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 before continuing.

CLICK ON THE TASK YOU WOULD LIKE TO LEARN MORE ABOUT

Preparing For Registration 2
- Registration Policies 2
- Academic Calendar 3
- Registration Time Tickets 4
- Alternate PINS 6
- Registration Holds 7
- Registration Errors 9

How To Add a Course 10

How To Drop a Course 18

Registration Waitlist and How To Use It 24

Contact Us 30

HAWAI'I PACIFIC UNIVERSITY

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

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

Click here to return to first slide

HAWAIʻI PACIFIC UNIVERSITY

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) 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.

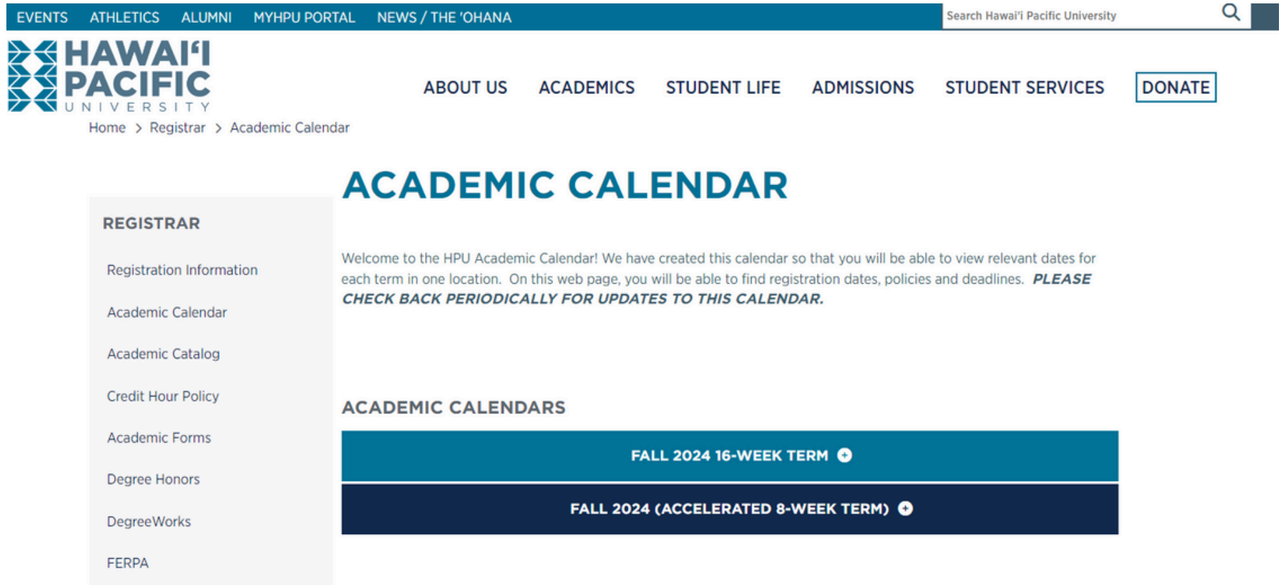
- Students must adjust their schedule before the published deadlines in the Academic Calendar for each term or session. If the schedule is adjusted after the published deadlines, students may be financially responsible for tuition and fees for the related courses.
- Eligible students must adjust their 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.



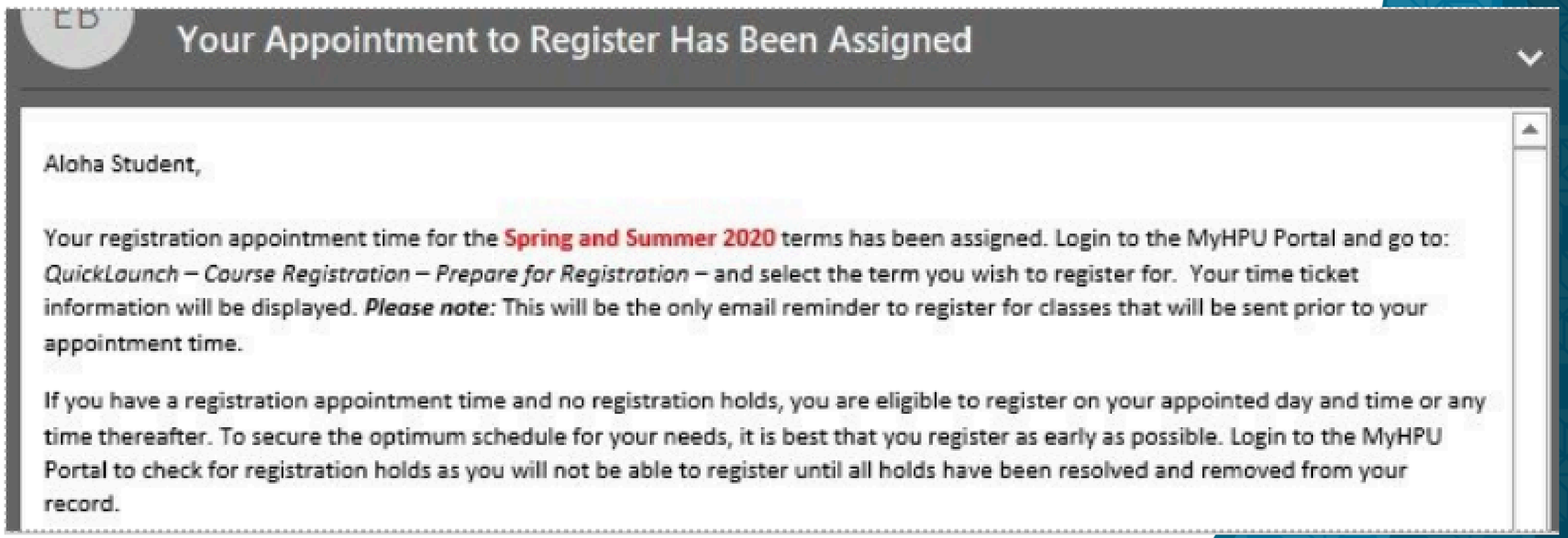
To learn more, visit https://hpu.edu/registrar/academic-calendar.html

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.



Your Appointment to Register Has Been Assigned

Aloha Student,

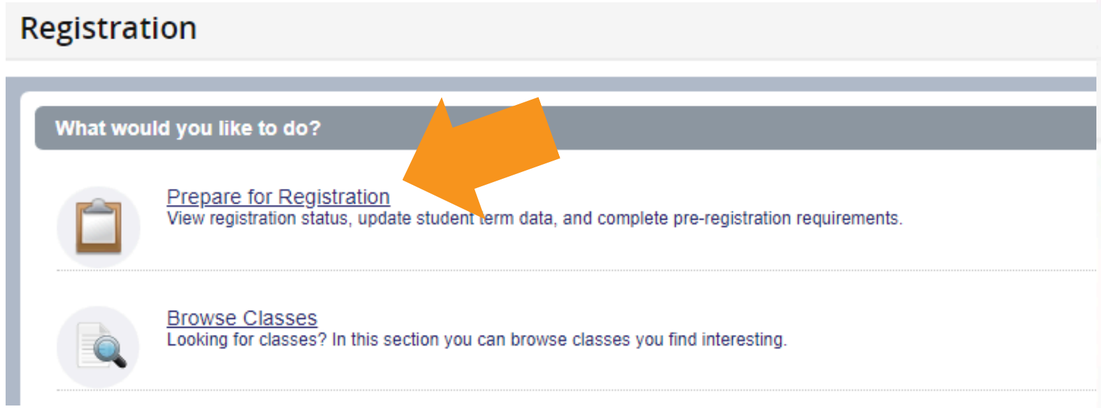
Your registration appointment time for the Spring and Summer 2020 terms has been assigned. Login to the MyHPU Portal and go to: *QuickLaunch – Course Registration – Prepare for Registration* – and select the term you wish to register for. Your time ticket information will be displayed. ***Please note:*** This will be the only email reminder to register for classes that will be sent prior to your appointment time.

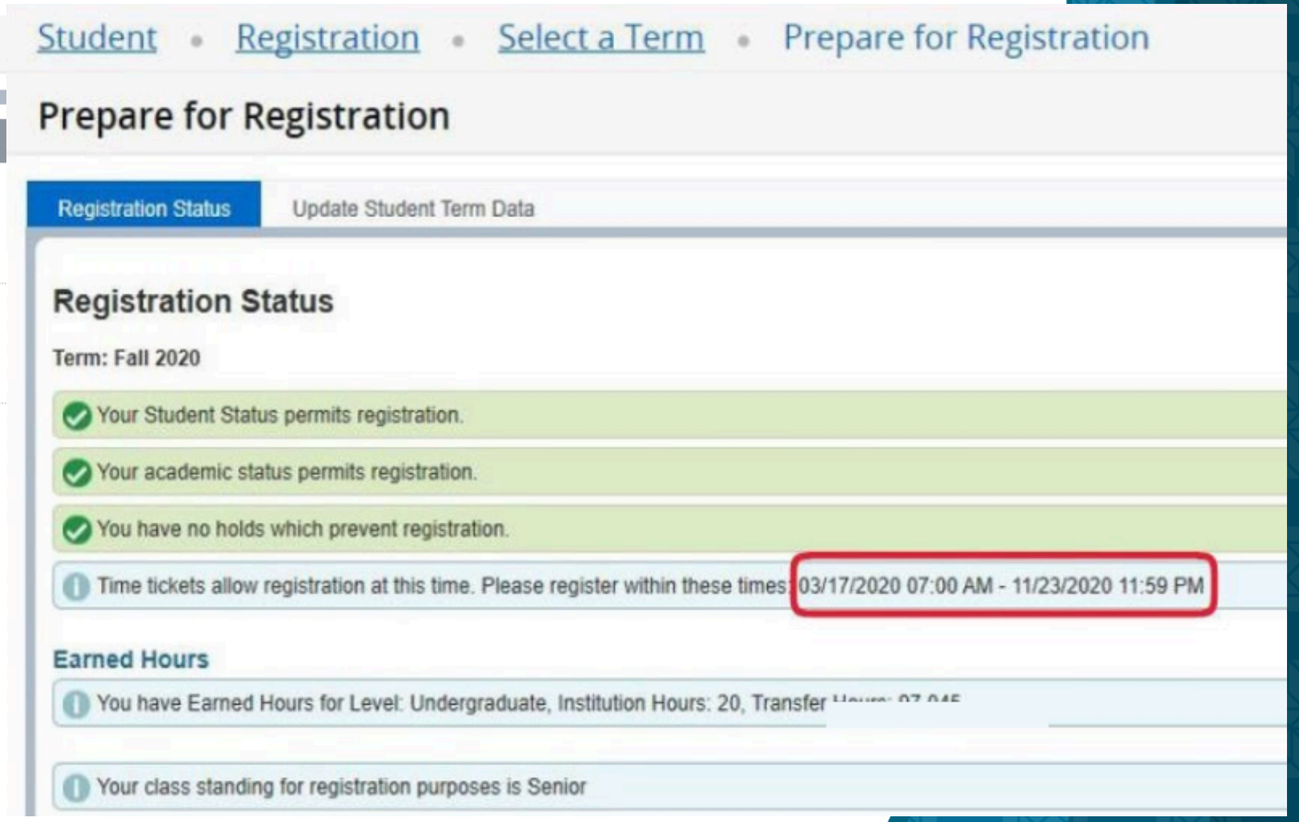
If you have a registration appointment time and no registration holds, you are eligible to register on your appointed day and time or any time thereafter. To secure the optimum schedule for your needs, it is best that you register as early as possible. Login to the MyHPU Portal to check for registration holds as you will not be able to register until all holds have been resolved and removed from your record.

