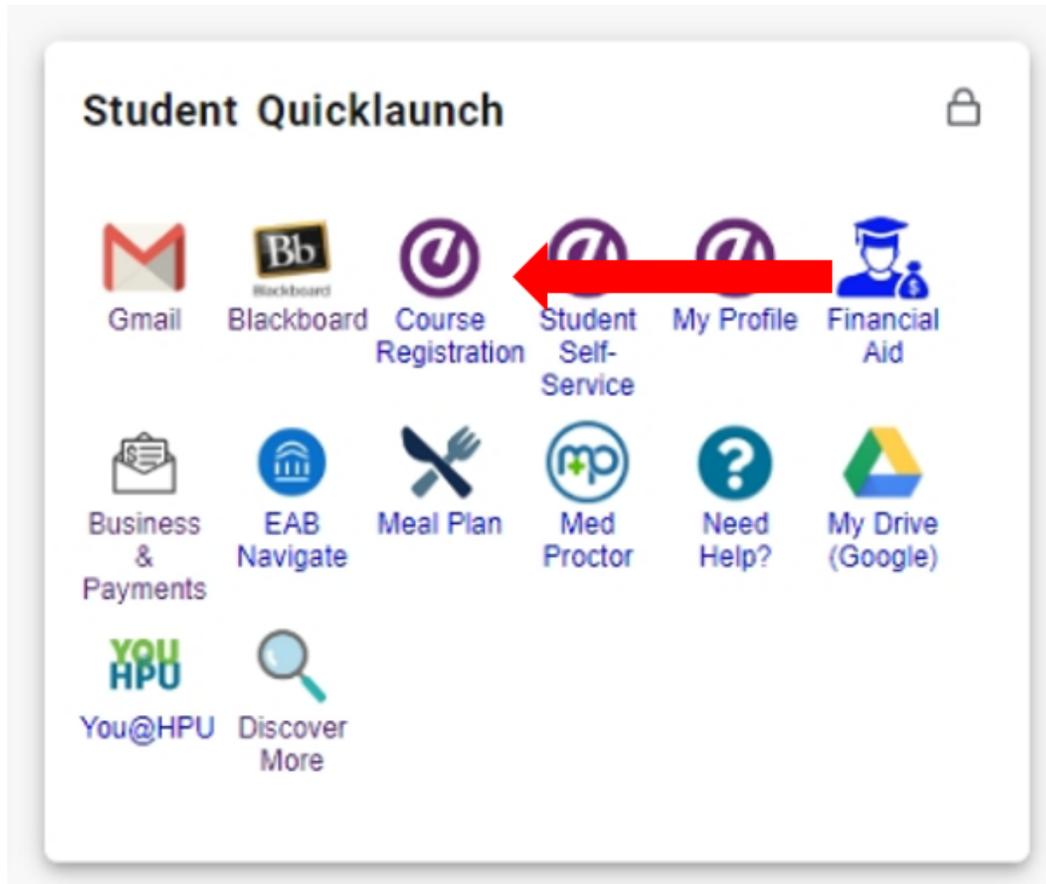
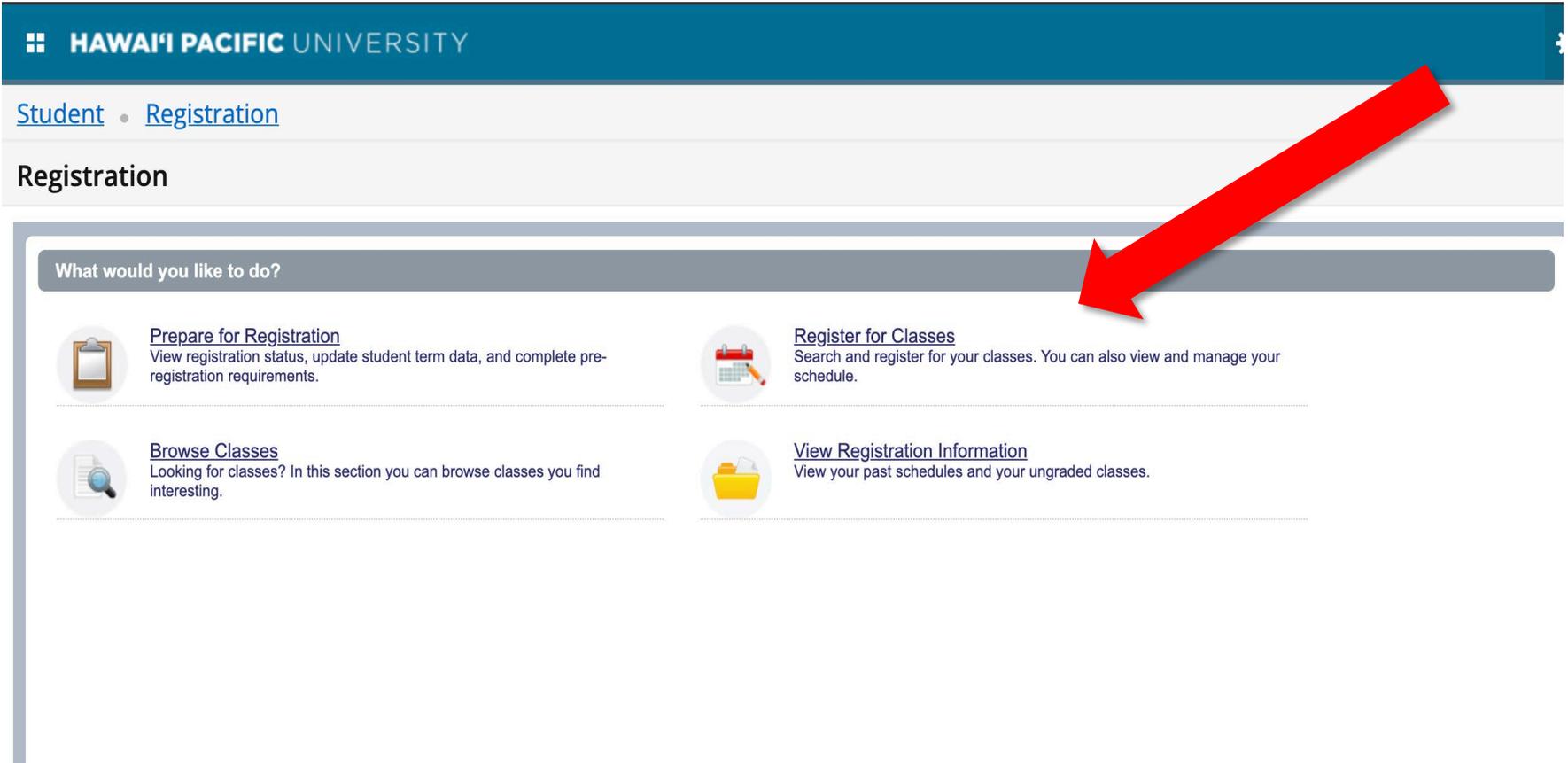


