

# ONLINE REGISTRATION AND SCHEDULE CHANGES

## Getting to the registration screen in [plus.hope.edu](http://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

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- a. If you do not know the CRNs of your classes, search for them using the [class schedule](#) 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

Use the selection options to search for the select expand your course number search, you can use

Subject:

- Accounting
- American Ethnic Studies
- Arabic
- Art and Art History
- Biology
- Business
- Chemistry
- Chinese
- Communication
- Computer Science

### Look Up Classes

Fall 2017

Accounting		
221	Financial Accounting	<input type="button" value="View Sections"/>
321	Intermediate Accounting I	<input type="button" value="View Sections"/>
361	Accounting Practicum I	<input type="button" value="View Sections"/>
375	Cost Accounting	<input type="button" value="View Sections"/>
425	Individual Taxation	<input type="button" value="View Sections"/>
427	Advanced Accounting	<input type="button" value="View Sections"/>
428	Govmntl & Not-for-Profit Acct	<input type="button" value="View Sections"/>

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.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	80819	ACCT	221	03	Undergraduate	4.000	Standard	Letter	Grade Financial Accounting

Add Classes Waitlist

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

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Gr
**Registered** on Oct 06, 2017	None	80641	CHEM	125	01	Undergraduate	3.000	St
**Registered** on Oct 06, 2017	None	80650	CHEM	127	08	Undergraduate	1.000	St
**Registered** on Oct 06, 2017	None	80783	CHEM	125	12	Undergraduate	0.000	Nc

Total Credit Hours: 4.000  
 Billing Hours: 4.000  
 Minimum Hours: 1.000  
 Maximum Hours: 50.000  
 Date: Oct 06, 2017 11:29 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode
Time conflict with CRN 80641	80604	ACCT	221	01	Undergraduate	4.000	Standard	Letter Grac

- 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.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade
**Registered** on Oct 06, 2017	None	80641	CHEM	125	01	Undergraduate	3.000	Standar
**Registered** on Oct 06, 2017	None	80650	CHEM	127	08	Undergraduate	1.000	Standar
**Registered** on Oct 06, 2017	None	80783	CHEM	125	12	Undergraduate	0.000	Non-gr
Wait Listed on Oct 06, 2017	None	80819	ACCT	221	03	Undergraduate	0.000	Standar
**Registered** on Oct 06, 2017	None	80700	ARAB	101	01	Undergraduate	4.000	Standar
**Registered** on Oct 06, 2017	None	80492	MATH	131	03	Undergraduate	4.000	Standar

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 1.000  
 Maximum Hours: 50.000  
 Date: Oct 06, 2017 11:51 am

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.

- 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.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Oct 17, 2017	None	11090	EDUC	470	01	Undergraduate	1.000	Standard Letter Grade	Student Tchg: Elem or Mdl Sch

Total Credit Hours: 1.000  
 Billing Hours: 0.000  
 Minimum Hours: 1.000  
 Maximum Hours: 20.000  
 Date: Oct 17, 2017 02:50 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[ View Hours Change Class Credit Hours Registration Fee Assessment ]

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

If you have registered for a class with variable hours and you would like to change the number of credit hours, you may do so here. The variable hours will appear in a box. Click in the box and enter the number of hours you desire.

Student Tchg: Elem or Mdl Sch

Course: 11090 EDUC 470 01

Credit Hours (1.000 to 10.000): 1.000

Grade Mode: Standard Letter Grade

Course Level: Undergraduate

Submit Changes Reset

- 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.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Oct 17, 2017	None	11090	EDUC	470	01	Undergraduate	10.000	Standard Letter Grade	Student Tchg: Elem or Mdl Sch

### 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.

- 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.”

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
**Registered** on Oct 06, 2017	None	80641	CHEM	125	01	Undergrad
**Registered** on Oct 06, 2017	None	80650	CHEM	127	08	Undergrad
**Registered** on Oct 06, 2017	None	80783	CHEM	125	12	Undergrad
Wait Listed on Oct 06, 2017	None	80819	ACCT	221	03	Undergrad
**Registered** on Oct 06, 2017	None	80700	ARAB	101	01	Undergrad
**Registered** on Oct 06, 2017	None	80492	MATH	131	03	Undergrad

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 1.000  
 Maximum Hours: 50.000  
 Date: Oct 06, 2017 11:51 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset