Registering for classes through KnowHope Plus

1. Go to plus.hope.edu and log in using your normal login PIN.
2. Navigate through the menus: Registrar and Student Accounts > Registration > Register for Classes and Add/Drop Classes.
3. Under Registration Term, select the term you are registering for (not the current term) and click "Submit."
4. Enter your "Alternate PIN" (registration PIN) and click "Submit."
5. Enter the CRNs (5-digit course registration numbers) in the blank fields provided under the "Add Classes Worksheet" section.

   o If you do not know the CRNs of your classes, search for them using the [class schedule](#) or select "Class Search" in KHP and then the desired subject area. You can then do a "Course Search" or "Advanced Search."

   o When you find your course, you can click "Register" to register for the courses, or "Add to Worksheet" to have the CRNs added to the boxes and search for other courses before registering.

6. Once you have your CRNs entered, click "Submit Changes."
7. Any classes you entered that were open will now appear in a list with a status of "**Registered**." If any of the classes you entered have a wait list, you will receive an error saying "Closed - Waitlisted." Note that this does not mean you

have been placed on the wait list. Complete the next step to be added to the wait list.

8. To place yourself on the wait list, select "Wait Listed" from the dropdown menu next to the course and click "Submit."

- o If one part of a linked course is full, it will not allow you to continue without adding a different open section. If this is not an option for you, register for all your other classes, then come to the Registrar's Office so a staff member can override the error. If you are registering at guided online registration, talk to a staff member and they will override it for you.
- o If your back up class has a time conflict with one of your other classes ("Time conflict with CRN xxxxx"), you will need to come to the Registrar's Office so we can override it, or speak with a staff member at guided online registration.
- o Visit our website for more details about how wait lists work and what to expect after you put yourself on a wait list.

9. You may see other "Registration Add Errors" messages. Tips for resolving these errors are available online.

10. When you have finished, double check your registration by looking at your printable schedule (Registrar and Student Accounts > Registration > (Printable) term schedule) or returning to the Register for Classes and Add/Drop Classes screen. On the Register for Classes screen, will see the status "**Registered**" for all classes for which you are actually registered. Wait listed courses will have a "Wait Listed" status. Wait listed courses do not factor into the total credit hours count. The printable schedule will list all classes on your schedule, regardless of wait list status.