

**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](mailto: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**

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

Click here to return to first slide



**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](mailto: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.



The screenshot shows the Hawai'i Pacific University website with a focus on the Academic Calendar. The top navigation bar includes links for EVENTS, ATHLETICS, ALUMNI, MYHPU PORTAL, and NEWS / THE 'OHANA. A search bar is also present. The main navigation menu includes ABOUT US, ACADEMICS, STUDENT LIFE, ADMISSIONS, STUDENT SERVICES, and a DONATE button. The page title is "ACADEMIC CALENDAR". On the left, a sidebar for the REGISTRAR lists links to Registration Information, Academic Calendar, Academic Catalog, Credit Hour Policy, Academic Forms, Degree Honors, DegreeWorks, and FERPA. The main content area contains a welcome message about the calendar and links to the Fall 2024 16-week term and Fall 2024 (Accelerated 8-week term).

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).

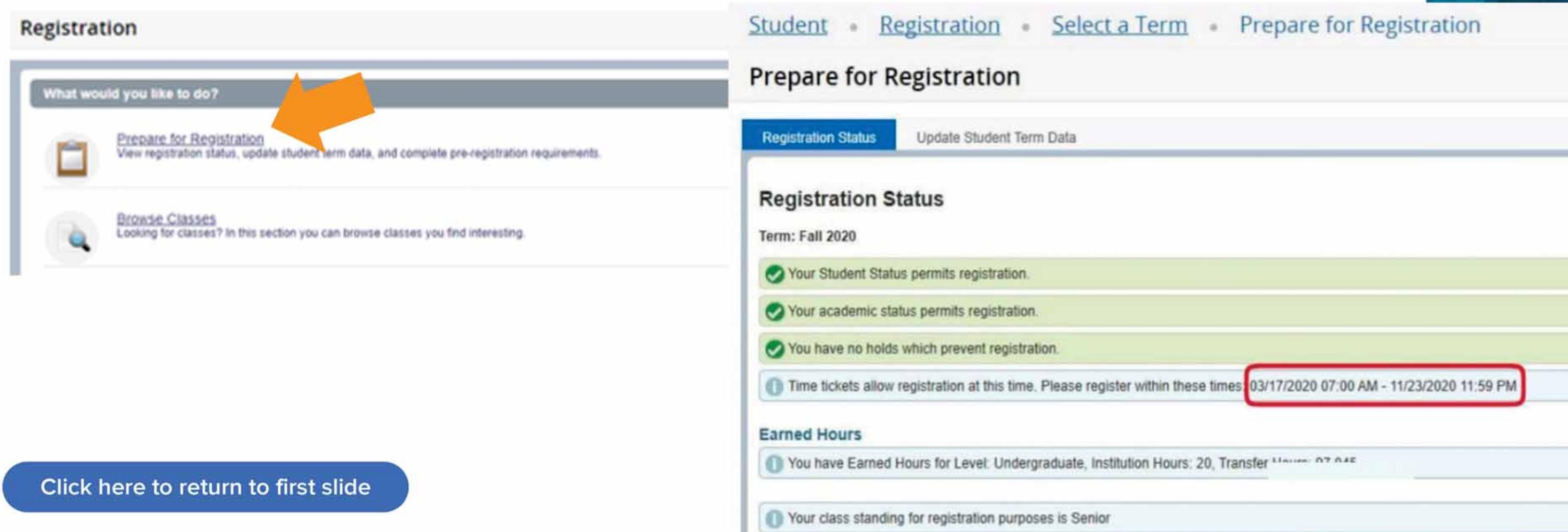
Time tickets are assigned by class standing. Graduate students register first, followed by undergraduate Seniors, then Juniors, then Sophomores, then finally Freshman.



[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**.



Registration

What would you like to do?

[Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.

[Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.

Student • Registration • Select a Term • Prepare for Registration

## Prepare for Registration

Registration Status      Update Student Term Data

### Registration Status

Term: Fall 2020

- Your Student Status permits registration.
- Your academic status permits registration.
- You have no holds which prevent registration.

i Time tickets allow registration at this time. Please register within these times 03/17/2020 07:00 AM - 11/23/2020 11:59 PM

### Earned Hours

i You have Earned Hours for Level: Undergraduate, Institution Hours: 20, Transfer Hours: 07.00

