

## 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.

Add Classes Worksheet

CRNs

- 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."

### Look-Up Classes for

Use the selection options to search for the selected term's classes to expand your course number search, you can use the wildcard:

Subject: Accounting  
American Ethnic Studies  
Arabic  
Art  
Biology  
Chemistry  
Chinese  
Classics  
Communication  
Computer Science

### Look Up Classes

Spring 2010

Chemistry

103	Intro Biological Chemistry	<input type="button" value="View Sections"/>
104	Matter and Energy	<input type="button" value="View Sections"/>
126	General Chemistry II	<input type="button" value="View Sections"/>
128	General Chem II Laboratory	<input type="button" value="View Sections"/>
231	Organic Chemistry II	<input type="button" value="View Sections"/>
256	Organic Chemistry Lab II	<input type="button" value="View Sections"/>

- 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.

Sections Found  
Chemistry

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	11077	CHEM	103	01	M	4.000	Intro Biological Chemistry	MWF	09:30 am-10:20 am	44	0	44	50	0	50	0	0	0	0	0	0	0	0	Lisa M. Johnson (P), Advisor Chemistry	01/11-05/06	SCICTR 1118	Natural Science I with lab	
<input type="checkbox"/>	11360	CHEM	103	02	M	4.000	Intro Biological Chemistry	MWF	11:00 am-11:50 am	44	0	44	50	0	50	0	0	0	0	0	0	0	0	Lisa M. Johnson (P), Advisor Chemistry	01/11-05/06	SCICTR 1118	Natural Science I with lab	
<input type="checkbox"/>	11377	CHEM	103	11	M	0.000	Intro Biological Chem Lab	M	03:00 pm-05:50 pm	20	0	20	50	0	50	0	0	0	0	0	0	0	0	Justin M. Shorb (P), Advisor Chemistry	01/11-05/06	SCICTR 2119	Natural Science I with lab	
<input type="checkbox"/>	11567	CHEM	103	12	M	0.000	Intro Biological Chem Lab	T	08:00 am-10:50 am	20	0	20	50	0	50	0	0	0	0	0	0	0	0	Lisa M. Johnson (P), Advisor Chemistry	01/11-05/06	SCICTR 2119	Natural Science I with lab	
<input type="checkbox"/>	11378	CHEM	103	13	M	0.000	Intro Biological Chem Lab	T	12:00 pm-02:50 pm	20	0	20	50	0	50	0	0	0	0	0	0	0	0	Lisa M. Johnson (P), Advisor Chemistry	01/11-05/06	SCICTR 2119	Natural Science I with lab	

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.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	81646	ACCT	221	01	Undergraduate	4.000	Standard Letter Grade	Financial Accounting

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

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	<input type="button" value="None"/> <input type="button" value="Wait Listed"/>	81646	ACCT	221	01	Undergraduate	4.000	Standard Letter Grade	Financial Accounting

- 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.
  - 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.
  - Visit our website for more details about [how wait lists work and what to expect after you put yourself on a wait list](#).
- You may see other “Registration Add Errors” messages. [Tips for resolving these errors are available online](#).
  - 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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
**Registered** on Oct 11, 2016	None	81125	HIST	140	01A	Undergraduate	2.000	Standard Letter Grade	Debating American Diversity
**Registered** on Oct 11, 2016	None	82570	HIST	200	01B	Undergraduate	2.000	Standard Letter Grade	WWII: Making of Modern America
Wait Listed on Oct 11, 2016	None	81646	ACCT	221	01	Undergraduate	0.000	Standard Letter Grade	Financial Accounting

Total Credit Hours: 4.000  
 Billing Hours: 4.000  
 Minimum Hours: 1.000  
 Maximum Hours: 20.000