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.





Click here to return to first slide

Alternate PINs

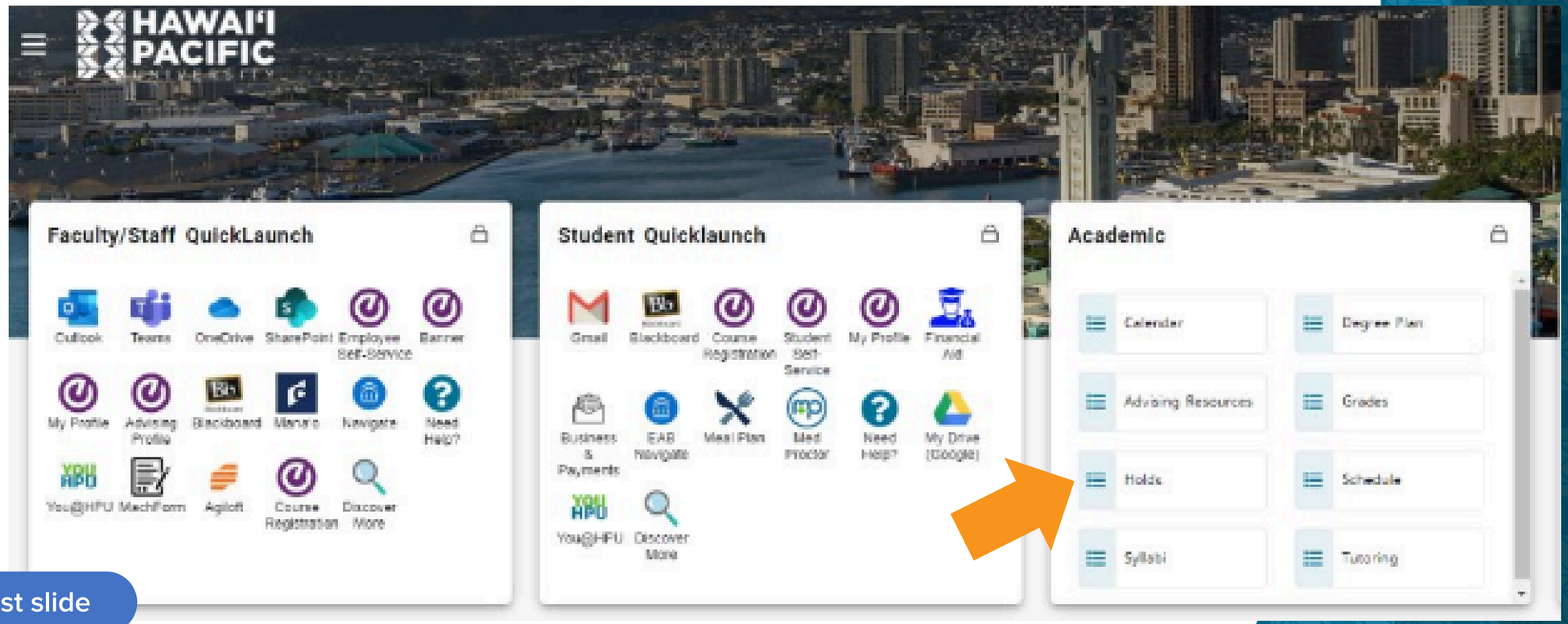
Some students (for example, active military or veterans) may require an Alternate PIN to access course registration.

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

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

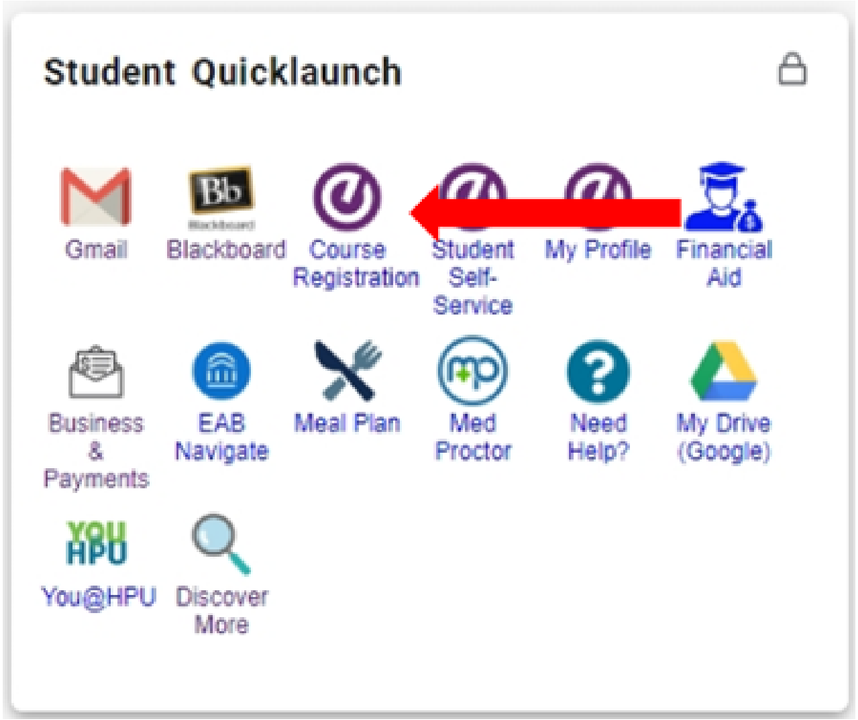
HELPFUL TIP: Provide your Student ID and a screenshot of the error when contacting your advisor.

Click here to return to first slide

How To Add a Course

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

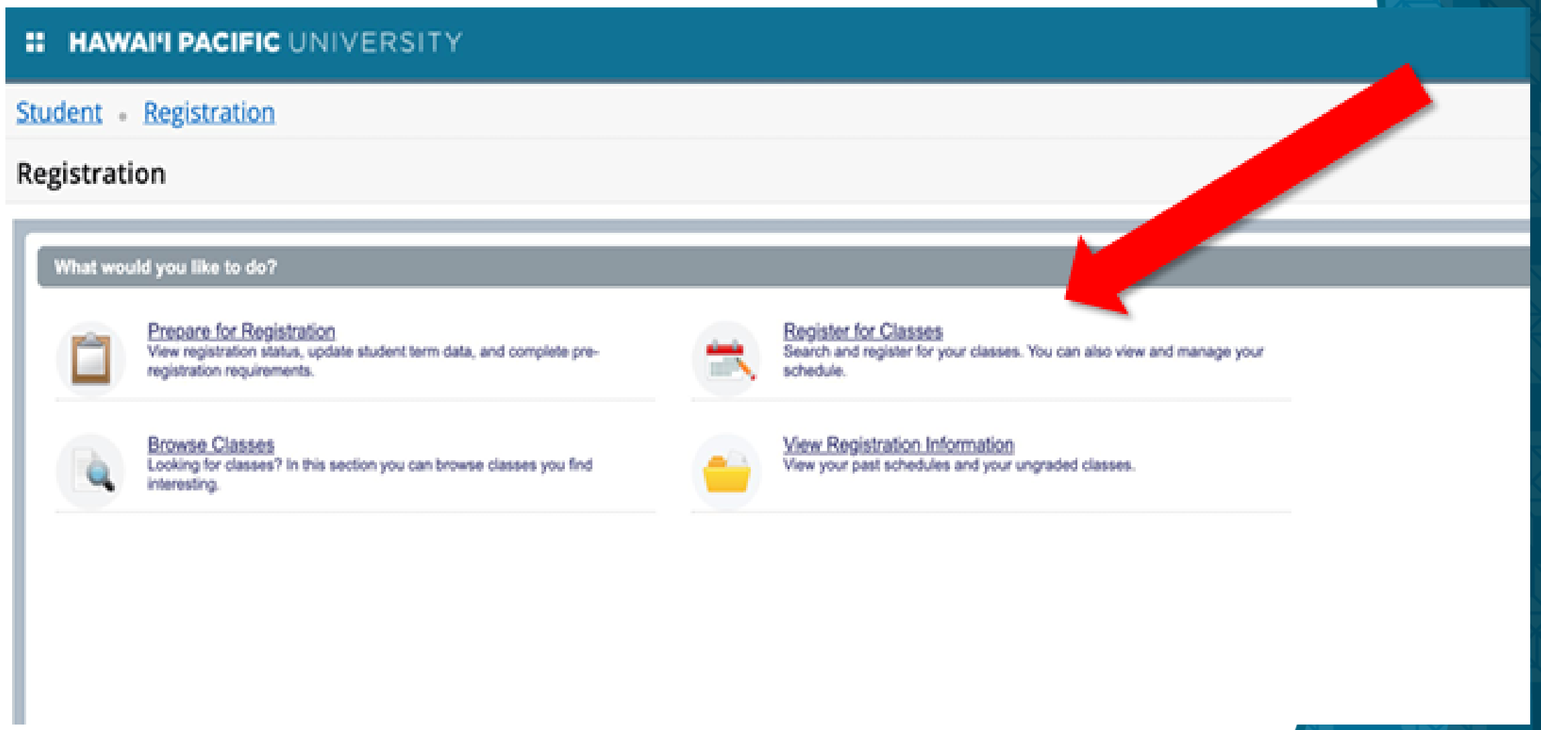
Select the “Course Registration” icon under the Student Quicklaunch card on your home page.