i Your class standing for registration purposes is Senior

Click here to return to first slide

# Alternate PINs

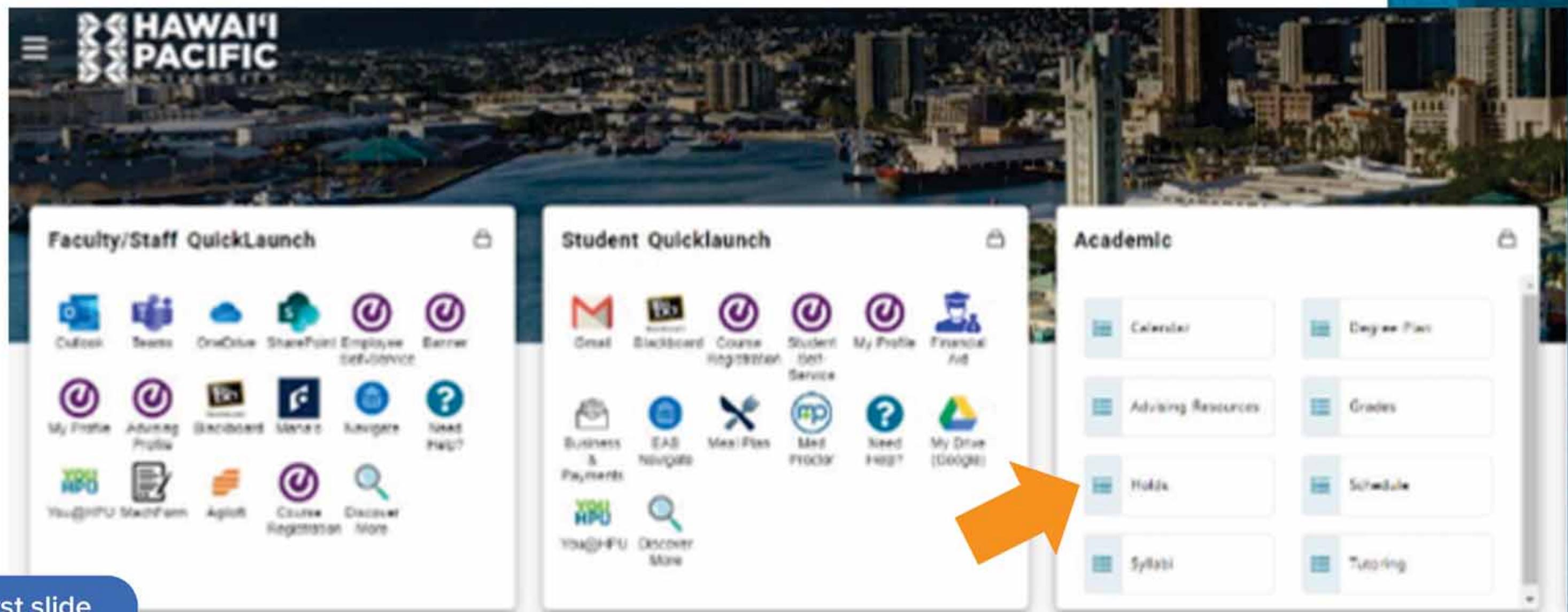
Some students (for example, active military or veterans) may require an Alternate PIN to access course registration.

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.



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

# 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](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	<a href="mailto:advising@hpu.edu">advising@hpu.edu</a> or 808-544-1198
Academic Dismissal	Advising Office	<a href="mailto:advising@hpu.edu">advising@hpu.edu</a> or 808-544-1198
Academic Suspension	Advising Office	<a href="mailto:advising@hpu.edu">advising@hpu.edu</a> or 808-544-1198
Address Hold	Registrar's Office	<a href="mailto:registrar@hpu.edu">registrar@hpu.edu</a> or 808-544-0239
Degree Conferred Hold	Registrar's Office	<a href="mailto:registrar@hpu.edu">registrar@hpu.edu</a> or 808-544-0239
Expulsion-Disciplinary	Dean of Students	<a href="mailto:studentlife@hpu.edu">studentlife@hpu.edu</a>
Final Official Transcript-ADM	Admissions Office	<a href="mailto:admission@hpu.edu">admission@hpu.edu</a> or 808-544-0238
Financial Aid Hold	Financial Aid Office	<a href="mailto:financialaid@hpu.edu">financialaid@hpu.edu</a> or 808-544-0253
Graduate Admissions Hold	Admissions Office	<a href="mailto:admission@hpu.edu">admission@hpu.edu</a> or 808-544-0238
HPU Degree Conferred Hold	Registrar's Office	<a href="mailto:registrar@hpu.edu">registrar@hpu.edu</a> or 808-544-0239
International Student Status	Office of International Students & Scholars	<a href="mailto:iss@hpu.edu">iss@hpu.edu</a> or 808-356-5299
Intl Student Addr Compliance	Office of International Students & Scholars	<a href="mailto:iss@hpu.edu">iss@hpu.edu</a> or 808-356-5299
Measles/Mumps/Rubella Hold	Health Services/ Registrar's Office	<a href="mailto:studenthealth@spclinic.org">studenthealth@spclinic.org</a> or 808-544-9361 <a href="mailto:registrar@hpu.edu">registrar@hpu.edu</a> or 808-544-0239
Meningococcal Hold	Health Services/ Registrar's Office	<a href="mailto:studenthealth@spclinic.org">studenthealth@spclinic.org</a> or 808-544-9361 <a href="mailto:registrar@hpu.edu">registrar@hpu.edu</a> or 808-544-0239
Misc. Financial Hold	Business Office	<a href="mailto:ar@hpu.edu">ar@hpu.edu</a>
Perkins	Grants and Federal Aid	<a href="mailto:gfa@hpu.edu">gfa@hpu.edu</a>
Registrar-All	Registrar's Office	<a href="mailto:registrar@hpu.edu">registrar@hpu.edu</a> or 808-544-0239
Registration	Registrar's Office	<a href="mailto:registrar@hpu.edu">registrar@hpu.edu</a> 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.

