

Key Steps to a Successful Registration

1. On-campus students are required to schedule an appointment with their primary adviser during advising week to be advised for classes and **have the adviser hold released to be authorized for registration.** The adviser hold will not be applied for students participating in HWS off-campus programs.



2. Go to the HWS PeopleSoft Website and check for any other holds in your Student Center.

3. While in your Student Center, be sure you have TWO appointment times listed:
 a.) **"Shopping Cart Appointment"**-which is when you begin loading your shopping cart and **"validate"** your course selections prior to your registration time.
 b.) **"Enrollment Appointment"**-which is your specific day and time to officially register for classes. See schedule below.



4. Review the official Schedule of Classes for the semester on the Registrar's Webpage. Be sure to check for labs, prerequisites, & special course notes beneath the class listing.

5. During the scheduled advising week, begin loading your shopping cart after the **adviser hold is released.** Go to your Student Center, click on "Plan", and begin loading your shopping cart. **Be sure to include 3-4 alternates.** Once you've loaded your shopping cart, click the **"validate"** button at bottom of page to validate your course selections. Select 3-4 classes at a time when using the "validation" function. This functionality allows you to select course preferences, check for availability, prerequisites, permission only classes and course repeats prior to actual registration time. Run this process prior to your actual enrollment appointment to optimize registration processing time.



6. Register during your assigned enrollment appointment period. Click on the "Enroll" button and then the "Finish Enrolling" button to process your registration. Students are strongly encouraged to register during the early registration period. **Register for only 3-4 classes at a time.** See the Spring 2018 registration schedule by entry cohort and year level/class below:

7. Important: Each class will have **TWO DAYS ONLY** to **early register** for classes. Students who have had a year level classification change will still be allowed to register with their entry class. **Transfer students register according to year level.** Check your registration appointment time in your PeopleSoft Student Center. See registration schedule. Registration begins at 7:00a.m. according to the schedule below:

STUDENT YR. LEVEL/CLASS	EARLY REGISTRATION DATES:
Registration for Seniors (Classes of 2018) and Graduate MAT students. (<i>Graduate Students in the MAT Program must register in person in the Registrar's Office.</i>)	begins 7:00 a.m. Oct. 30-31, 2017 ONLY
Registration for Juniors (Classes of 2019)	begins 7:00 a.m. Nov. 1-2, 2017 ONLY
Registration for Sophomores (Classes of 2020)	begins 7:00 a.m. Nov. 3-4, 2017 ONLY
Registration for First Year Students (Classes of 2021)	begins 7:00 a.m. Nov. 9-10, 2017 ONLY
	OPEN ENROLLMENT PERIOD:
OPEN ENROLLMENT BEGINS FOR ALL STUDENTS	NOVEMBER 11, 2017-JANUARY 22, 2018

8. If you get a delay of greater than 5 minutes after pressing the *"finish enroll"* button, contact the Help Desk at 781-4357 or the Registrar at 781-3651. Do not get discouraged. Just keep trying!



9. *Attend class, study hard and have a successful semester!*

