### ONLINE REGISTRATION AND SCHEDULE CHANGES

### Getting to the registration screen in plus.hope.edu

- 1. Log into your account using your ID and normal PIN.
- 2. Navigate through the menus: Registrar and Student Accounts > Registration > Register for Classes and Add/Drop Classes
- 3. Select the term you wish to register/make changes for and submit.
- 4. If asked, enter your "Alternate PIN" (the registration PIN you were given by your advisor) and submit.

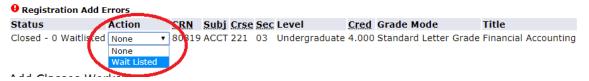
### Registering for classes/adding classes

1. In the registration screen, enter the CRNs (5-digit course registration numbers) in the blank fields provided under the "Add Classes Worksheet" section.

Add Classes Worksheet

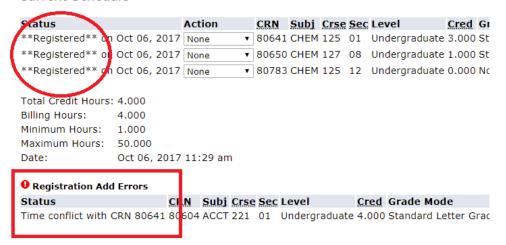


- a. If you do not know the CRNs of your classes, search for them using the class schedule.
- 2. When you are finished entering CRNs, submit changes.
- 3. The screen will refresh. Any courses you are now registered for will say "\*\*Registered\*\*." Be sure to double check that you have no errors.
  - a. If you receive a "Closed Waitlisted" error it does not mean you are on the wait list. You must click the drop-down menu and choose "Wait Listed," then click "Submit Changes" to be added to the wait list.

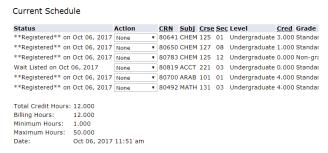


b. In the below example, this student is registered for 3 courses, but one course has a time conflict.

#### Current Schedule



- c. See our website for <u>details about registration errors and how to resolve</u> them.
- 4. When you are finished, go back to the main registration screen to confirm you are Registered or Waitlisted for all the appropriate courses. Wait listed courses do not factor into the total credit count.



5. Check your schedule by going to Registrar and Student Accounts > Registration > (Printable) term schedule. The printable schedule lists your registered and wait listed classes.

### Optional: Registering for classes using the Schedule Planner

Before you register for classes, you can generate class schedule options with the Schedule Planner. The Planner allows you to choose the courses you want to take, narrow down by section, and block off any busy times when you can't have class.

- 1. In plus.hope.edu, navigate to Registration > Schedule Planner
- 2. Instructions for using Schedule Planner are available at the end of this document. Send your course choices to your Shopping Cart.
- 3. When you are ready to register, in plus.hope.edu, go to Registrar and Student Accounts > Registration > Schedule Planner Registration Cart. Select Register.
- 4. The system will attempt to register you for the CRNs in your cart, and will take you to the registration screen. Verify that you have been registered for all the classes you planned on. Review any errors you receive (more info in #3 above).

### Changing a variable credit course

If you register for a variable credit course, such as student teaching, you can change the number of credits yourself.

- 1. Go to the main registration screen and verify that you are registered or wait listed for the course.
- 2. The credit hours for the variable credit course will appear blue. Click on it, or click "Change Class Credit Hours" at the bottom of the registration screen.



3. On the next screen, type in the number of credits you want that course to be, and click "Submit Changes."



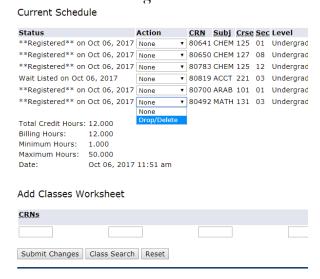
4. It will appear nothing has happened, but the system has saved your credits. Click "Add or Drop Classes" at the bottom of the screen. You will be taken back to the main registration screen. Check that the number of credits you entered is now listed next to the course.



### Dropping classes/removing yourself from the wait list

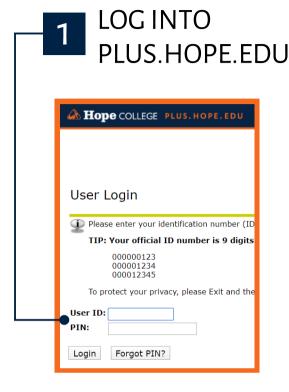
If you drop a course, you may not be able to register for the course later. If you drop a wait listed course and add yourself back on the wait list, you will be added to the end of the wait list.

1. In the registration screen, select the drop down menu next to the course you wish to drop or remove yourself from the wait list. Select "Drop/delete" and then "Submit changes."

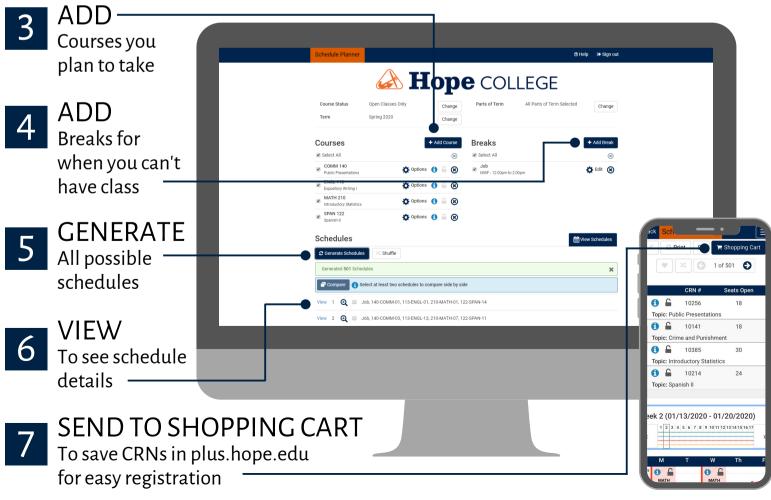


# **SCHEDULE PLANNER**

## CREATE YOUR IDEAL SCHEDULE IN MINUTES







### Schedule Planner Tips & Tricks

### Adding courses/viewing course info

- Add courses by subject/course, attribute, or Degree Works Plan (must have a Plan created for term selected)
- Narrow down courses to specific sections by selecting "Options" and "Advanced Filters."
- Once you have generated a schedule, lock in a specific section with the lock icon.

### Generating schedules/registering

• The planner only generates conflict-free schedules. If you want to take two courses that overlap, you will need to exclude one of those courses from the planner. If you have been granted a time conflict override, you will need to add that CRN manually in plus.hope.edu.

### Making changes after you have registered

- Your registered courses will appear in the planner automatically.
- If you want to drop a course, it must be done in the registration screen in plus.hope.edu, not via the planner/registration cart.
- You can generate a new schedule using a combination of your registered courses and new ones. While this allows you to see the schedule visually, you still need to make the changes (drops, adds) manually in plus.hope.edu