Click here to return to first slide

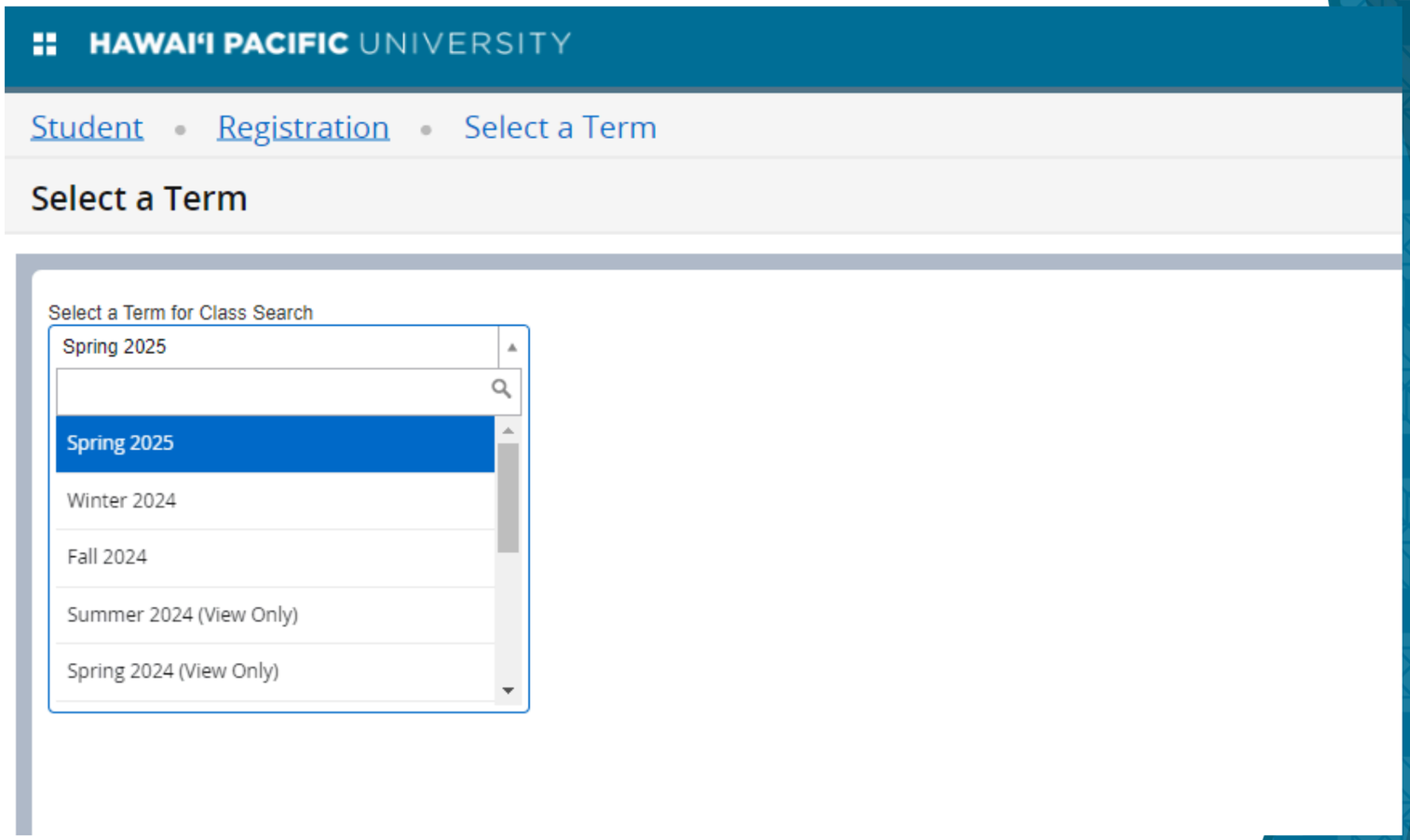
A new window/tab will open.

Select “Register for Classes.”



Click here to return to first slide

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

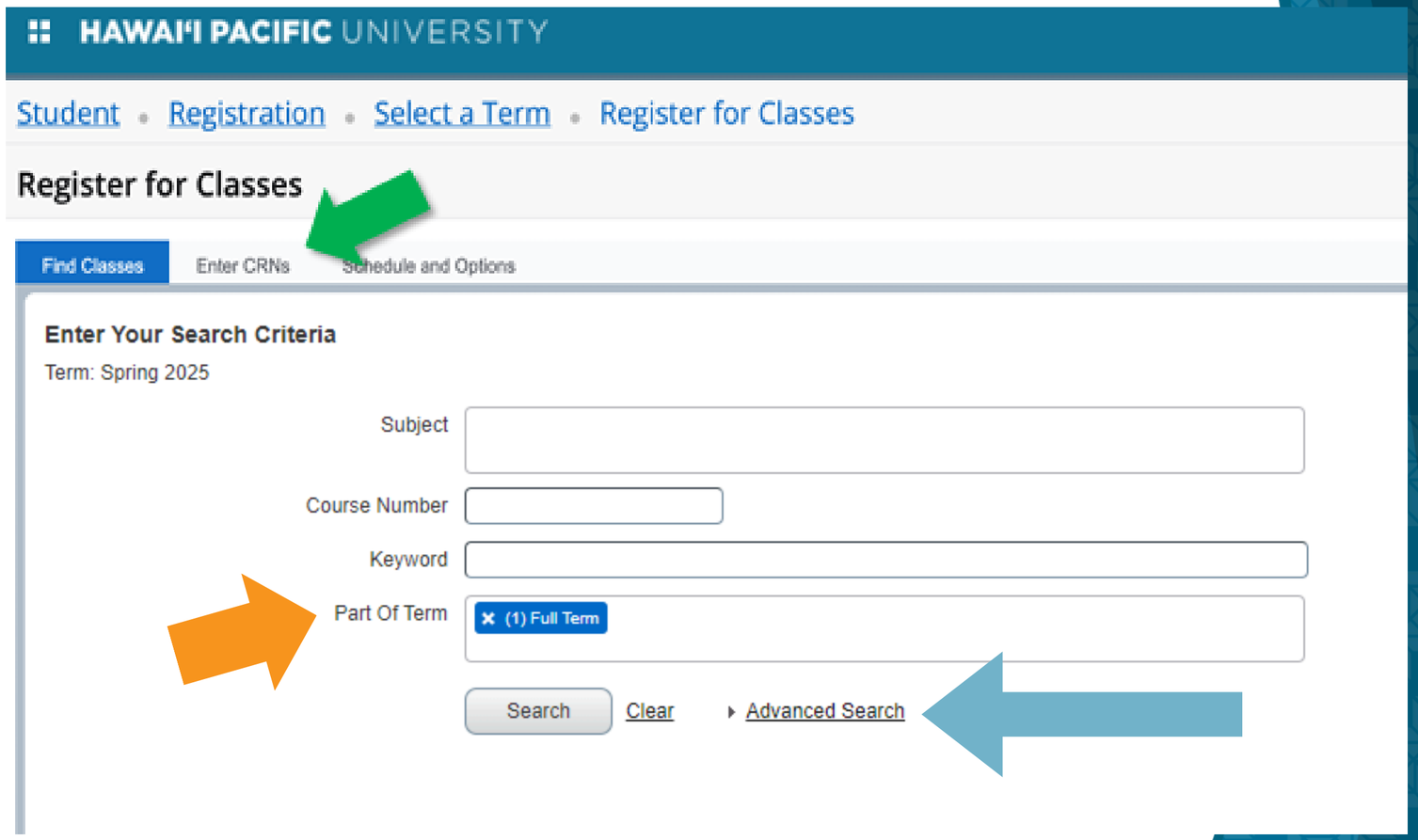


Click here to return to first slide

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.