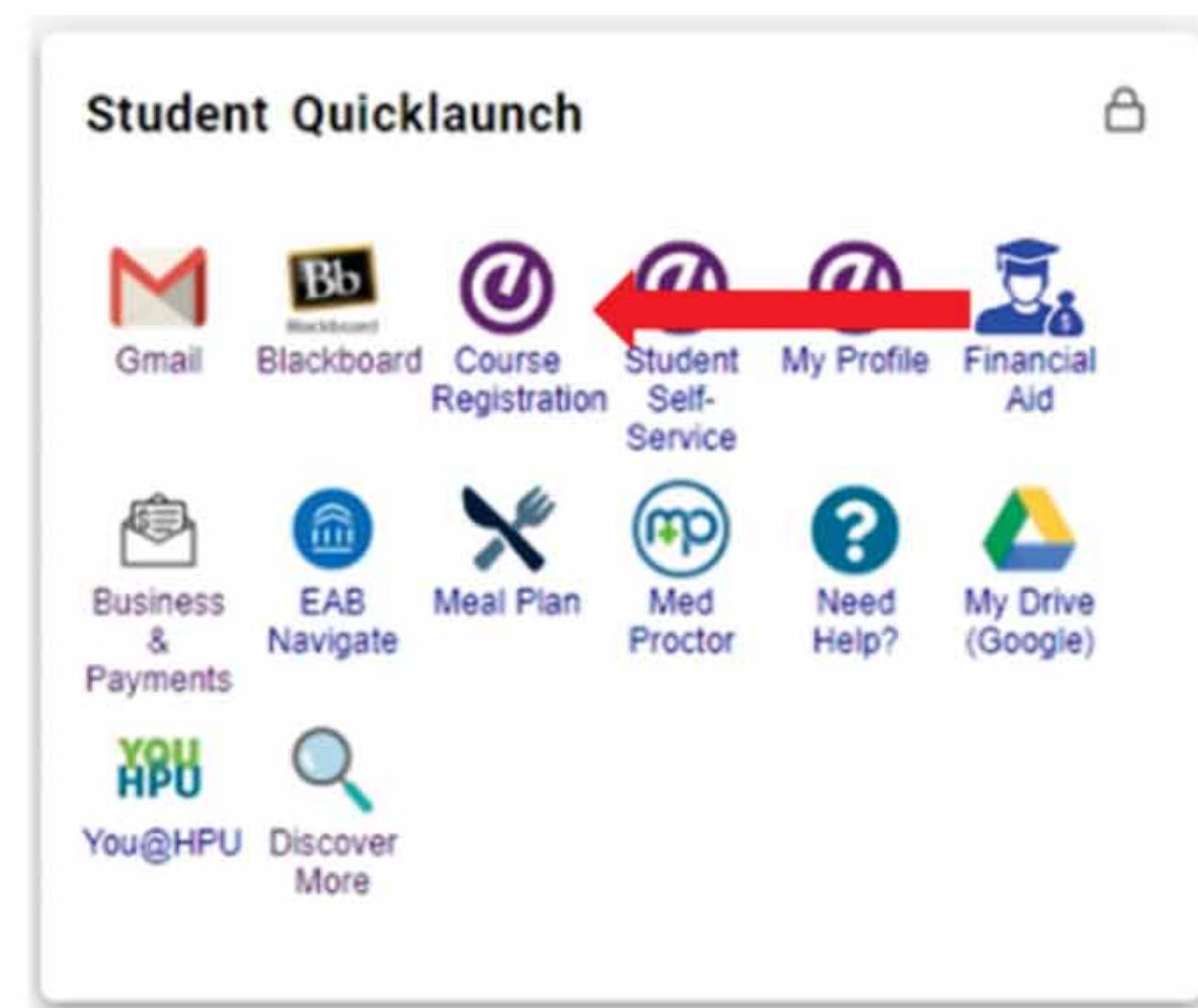
**HELPFUL TIP:** Provide your Student ID and a screenshot of the error when contacting your advisor.

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

# How To Add a Course

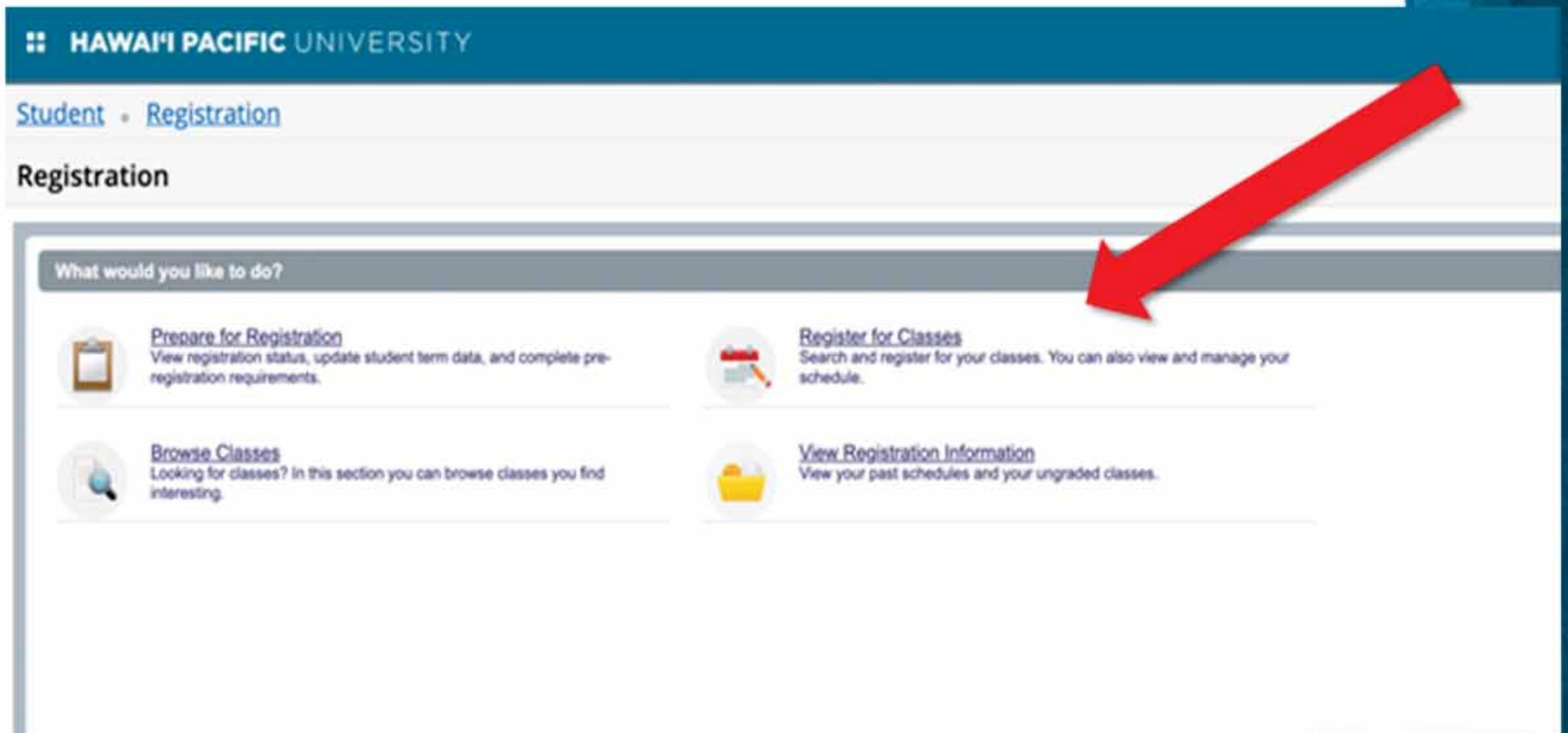
Log in to MyHPU Portal (my.hpu.edu)

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



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

## How to Add a Course



The screenshot shows the Hawaii Pacific University Student Registration page. The top navigation bar includes the university logo and the text "HAWAII PACIFIC UNIVERSITY". Below this, the page title is "Student > Registration". A sub-section title "Registration" is displayed. A main heading "What would you like to do?" is followed by four options: "Prepare for Registration" (with a clipboard icon), "Register for Classes" (with a red arrow pointing to it), "Browse Classes" (with a magnifying glass icon), and "View Registration Information" (with a folder icon). The "Register for Classes" option is described as "Search and register for your classes. You can also view and manage your schedule." The entire screenshot is set against a blue and white geometric background.

A new window/tab will open.

Select "Register for Classes."

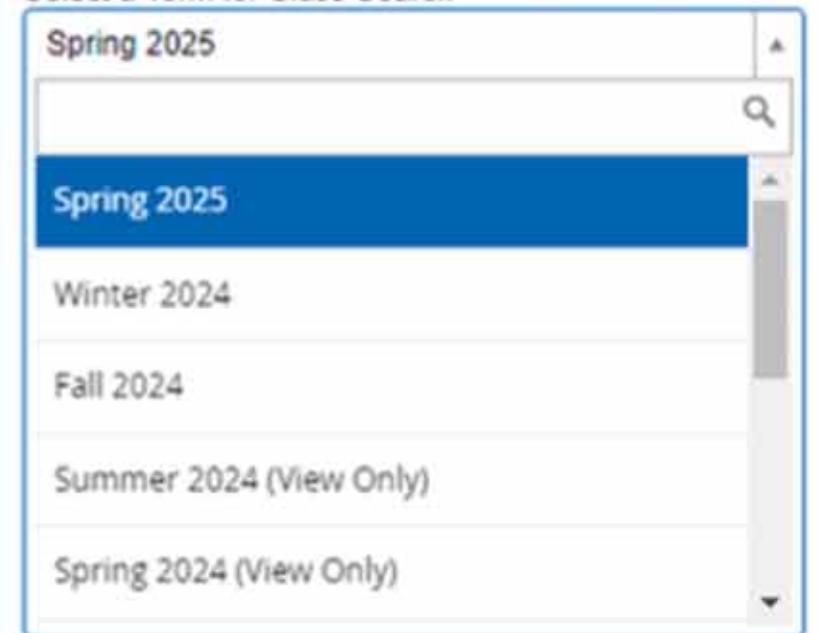
Click here to return to first slide

 **HAWAII PACIFIC UNIVERSITY**

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

**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

HAWAII PACIFIC UNIVERSITY

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:  (1) Full Term

Search  Clear  Advanced Search

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

**One or more Categories can be selected.**

Enter Your Search Criteria  
Term: Spring 2025

Subject

Course Number

Keyword

Part Of Term  (1) Full Term

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus  College of Prof Studies

Campus  Creative Arts

Campus  Critical Thinking & Expression

Campus  Global Crossroads & Diversity

Campus  Graduate College of Health Sci

Level

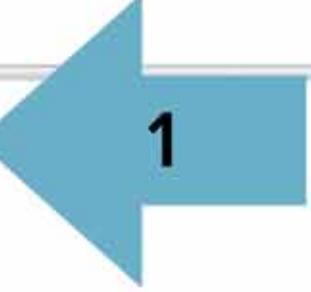
Buildings

College

Departments

Instructional Methods

**2** 

**1** 

**Search** **Clear** **Advanced Search**

**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

Part Of Ter	Title	Subject	Crn	Secr	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	8 of 35 s...	Creative Arts Eqv Crse College of Prof Studies	<a href="#">Add</a>

