

Huntington University Web Registration Instructions

Registration Clearance: You may register for classes only after your advisor has approved your planned schedule and has **cleared you for registration** on the web.

To check your registration clearance, log on to the student portal on my.huntington.edu and click the Register for Classes tab. If your advisor has not yet cleared you for registration, the following message will be displayed in the upper left hand corner of the page: "You do not have clearance to register yourself online. You must first see your advisor." Be sure to check both terms to be sure that you have been cleared to register for both Spring and January.

Holds: If you have any **holds** on your record, you will not be able to register. Before your registration time opens, be sure to check to be certain that you do not have any holds. You can check your active holds by clicking on the Check Holds link at the left of the Register for Classes Portlet or check at the top right corner of that page.

Registration Times: Registration times are assigned according to the number of hours you have earned. Times for students who have not earned any college credit are assigned randomly. If registration has not opened for you, you can **check your registration time** by logging in on the [my.huntington](http://my.huntington.edu) web site at <http://my.huntington.edu>. The time and date listed in **red** in the top left corner of the screen is the time that web registration will open for you. You may register on the web any time after registration opens for you until the beginning of the first day of classes for the session.

You must wait until your scheduled **registration time** opens to register. If registration is open for you and your advisor has cleared you for registration, click on the **ON-LINE REGISTRATION** link to register for classes.

Need help? The registrar's office is open to answer questions about your registration Monday through Friday, 8:00 a.m. until 5:00 p.m. If you prefer not to use the web registration system, you can register in the registrar's office during these hours any time after your registration time starts. You can send email to the registration staff by clicking on the name Alicia Ayoub, Beth Dubois, Susan Akins, or Sarah Harvey at the bottom of the Register for Classes Portal.

Be sure to set Spring or January 2008 as the session before using the web registration system.

Registering for Classes: When you are ready to register, follow these instructions to register for Huntington University classes on the Web.

1. Log in to the student information system by going to <http://my.huntington.edu>. You can access the system from any computer with Internet access.
2. Select the session and year you wish to register for. Set Spring 2008 or January 2008 as the session you wish to register for.
3. Click on the **On-Line Registration** button in the Register for Classes section at the top right of your screen. A screen that looks like this will appear.

Registration Entry

Student, John Doe - ID: 9000
SP - 2008



To ADD: Enter course and section number, then click **Add**.
 To DROP: Mark course to drop, then click **Drop**.
 To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.

When finished, close browser or click other option to perform other activities.

Course Number: ? Section: ?

No courses currently registered.

4. Enter the course number and section number of your first course. You can access a list of courses available in a department for the upcoming term by entering the department code (HS for history, for example) and clicking on the question mark beside the course number box. After you have entered the course number you want, you can either type in the section number you want or click on the question mark beside the section box to get a list of sections offered this term. You can also search the class schedule for specific information by clicking on the *Search Criteria* button. Be sure to use the *Cancel* button to return to the main screen. Do not click on the *Back* button.
5. When you have entered the course and section you want, click on the *Add* button at the right of your screen. If the class has a concurrent requirement (such as a required lab) follow the on-screen instructions to register for that requirement.
6. If the course you entered is successfully registered, the registration will be displayed like this.

 The course MU115 has been added.								Total Hours:		2.00
<input type="button" value="Drop"/>	Course	Sec	Title	Hours	Days	Beg	End	Bldg	Room	
	MU115	01	Introduction to Music	2.00	--T-R--	01:00p	01:50p	MCA	M150	

7. If you are not able to register for a class, a message will appear in the blue box explaining why you are not able to enroll in that course.
 - a. If no seats are available in a section, check to see if there are other sections of the course that could fit your schedule.
 - b. If you want to be waitlisted for a course that is full, follow the on-screen instructions.
8. In the following circumstances, you will not be able to enroll on the Web unless you have permission from the instructor of the course. If your schedule includes any of these circumstances, contact the instructor to ask for course authorization. After the instructor has added the course authorization on the web, you can register on line for these classes.
 - a. Courses for which you have not met the prerequisites.
 - b. Courses for which you do not need to take a required lab.
 - c. Courses that conflict with another class on your schedule.
 - d. Courses that are closed.
9. You will not be able to enroll on line in the following classes. If you have permission on the appropriate form to register for one of these courses, bring the form to the Registrar's Office to enroll in these courses.
 - a. Courses you wish to audit or visit
 - b. Courses that place you in an overload (18 or more hours)
 - c. Individualized courses such as independent studies, tutorials, directed studies, internships, and practicums.
10. Continue entering and adding each course you wish to select. If you need to make changes, you can do one of the following.
 - a. Drop a course by marking the circle beside the course and clicking on the *Drop* button at the top of the left column of your registration.
 - b. Swap a course for another by entering the new course number and section in the appropriate boxes, marking the circle beside the course you wish to swap and clicking on the *Swap* button at the right side of the screen.
11. When you have finished, check the list of registered courses to be certain that you have registered for the correct courses and sections. Print a copy of the registration for your records.
12. You can enter part of your schedule and return later to finish if you run into difficulty or run out of time. If classes are displayed in your registration screen, you are registered for them. If you want to be a full-time student (required for some financial aid and for student athletes) you must register for 12 hours or more.
13. Check your degree audit to be certain that the courses you are taking will apply to your program as you expected. Print a copy for your reference.
14. If you encounter difficulty using the registration system you can contact the registrar's office during business hours (8:00 a.m.-5:00 p.m., Monday through Friday) by calling extension 4012, 4080, 4011, or 4010 or stop by the office in Becker Hall for assistance.