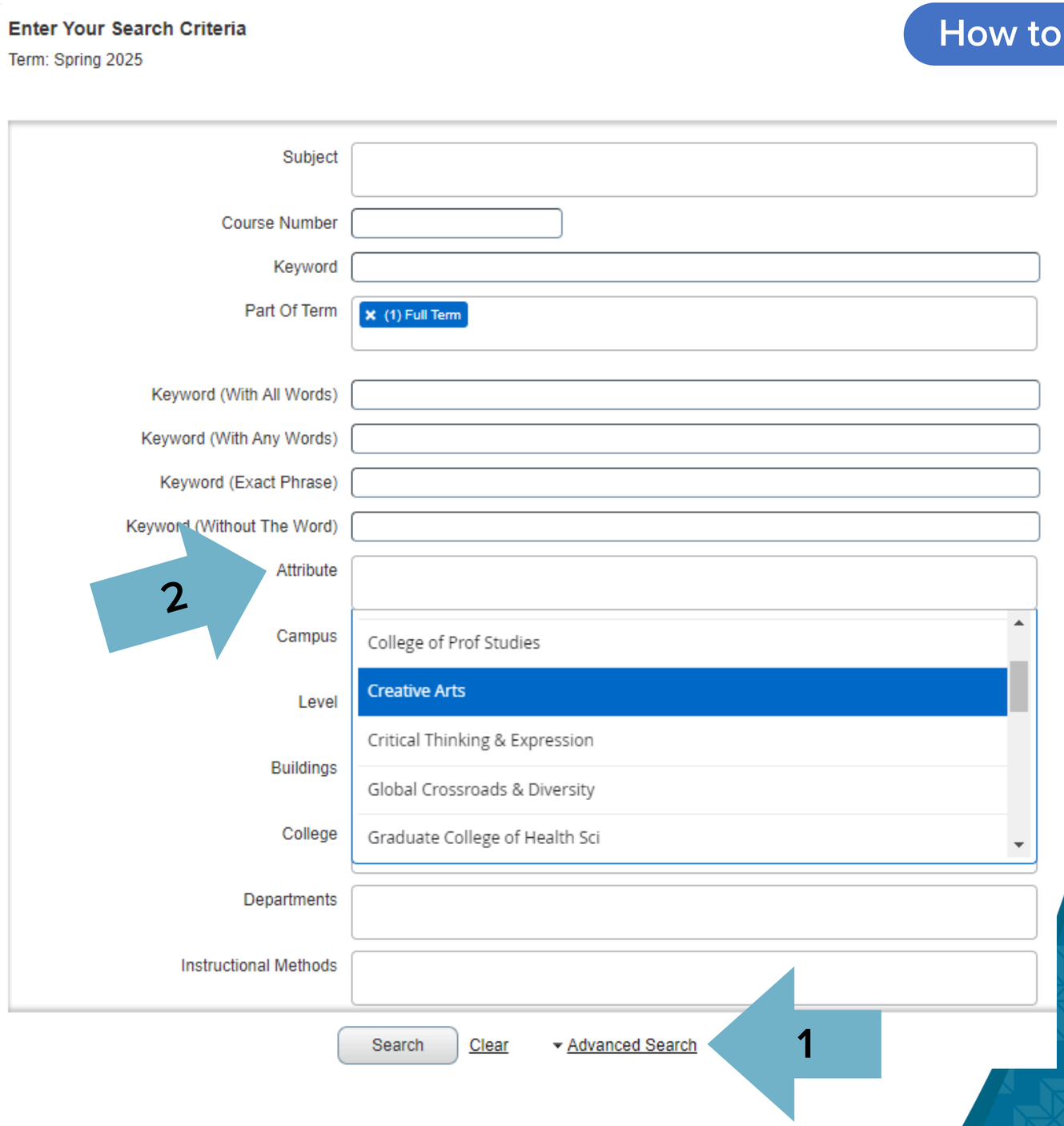


Click here to return to first slide

How to Add a Course

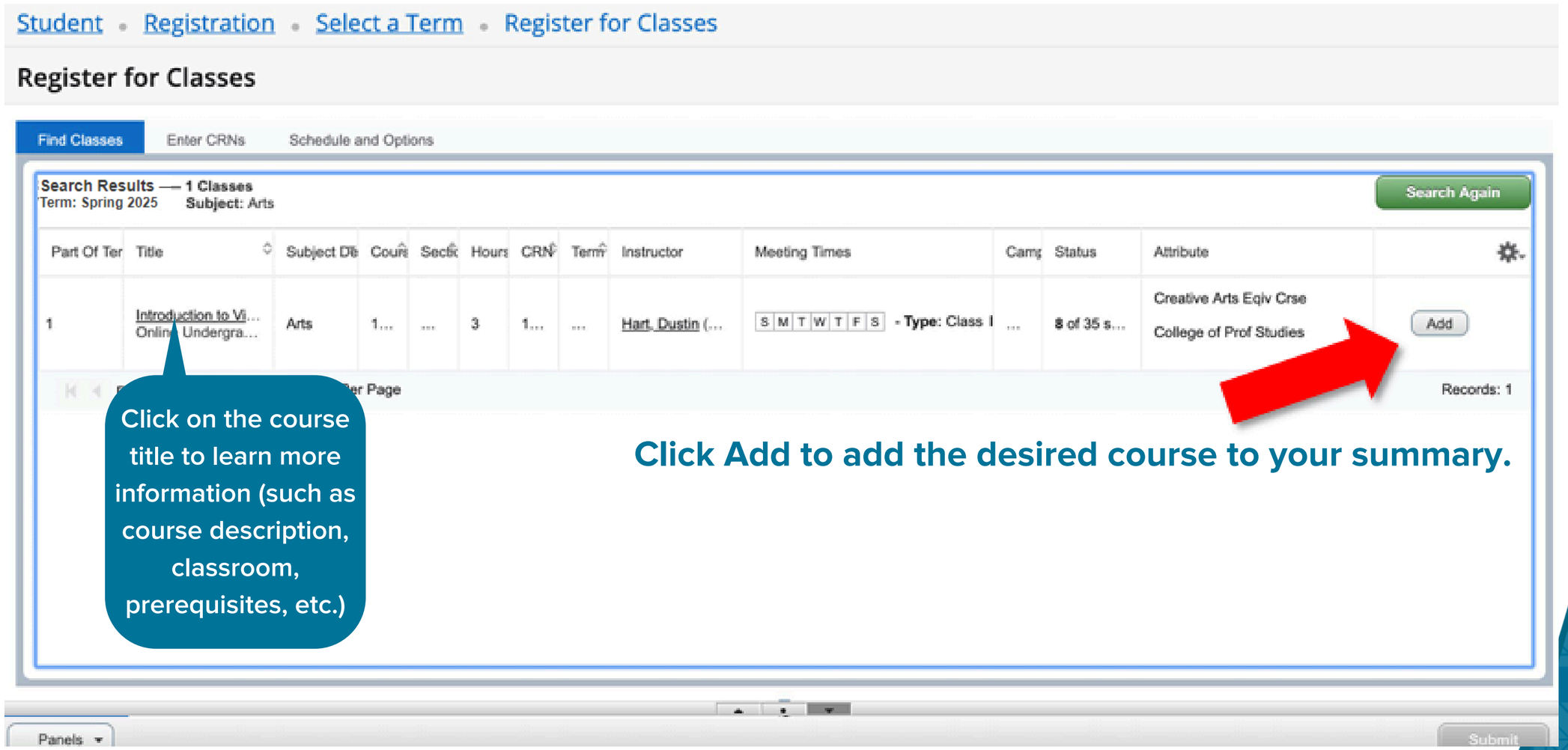
The Advanced Search can also be used to filter for General Education Categories.

One or more Categories can be selected.



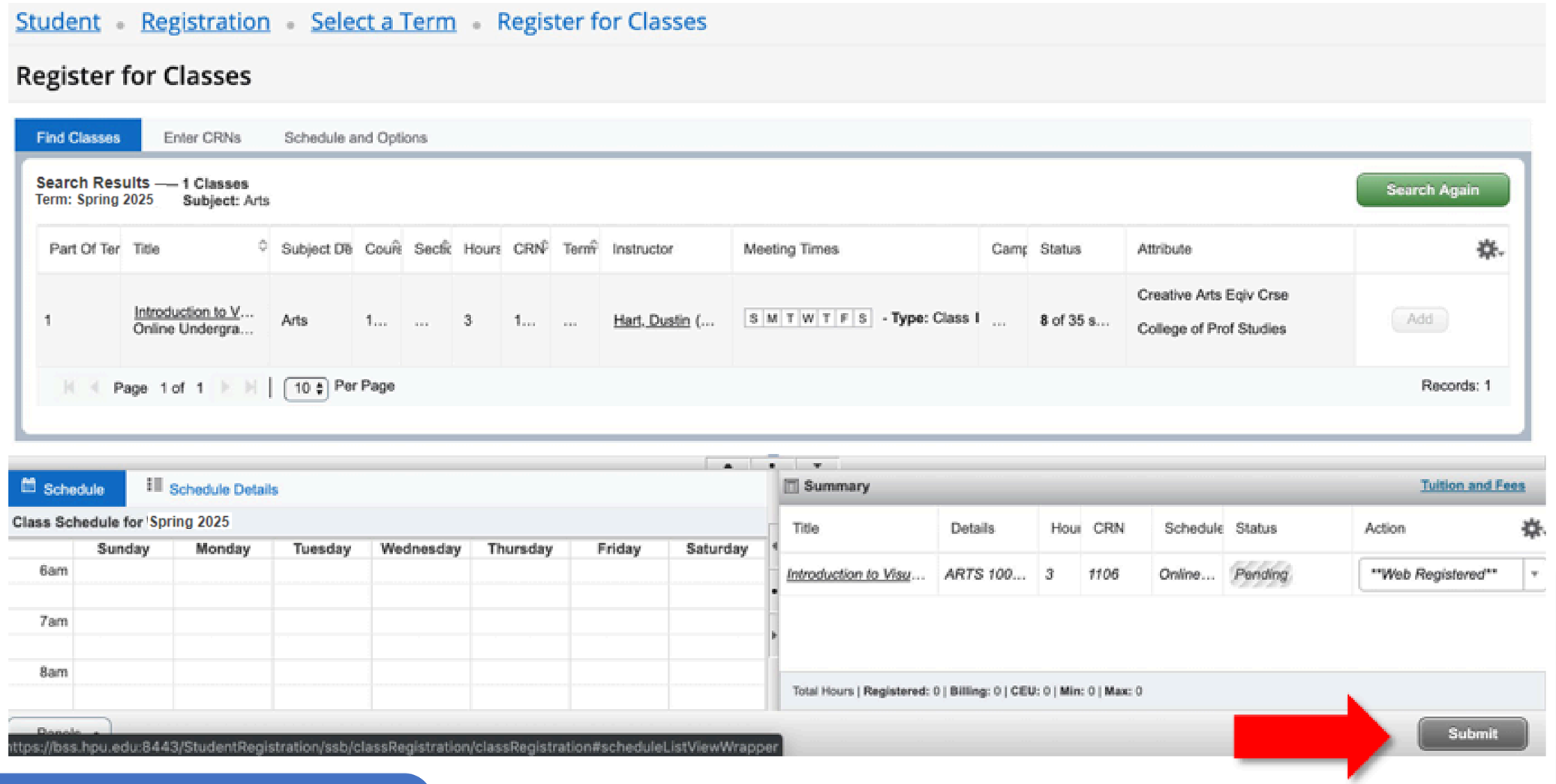
Click here to return to first slide

After clicking Search or tapping the Enter key, a list of courses that fit your search criteria will load.



