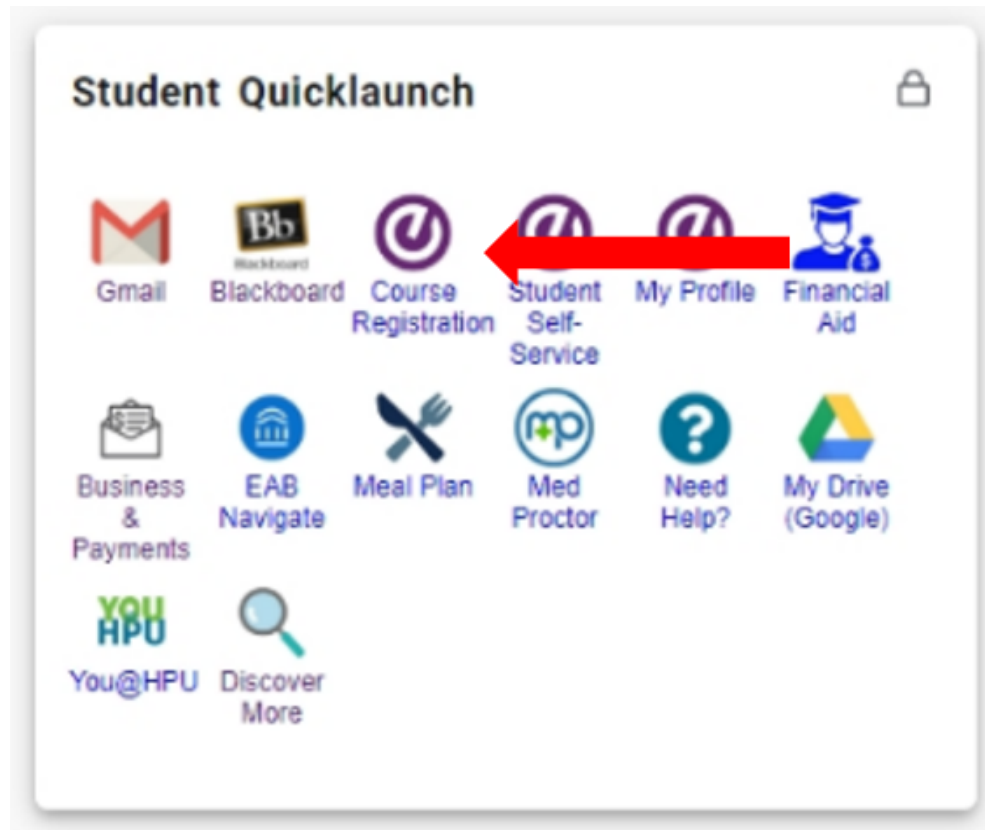


HOW TO REGISTER FOR AN ELECTRONIC WAITLIST TUTORIAL

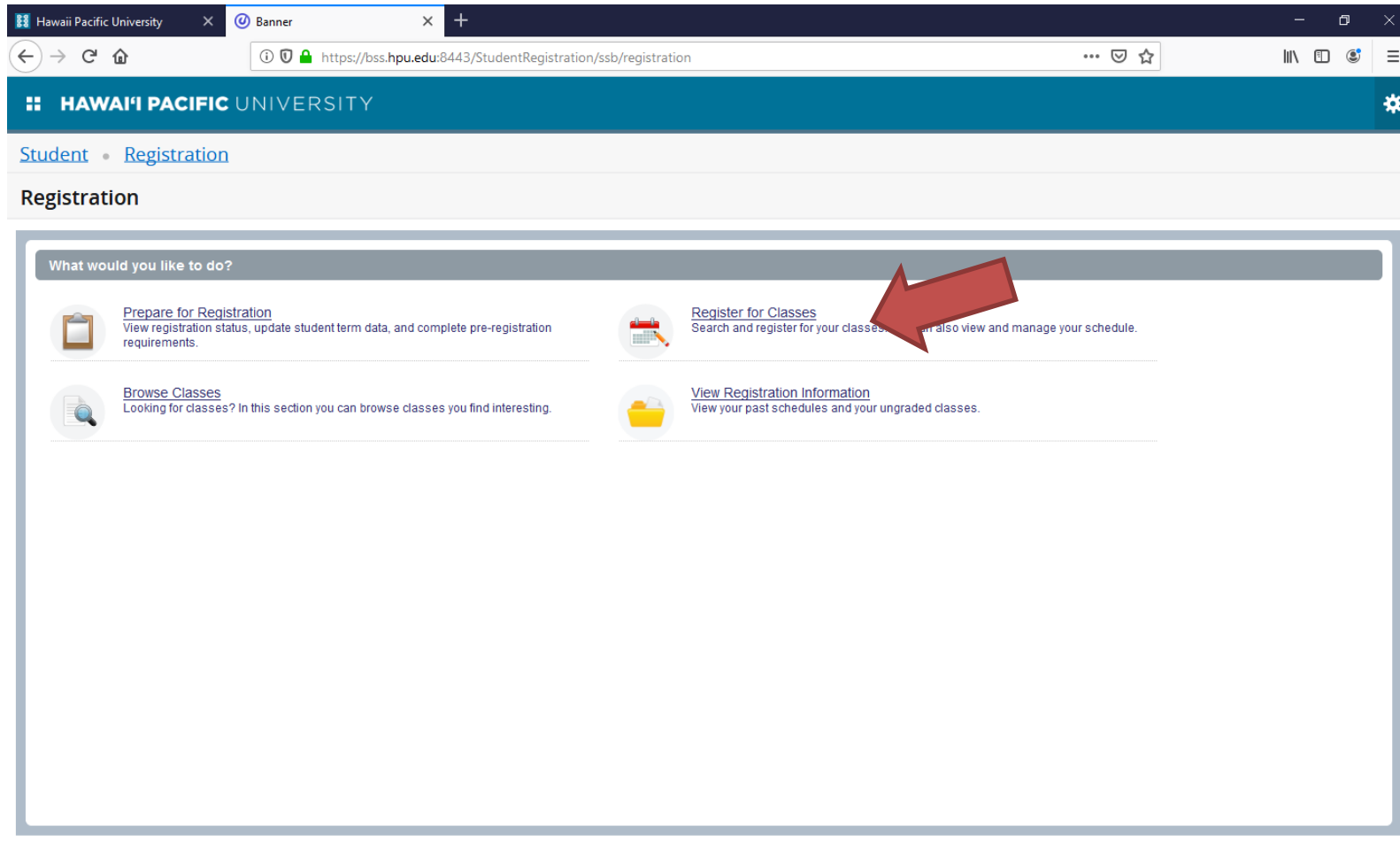
NOTE: *Not all courses available have waitlists. The decision to use the waitlist feature is determined by the applicable College or Department.*

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.



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

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

Select a Term

Terms Open for Registration

Fall 2019

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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 system interface. At the top, the university logo and name are visible. Below the navigation bar, the 'Find Classes' tab is selected, indicated by a blue arrow. The search results show one class: 'Introduction to Business Online Undergraduate' with CRN 2470. The status is 'FULL: 0 of 3...', and an 'Add' button is present. A green arrow points to this 'Add' button. Below the search results, there is a 'Class Schedule for Fall 2019' table and a 'Summary' table. The 'Summary' table shows the class 'Introductory Biology' with CRN 3296 and a status of 'Pending'. At the bottom right, a 'Submit' button is visible, with a red arrow pointing to it.


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...

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