

Key Steps to a Successful Registration

1. On-campus students are required to schedule an appointment with their primary adviser during advising week to be advised for classes and **have the adviser hold released to be authorized for registration.** The adviser hold will not be applied for students participating in HWS off-campus programs.



2. Go to the HWS PeopleSoft Website and check for any other holds in your Student Center.

3. While in your Student Center, be sure you have TWO appointment times listed:

- a.) **"Shopping Cart Appointment"**-which is when you begin loading your shopping cart and **"validate"** your course selections prior to your registration time.
- b.) **"Enrollment Appointment"**-which is your specific day and time to officially register for classes. See schedule below.



4. Review the official Schedule of Classes for the semester on the Registrar's Webpage. Be sure to check for labs, prerequisites, & special course notes beneath the class listing.

5. During the scheduled advising week, begin loading your shopping cart after the **adviser hold is released.** Go to your Student Center, click on "Plan", and begin loading your shopping cart. **Be sure to include 3-4 alternates.** Once you've loaded your shopping cart, click the **"validate"** button at bottom of page to validate your course selections. Select **only FOUR** classes at a time when using the "validation" function. This functionality allows you to select course preferences, check for availability, time conflicts, prerequisites, permission only classes and course repeats prior to actual registration time. Run this process prior to your actual enrollment appointment to optimize registration processing time.



6. Plug in to Register! When registering in the Residence Halls, we recommend that you use the Ethernet port in your room to connect to the HWS network. At this time, the HWS Wireless or HWS-Guest-Wireless networks (or any other wireless networks in the Residence Halls) may not have a strong enough signal to support Registration activities.

Register during your assigned enrollment appointment period. Click on the "Enroll" button and then the "Finish Enrolling" button to process your registration. Students are strongly encouraged to register during the early registration period. **Register for only FOUR classes at a time.** See the fall 2012 registration schedule by year level/class below:

7. Important Change in Registration Process: Each class will have **TWO DAYS ONLY** to early register for classes. See registration schedule. Registration begins at 7: a.m. according to the schedule below:

STUDENT YR. LEVEL/CLASS	EARLY REGISTRATION DATES:
Registration for current Juniors (Classes of 2013) , returning Seniors, and Graduate MAT students. (<i>Graduate Students in the MAT Program must register in person in the Registrar's Office.</i>)	begins 7:00 a.m. April 9-10 ONLY
Registration for current Sophomores (Classes of 2014)	begins 7:00 a.m. April 11-12 ONLY
Registration for current First-Years (Classes of 2015)	begins 7:00 a.m. April 17-18 ONLY
	OPEN ENROLLMENT PERIOD:
OPEN ENROLLMENT BEGINS FOR ALL STUDENTS	APRIL 19 – MAY 11, 2012

8. If you get a delay of greater than 5 minutes after pressing the *"finish enroll"* button, contact the Help Desk at 781-4357 or the Registrar at 781-3651. Do not get discouraged. Just keep trying!



9. Attend class, study hard and have a successful semester!