Click here to return to first slide

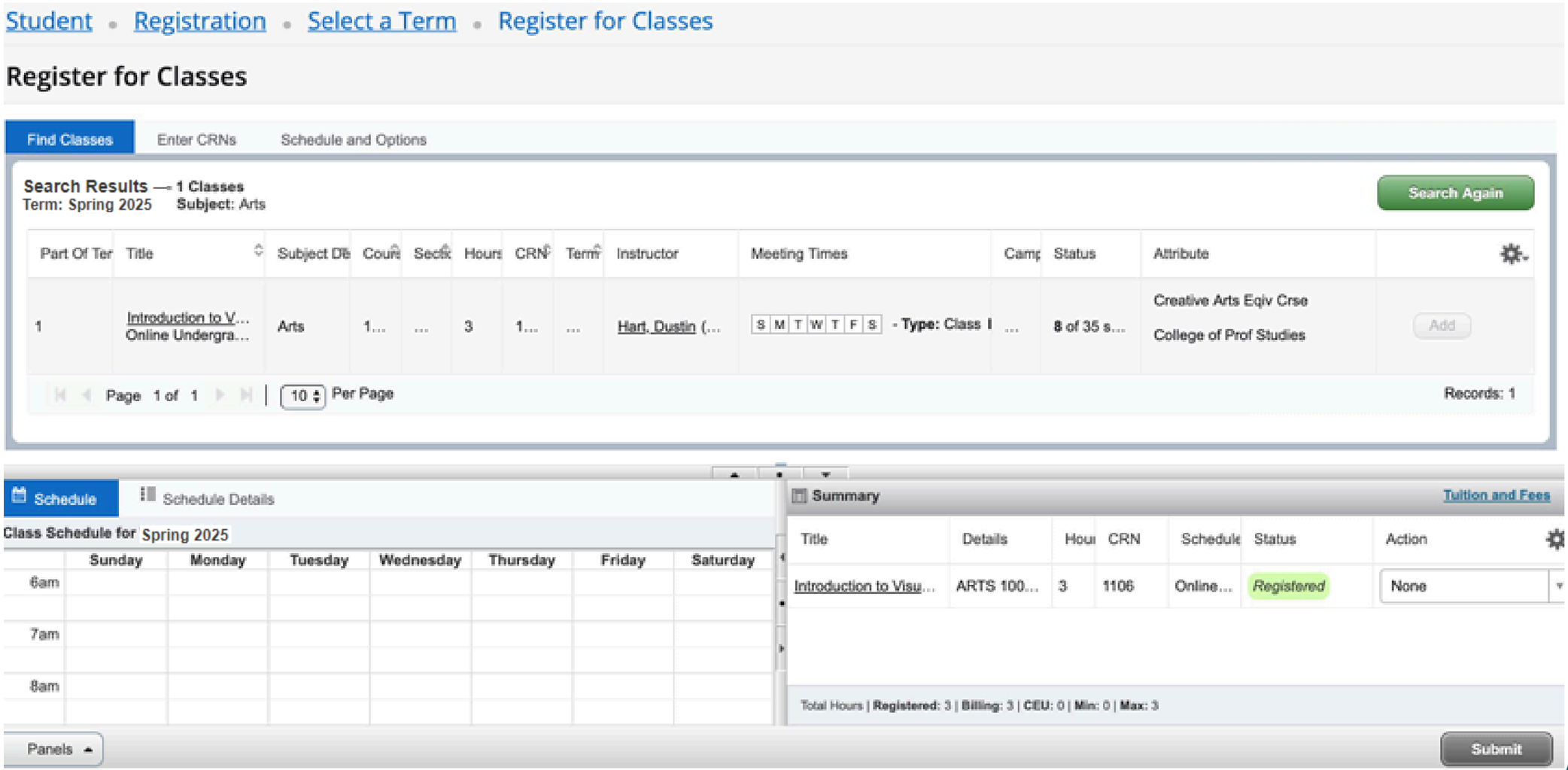
The added course(s) will appear in the summary box with a status of “pending.”



Click here to return to first slide

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

The status will then change from “Pending” to “Registered.”

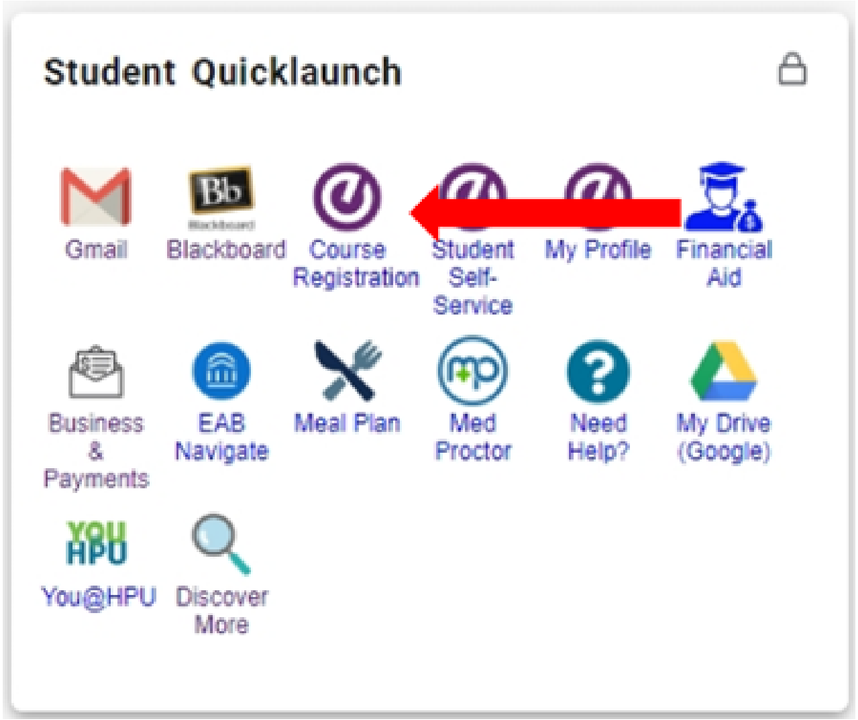


Click here to return to first slide

How To Drop a Course

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

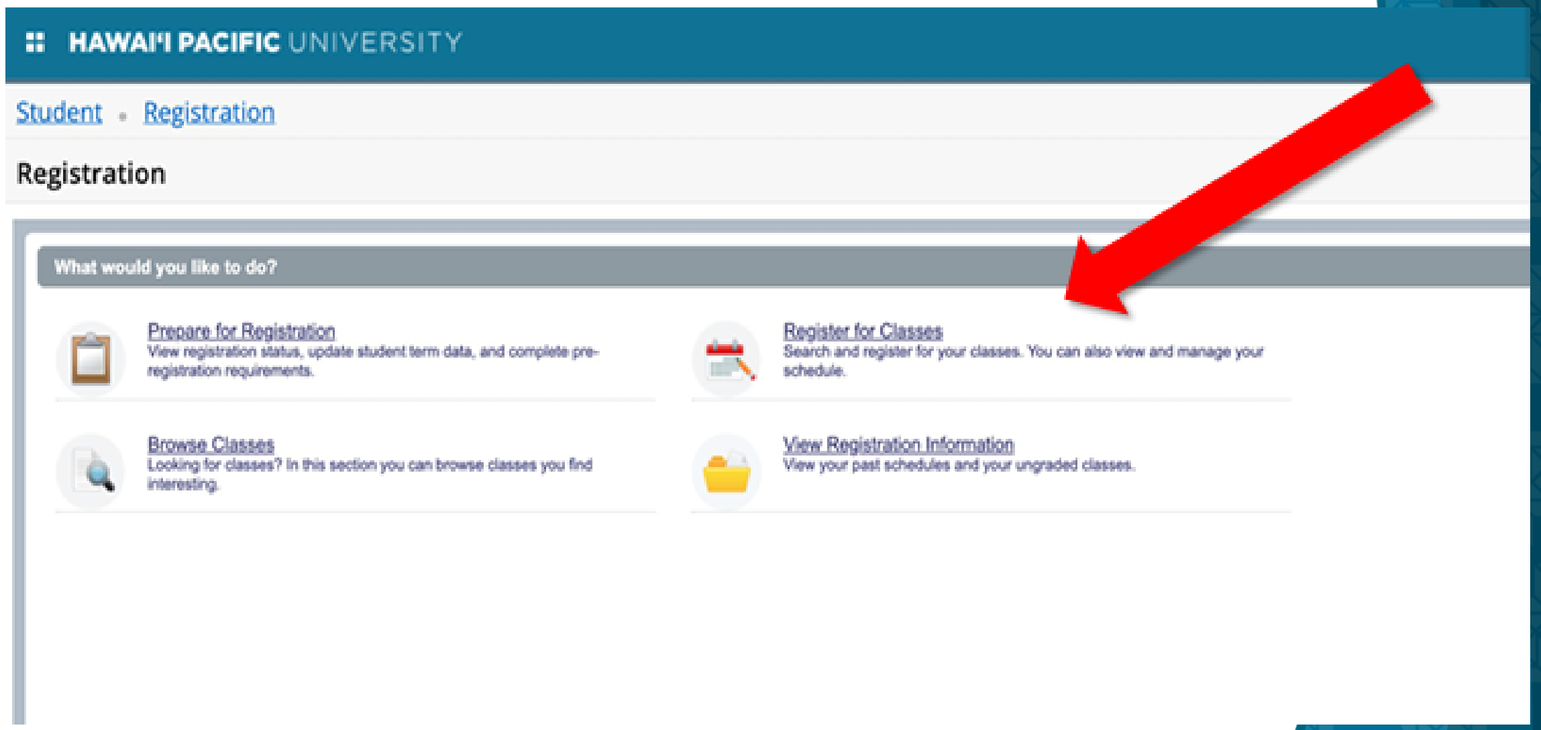
Select the “Course Registration” icon under the Student Quicklaunch card on your home page.



