

REGISTRATION INSTRUCTIONS

Prior to Registration

Students must meet with an advisor prior to registration. The advisor will remove the registration restriction for advising. Courses may be selected in steps 1 and 2 prior to advising, but students may not register until advisor removes the advising restriction.

Terms of Agreement must be submitted prior to registration.

Holdings – holds must be cleared prior to registration. If you have holds, you may view them in the University Holds section of HSU Central. Click on the links provided for more information.

Log-in to HSU Central and follow this path to registration on the Self-Service menu:

Students → Registration → Add Classes and Register

Navigation Tip: Use the navigation links/buttons in the Registration window. Do not use the browser back button (it will take you to the HSU Central home page).

Add Classes and Register

To add classes or search for sections click on the “Add Classes and Register” menu. This allows you to search for sections using selection criteria. At least two criteria must be used in the search for sections. The registration term (fall/spring) is one of the criteria. This may be changed to another active term or left blank for all active registration terms. If term is left blank, then two other criteria must be selected (example: subject and course number). Follow these steps to add a course to the selected sections list for registration.

Step 1 of 4: Search for Sections (at least two criteria must be entered)

- a. Select term (current term defaulted, but may leave blank for all active terms)
- b. Select other search criteria, such as subject and/or course number
- c. Click Next (or press Enter)

Step 2 of 4: Select Sections

- a. Click on box next to class to select sections to add to selected sections list
- b. Click Next (or press Enter)

Step 3 of 4: Take Action: Register, