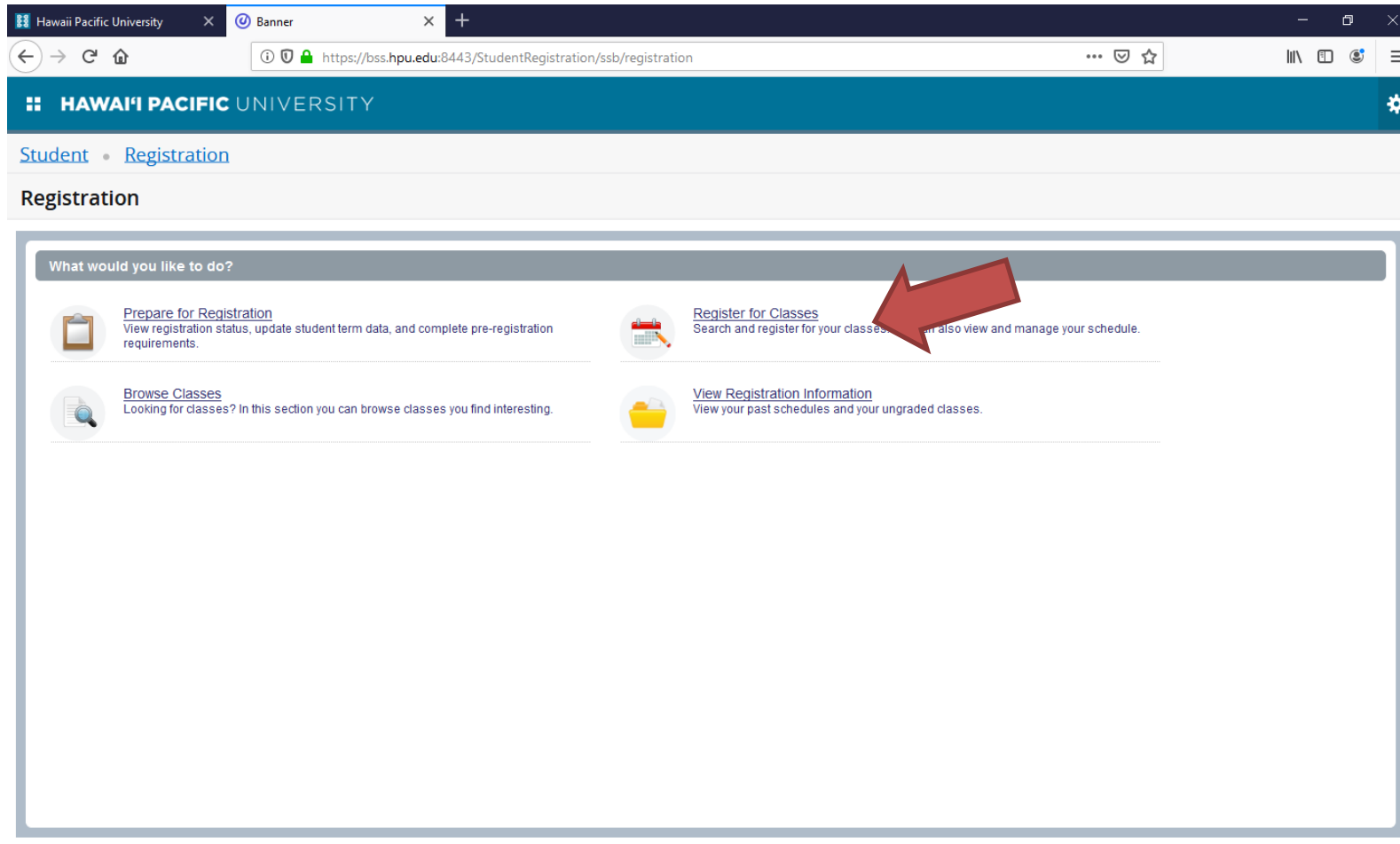
**Login to the MyHPU Portal (my.hpu.edu):**

1. From the home screen, click the "Course Registration" icon.



The screenshot displays the MyHPU Portal home page. The browser address bar shows the URL <https://my.hpu.edu/hpu/Home>. The page layout includes a navigation sidebar on the left, a main content area with a 'QuickLaunch' section, and a 'Connect' section on the right. The 'QuickLaunch' section contains icons for Blackboard, Course Registration, General Person Info, Gmail, MyDrive (Students), Need Help?, and Student Self-Service. A red arrow points to the 'Course Registration' icon. Below this is an 'Events' calendar for October 2019. The 'Connect' section features a post by Joan Ishaque, dated 2 days ago, titled 'AL Talk: Peace Linguistics Education: Course Design & Practical Issues'.

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



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

[Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term

Terms Open for Registration

Fall 2019

Continue

# HOW TO REGISTER FOR AN ELECTRONIC WAITLIST TUTORIAL



- 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.

The screenshot shows the Hawaii Pacific University registration portal. At the top, the navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The 'Find Classes' tab is active, displaying search results for 'Introduction to Business Online Undergraduate' (CRN 2470). The status is 'FULL: 0 of 3...' with an 'Add' button. Below, a 'Summary' table lists the selected course. A 'Submit' button is located at the bottom right.

Part Of Term	Title	Subject Description	Course Number	Section	Hours	CRN	Term	Meeting Times	Campus	Status
8B	Introduction to Business Online Undergraduate	Business	1000	OB	3	2470	Fall 2...	S M T W T F S - Type: Class Building: None	Onlin...	FULL: 0 of 3...

Class Schedule for Fall 2019							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							


  

Title	Details	Hour	CRN	Schedule	Status	Action
Introductory Biology	BIOL 1000, ...	3	3296	Online ...	Pending	**Web Registered**

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.

**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



Submit