Click here to return to first slide

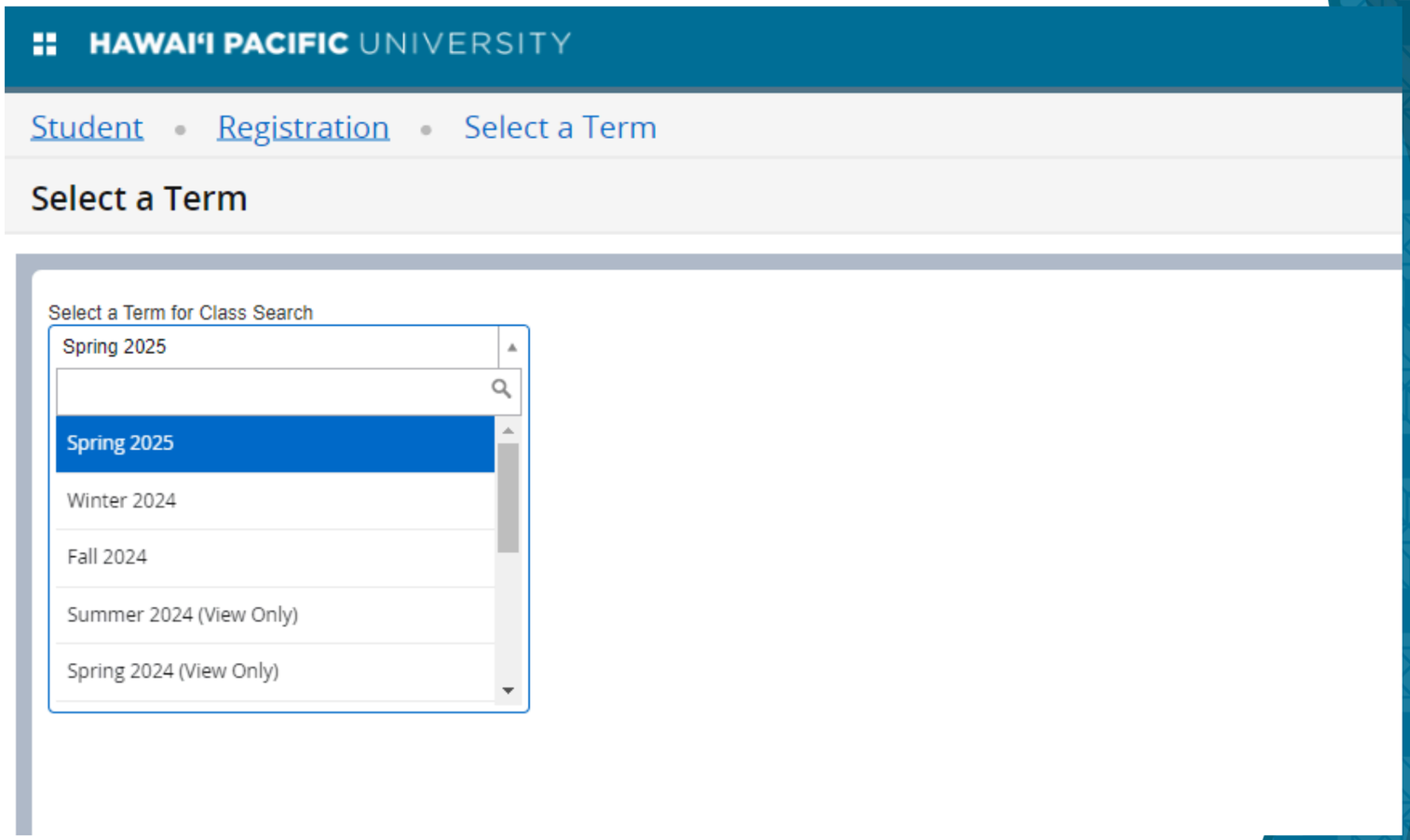
A new window/tab will open.

Select “Register for Classes.”



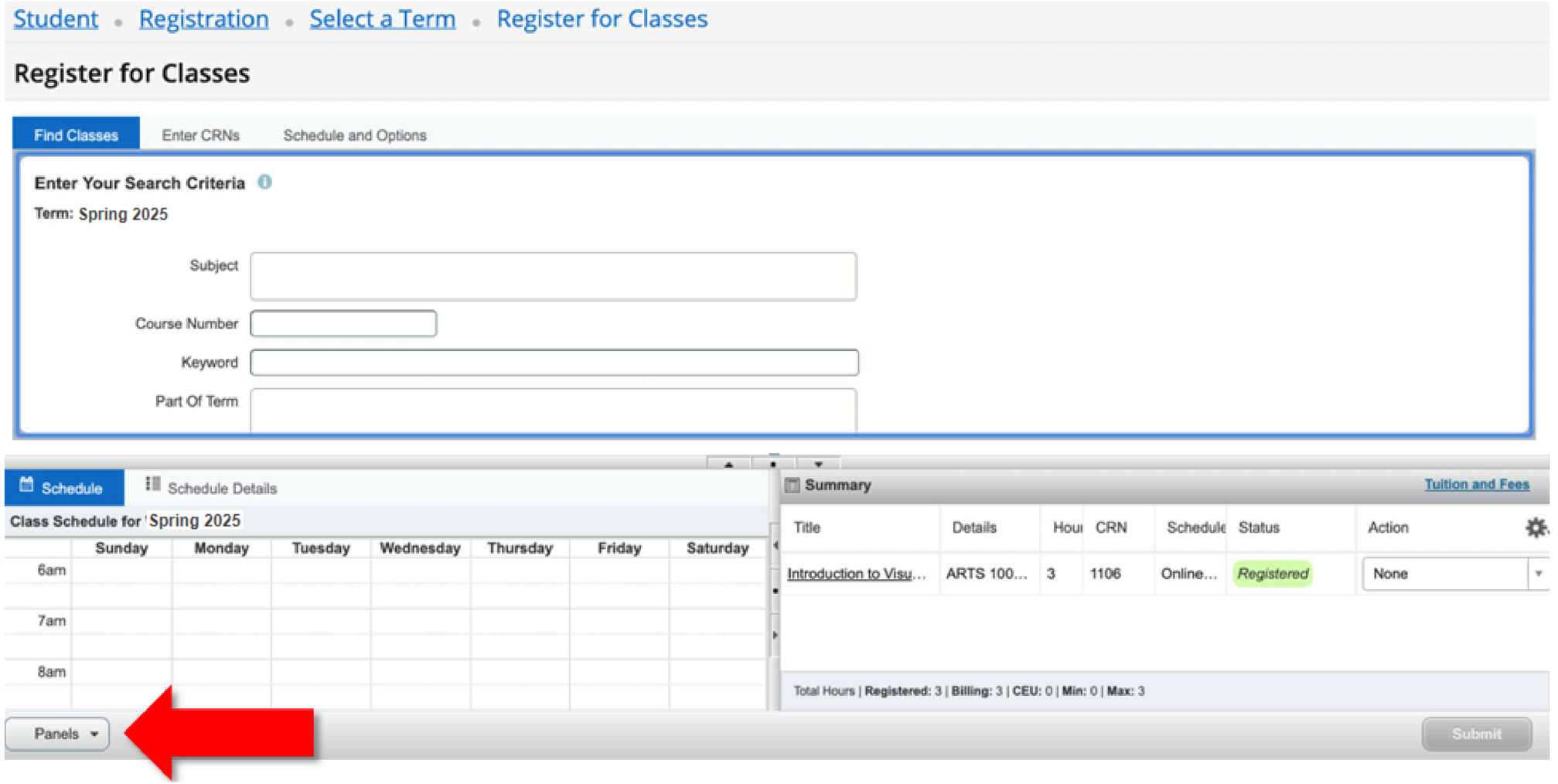
Click here to return to first slide

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



Click here to return to first slide

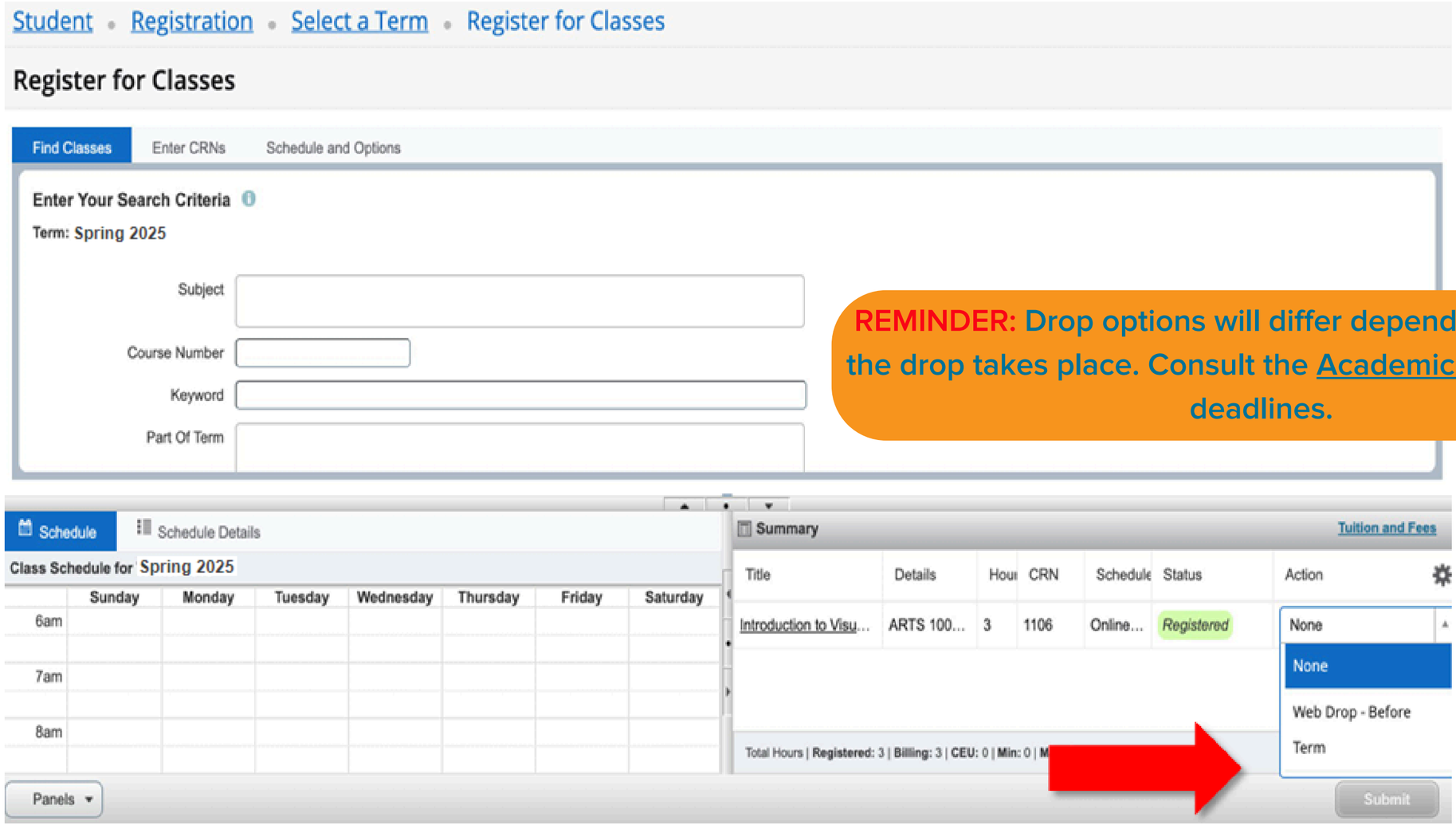
After choosing the desired term, click “Panels” to display the courses you are currently registered for.



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.

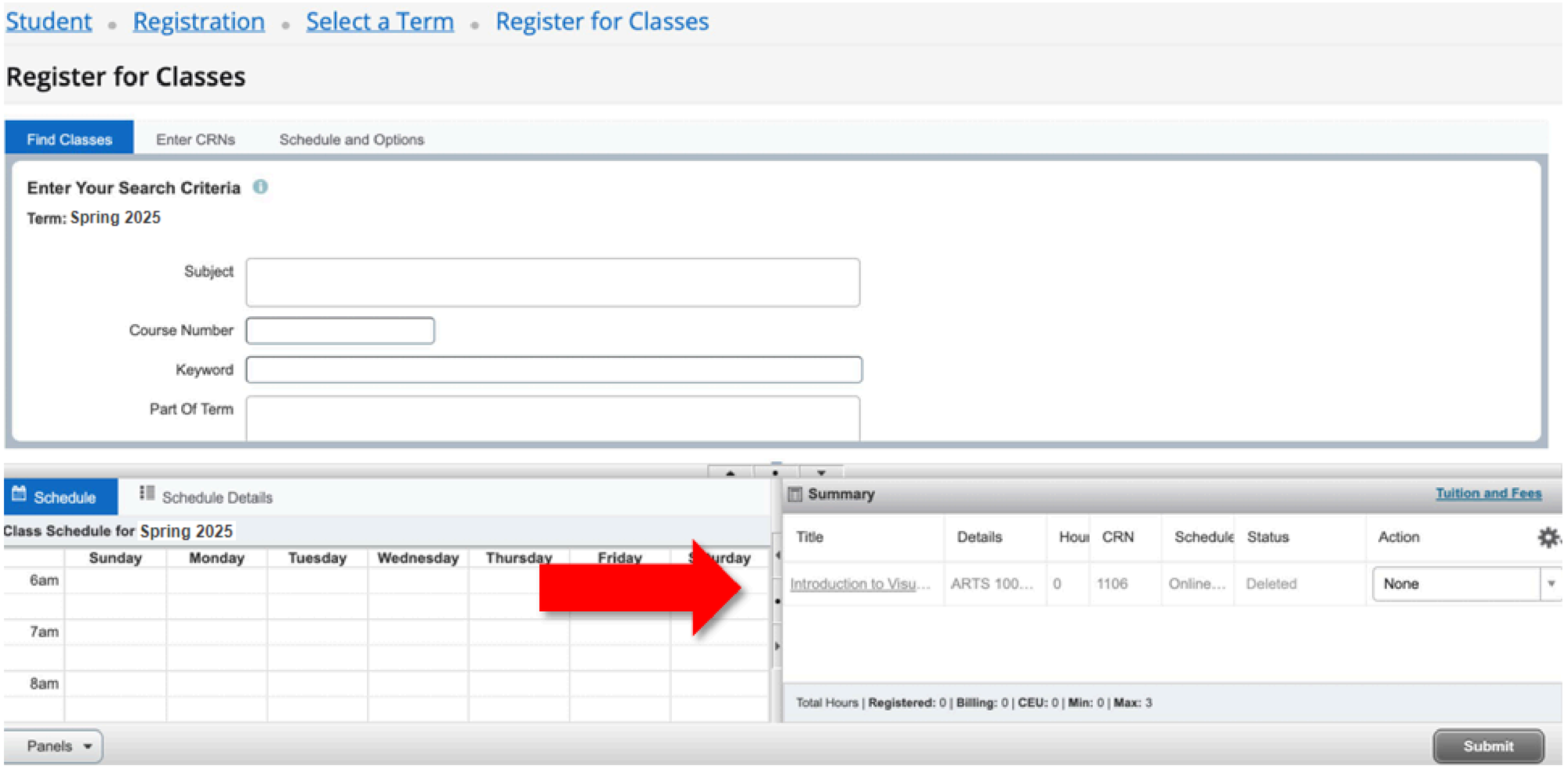


REMINDER: Drop options will differ depending on the date the drop takes place. Consult the Academic Calendar for all deadlines.

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.

The status will update to confirm that the course was dropped successfully.



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.

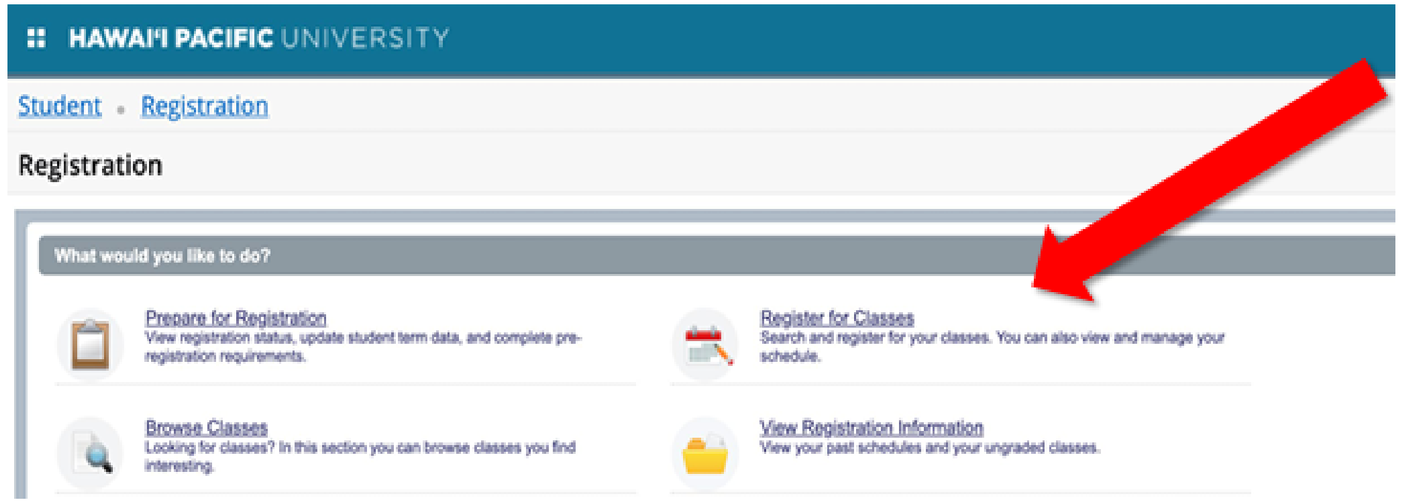
If you have any questions, please contact the Registrar's Office at (808) 544-0239 or registrar@hpu.edu. Mahalo.