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

## How to Add a Course

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 D6	Court	Secdk	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Action
1	Introduction to V...	Arts	1...	...	3	1...	...	Hard-Duilio (...	S M T W T F S	- Type: Class I ...	8 of 35 s...	Creative Arts Eqv Crse College of Prof Studies	<a href="#">Add</a>

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							

Introduction to Visual Arts   ARTS 100...   3   1106   Online...   Pending   "Web Registered"

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

<https://bss.hpu.edu:8443/StudentRegistration/ssb/classRegistration/classRegistration!sscheduleListViewWrapper>

[Submit](#)

Click here to return to first slide

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

## How to Add a Course

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	Crn	Sec#	Hour	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Action
1	Introduction to V... Online Undergra...	Arts	1...	...	3	1...	...	Hart, Dustin (...	S M T W T F S	- Type: Class I	8 of 35 s...	Creative Arts Eqv Crse College of Prof Studies	<a href="#">Add</a>

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							

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

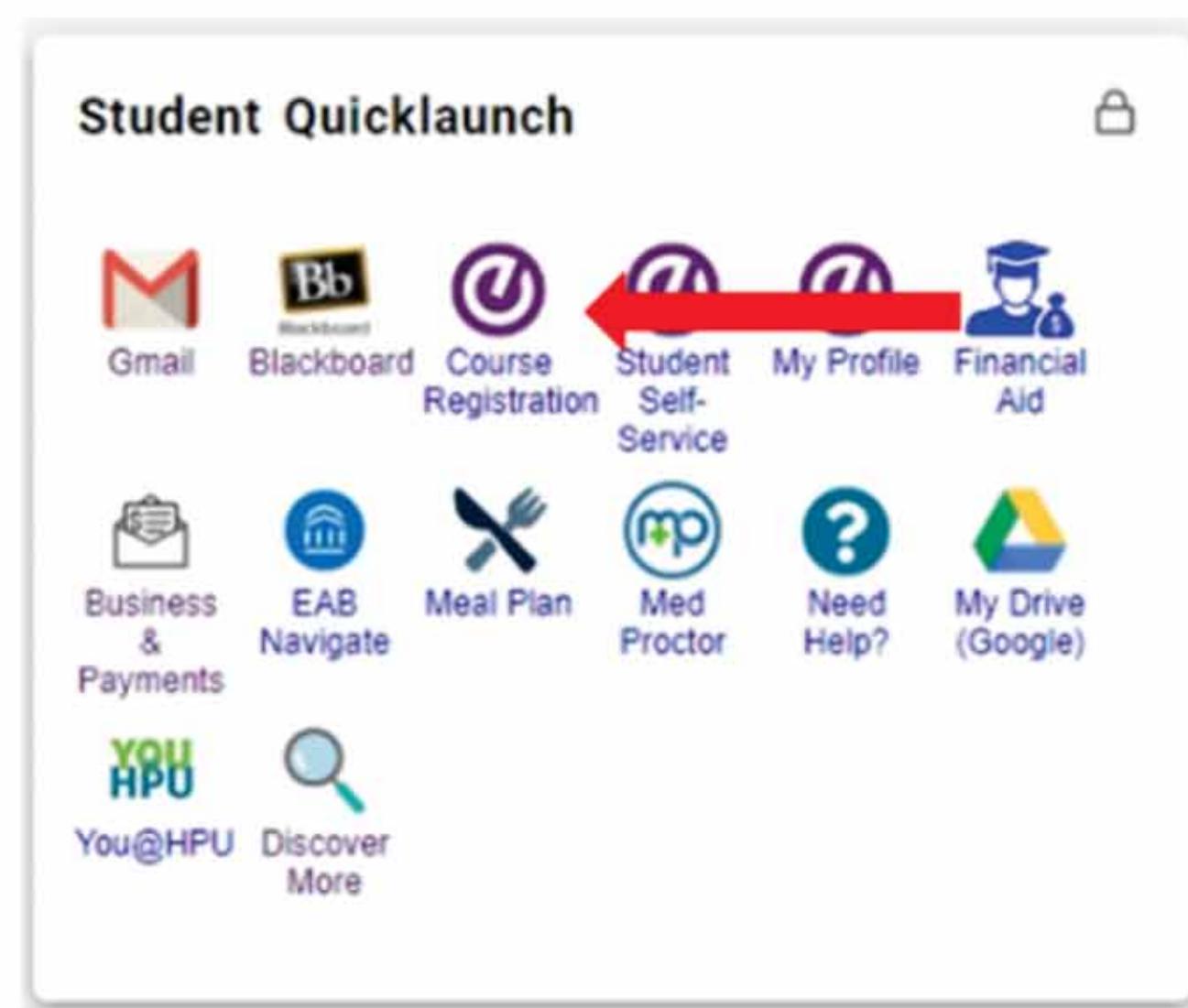
Panels   [Submit](#)

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.

