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 (not the current term) and click “Submit.”
4. If asked, enter your “Alternate PIN” (the registration PIN you were given by your advisor or at Guided Online Registration) and click “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](image)

   a. If you do not know the CRNs of your classes, search for them using the [class schedule](image) or select “Class Search” then the desired subject. You can do a “Course Search” or “Advanced Search.” Course Search finds all course numbers for the selected subject. Advanced Search allows you to enter a course number and more information, such as attribute, campus, time, etc.

   ![Look-Up Classes for](image)

2. When you find your course, click “Register” to add the course to your schedule, or “Add to Worksheet” to have the CRN added to the boxes while you search for other courses before registering.
3. Continue searching and registering for individual courses, or, when you are finished adding CRNs to your Worksheet, click “Submit Changes.”
4. The screen will refresh. Any courses you are now registered for will say “**Registered**.” Be sure to double check that you have no errors for any of the courses you entered.
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, a student is registered for 3 courses, but the other course has a time conflict.

c. See our website for details about registration errors and how to resolve them.

5. 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.

6. You can view your printable schedule by going to Registrar and Student Accounts > Registration > (Printable) term schedule. The printable schedule lists all classes on your schedule, including wait listed ones.

**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.”