

**HOW TO WEB REGISTER FOR A
COURSE WHEN WAITLIST
NOTIFICATION HAS BEEN
RECEIVED**



REGISTRAR'S OFFICE

*Once a waitlist notification has been received, the deadline for students to register for the course will be **24 hours** from date/time stamp of the Waitlist email notification.*

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

1. From the home screen, click the "Course Registration" icon.
2. Click on the *Register for Classes* link.
3. Select the desired term in the drop down menu.
4. Select panels on the bottom left hand corner. The waitlisted course will display in the Summary Box.
5. Change the course action to *****Web Registered***** in the dropdown menu.
6. Press **submit** to save changes.