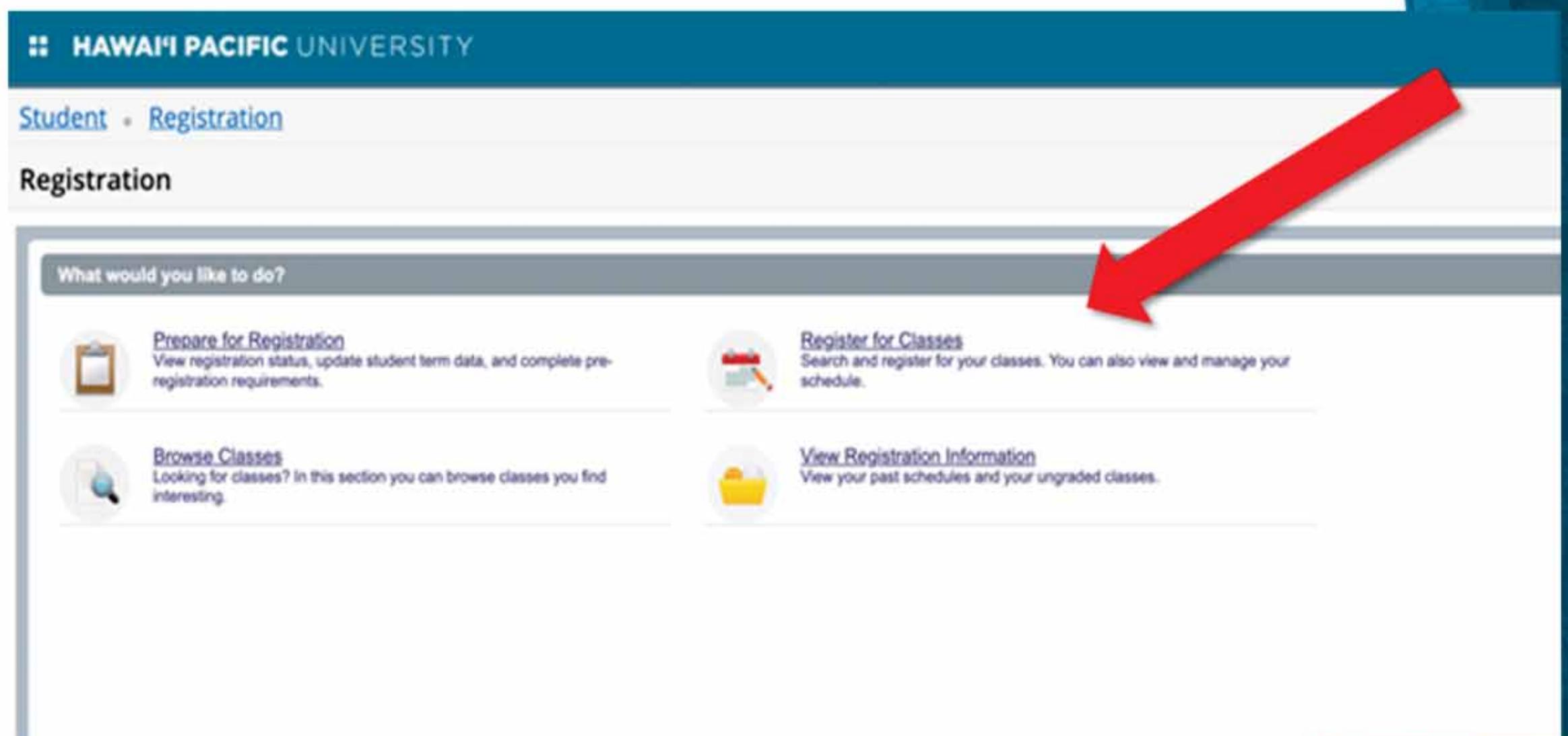


[Click here to return to first slide](#)

## How to Drop a Course

A new window/tab will open.

Select “Register for Classes.”



Click here to return to first slide

 HAWAII PACIFIC UNIVERSITY

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

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, 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**

Class Schedule for Spring 2025

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

**Summary**   **Tuition and Fees**

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to Visual...	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

## How to Drop a Course

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 i

Term: Spring 2025

Subject

Course Number

Keyword

Part Of Term

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

**Schedule**   **Schedule Details**

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	<input type="button" value="None"/>

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

Web Drop - Before Term

i [Help](#)

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.

## How to Drop a Course

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**

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 Visual... ARTS 100...	ARTS 100...	0	1106	Online...	Deleted	<input type="button" value="None"/>

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

Panels ▾  



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.

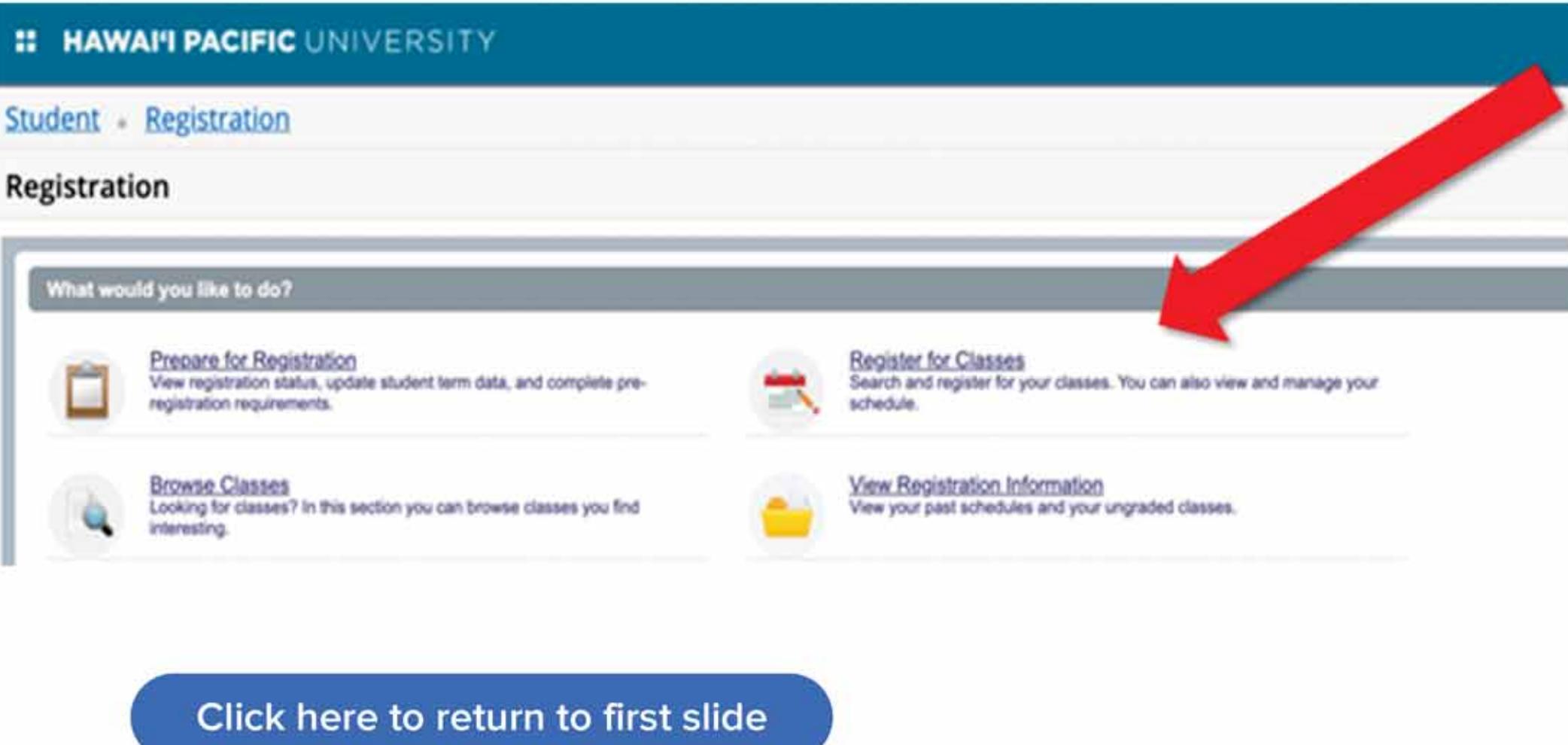
If you have any questions, please contact the Registrar's Office at (808) 544-0239 or [registrar@hpu.edu](mailto:registrar@hpu.edu). Mahalo.