Log into MyHPU (my.hpu.edu).

1. Select the "Course Registration" icon under the Student Quicklaunch card on your home page.



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



HAWAI'I 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.

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

 **HAWAI'I PACIFIC UNIVERSITY**

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

Select a Term

Terms Open for Registration

Summer 2020
Spring 2020
Winter 2019
Fall 2019



- 4. After choosing the desired term, begin searching for classes. There is also an option to enter the *Course Reference Number(s) or CRNs*.
 - a. To expand your search options use the *Advanced Search* link.

A screenshot of the Hawai'i Pacific University registration website. At the top is a dark blue header with the university logo and name. Below it is a breadcrumb trail: "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". A green arrow points to the "Find Classes" tab, which is active. Other tabs include "Enter CRNs" and "Schedule and Options". Below the tabs is a section titled "Enter Your Search Criteria" with a help icon. The term is set to "Winter 2019". There are four input fields: "Subject", "Course Number", "Keyword", and "Part Of Term". At the bottom of the form are three buttons: "Search", "Clear", and "Advanced Search". A blue arrow points to the "Advanced Search" button.

5. Select **add**.

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

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Winter 2019 | Subject: Arts Search Again

Part Of Ter	Title	Subject	Crse	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 ...		8 of 35 s...	Creative Arts Equiv Crse College of Prof Studies	<input type="button" value="Add"/>

Page 1 of 1 | 10 Per Page Records: 1

Submit



- 6. The added course (s) will appear in the summary box with a status of "pending". **To register for the class and save the changes to your schedule press submit.**

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

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes Search Again
 Term: Winter 2019 | Subject: Arts

Part Of Ter	Title	Subject DB	Cours	Secr	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute
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 Eqiv Crse College of Prof Studies

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

Schedule | Schedule Details | Summary | Tuition and Fees

Class Schedule for Winter 2019

	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...	Pending	**Web Registered**

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

<https://bss.hpu.edu:8443/StudentRegistration/ssb/classRegistration/classRegistration#scheduleListViewWrapper> Submit





7. To confirm course registration, the status will 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: Winter 2019 | Subject: Arts Search Again

Part Of Ter	Title	Subject De	Cours	Sec	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	
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 Equiv Crse College of Prof Studies	Add

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

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

Class Schedule for Winter 2019

	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

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

Submit