Click here to return to first slide

How to Add Yourself to A Registration Waitlist

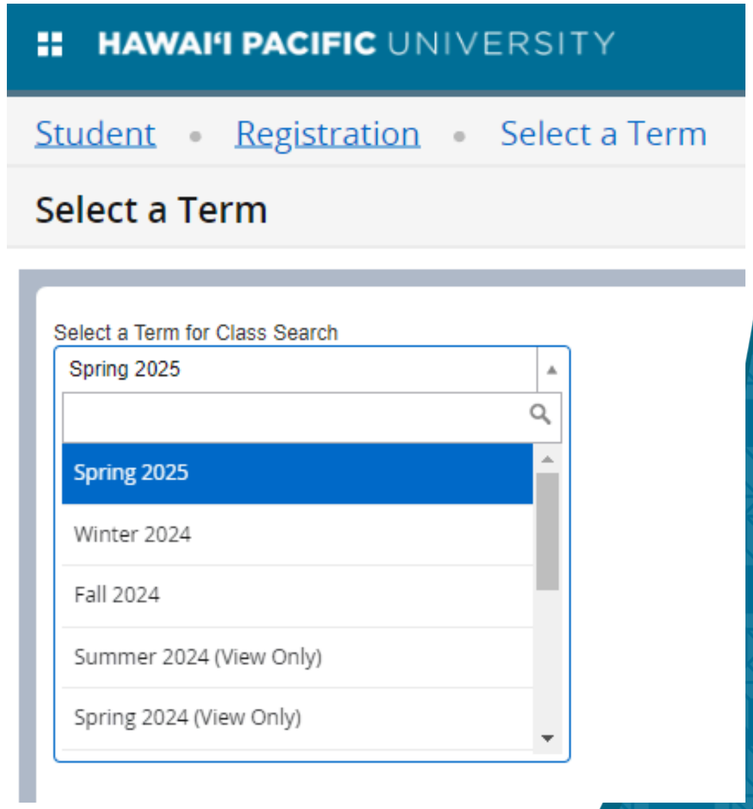
Proceed to Course Registration in your MyHPU Portal

1. Select "**Register for Classes.**"

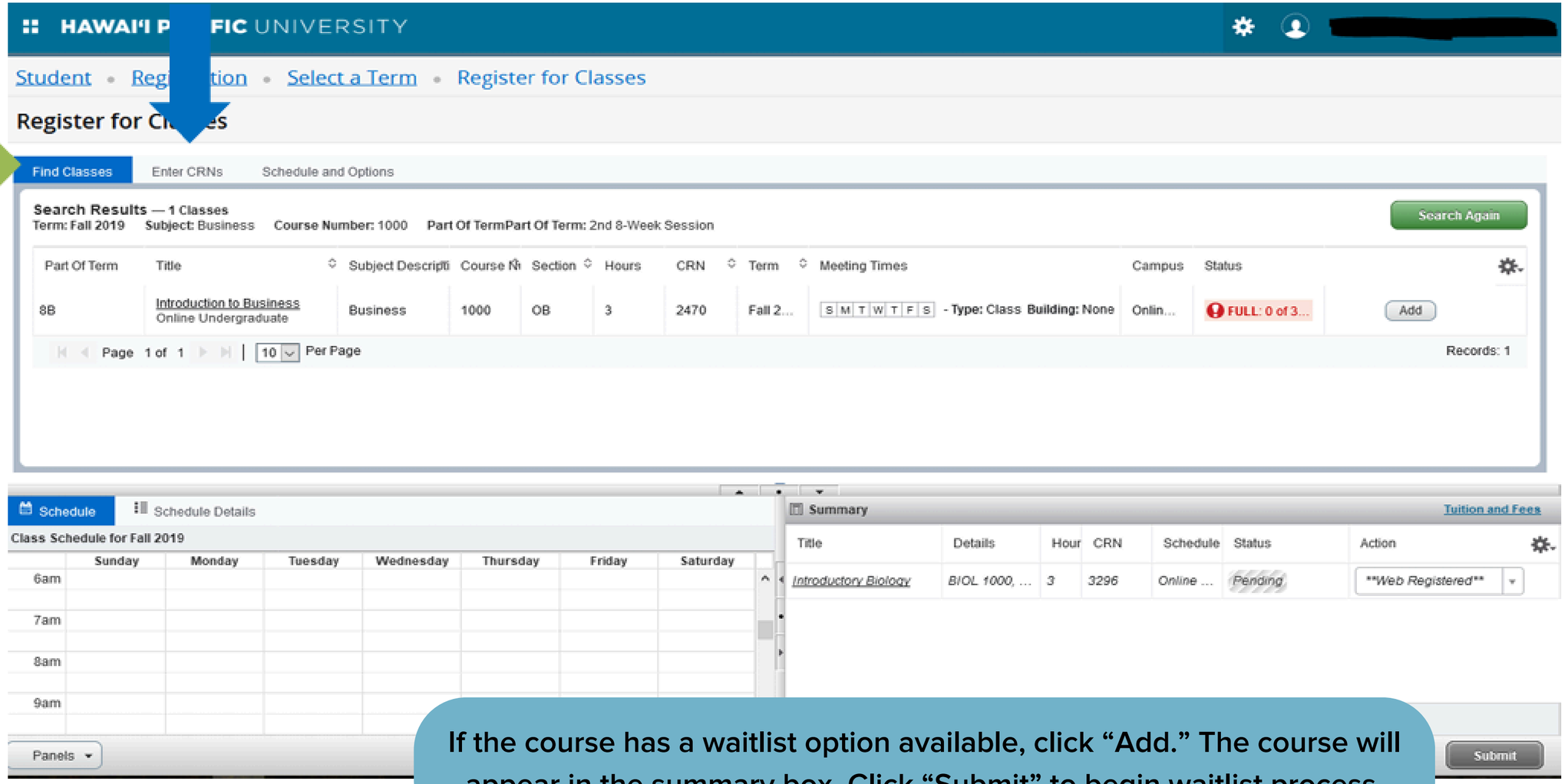


Click here to return to first slide

2. Select the desired term.



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



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

How to use the Registration Waitlist

You will receive a “Registration add error -- status closed” message.

Registration Add Errors

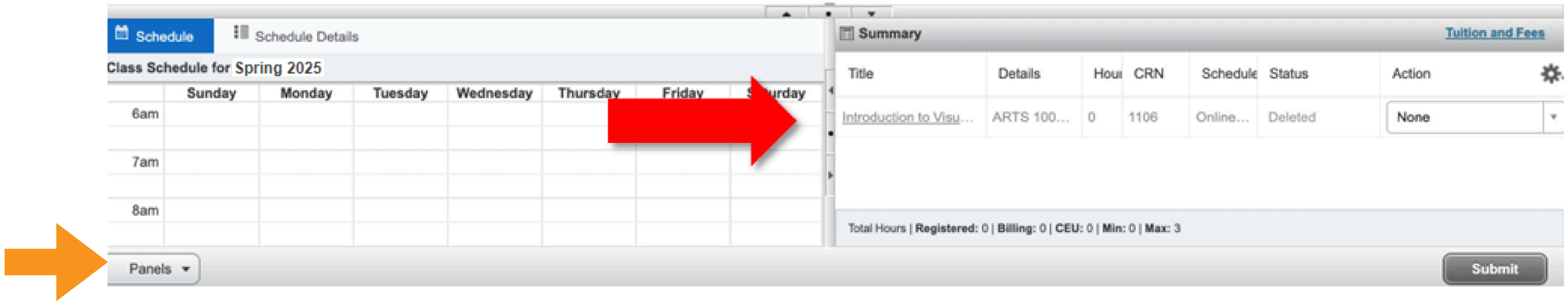
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	1205	WRI	1050	A	Undergraduate	3.000	Standard Letter	English Fundamentals
Closed - 0 Waitlisted	None / Wait List	2058	ACCT	2000	A	Undergraduate	3.000	Standard Letter	Principles of Accounting I

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

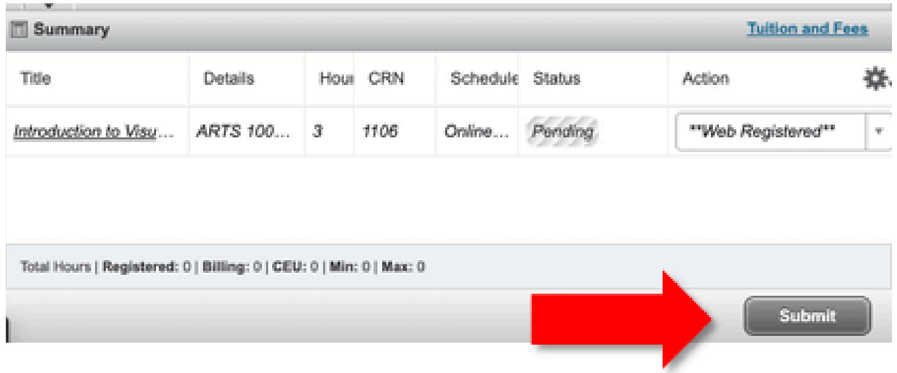
Click here to return to first slide

How to use the Registration Waitlist

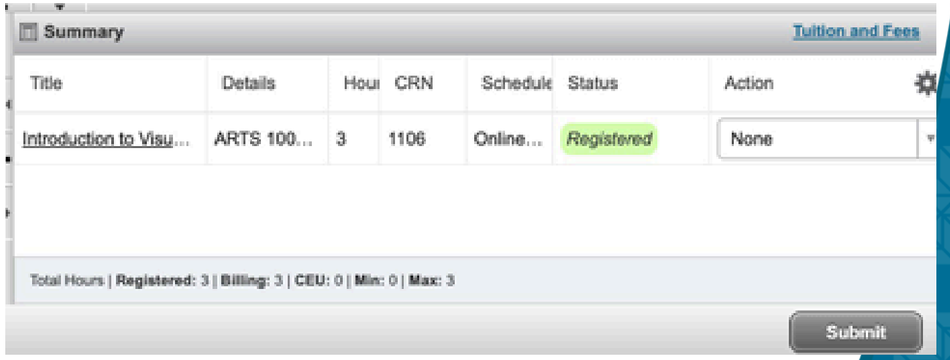
1. After you receive a waitlist notification, proceed to Register for Courses for the desired term and click **Panels.** The waitlisted course will appear in the **Summary Box.**



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



3. The status will change to Registered.



Click here to return to first slide

More questions? Contact us!

Academic Advising Center
Waterfront Plaza, Tower 6, Suite 440-I (WP6-440-I)
500 Ala Moana Blvd.
Honolulu, HI 96813

Email: advising@hpu.edu
Phone: (808) 544-1198

Who is my advisor? - https://www.hpu.edu/academic-advising/meet-your-academic-advisor/index.html

Schedule an Appointment - https://www.hpu.edu/academic-advising/schedule-an-advising-appointment.html

Sample Degree Plans - https://hpu.edu/registrar/academic-catalog/degree-plans.html

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.

Click here to return to first slide

HAWAIʻI PACIFIC UNIVERSITY