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

# How to Add Yourself to A Registration Waitlist

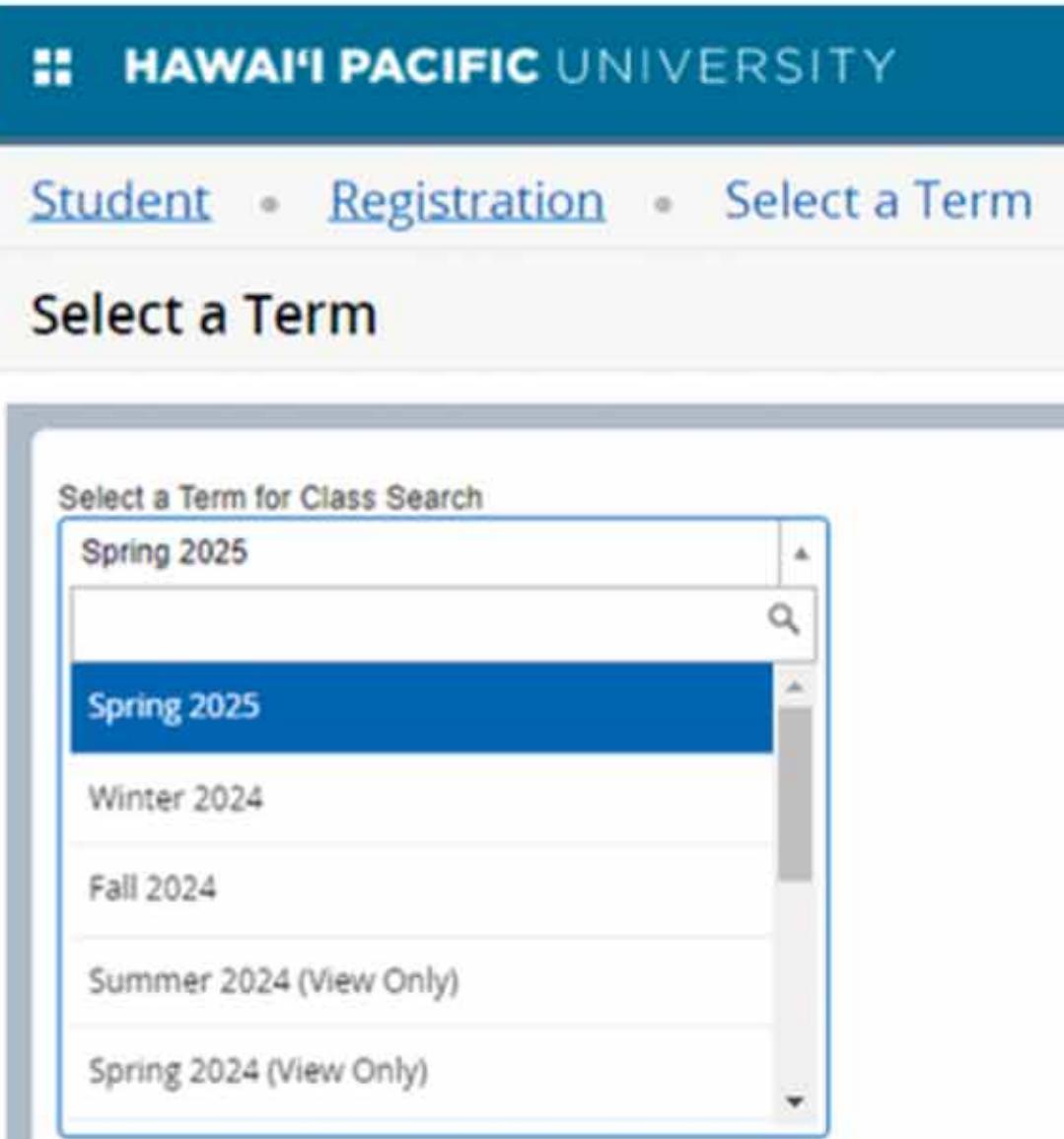
Proceed to Course Registration in your MyHPU Portal

## 1. Select “Register for Classes.”



The image shows the 'Registration' section of the MyHPU Portal. At the top, there is a navigation bar with 'HAWAII PACIFIC UNIVERSITY' and 'Student • Registration'. Below this, the 'Registration' section title is displayed. A 'What would you like to do?' box contains three options: 'Prepare for Registration', 'Register for Classes', and 'View Registration Information'. A large red arrow points to the 'Register for Classes' option. At the bottom of the screen, a blue button says 'Click here to return to first slide'.

## 2. Select the desired term.



The image shows a 'Select a Term' dropdown menu. The title 'Select a Term for Class Search' is at the top. Below it is a list of terms: 'Spring 2025' (which is selected and highlighted in blue), 'Winter 2024', 'Fall 2024', 'Summer 2024 (View Only)', and 'Spring 2024 (View Only)'.

## How to use the Registration Waitlist

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

The screenshot shows the FIC University registration system interface. At the top, the navigation bar includes links for "Student", "Registration", "Select a Term", and "Register for Classes". The "Register for Classes" link is highlighted with a blue arrow. Below this, the "Find Classes" tab is selected, indicated by a green arrow. The search results table shows one class: "Introduction to Business" (Online Undergraduate) with CRN 2470, listed as "FULL: 0 of 3". A blue arrow points to the "Add" button in the course summary table. The bottom section shows the class schedule for Fall 2019 and a summary table for the course.

Part Of Term	Title	Subject Descript	Course #	Section	Hours	CRN	Term	Meeting Times	Campus	Status	Action
OB	Introduction to Business Online Undergraduate	Business	1000	OB	3	2470	Fall 2...	S, M, T, W, T, F, S	Online...	FULL: 0 of 3	Add

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
Closed - 0 Waitlisted	None	1205	WRI	1050	A	Undergraduate	3.000	Standard Letter
Closed - 0 Waitlisted	None Wait List	2058	ACCT	2000	A	Undergraduate	3.000	Standard Letter

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



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

## How to use the Registration Waitlist

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**.

The screenshot shows a 'Schedule' tab and a 'Schedule Details' tab. The 'Schedule' tab displays a grid for 'Class Schedule for Spring 2025' with days from Sunday to Saturday and times from 6am to 8am. The 'Panels' button is located at the bottom left of the schedule area. To the right, a 'Summary' box shows a table with one row for 'Introduction to Visual...'. The 'Status' column for this row shows 'Deleted'. A 'Submit' button is at the bottom right of the summary box.

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

The screenshot shows the 'Summary' box with a table. The 'Action' column for the course 'Introduction to Visual...' has a dropdown menu open, showing 'Pending' and 'Web Registered' as options. The status 'Pending' is highlighted. A 'Submit' button is at the bottom right.

3. The status will change to **Registered**.

The screenshot shows the 'Summary' box with the same table. The 'Status' column for the course 'Introduction to Visual...' now shows 'Registered'. A 'Submit' button is at the bottom right.

Click here to return to first slide

# More questions? Contact us!

**Academic Advising Center**

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**Hours of Operation:**

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

**Saturday, Sunday and all University Holidays, CLOSED**

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

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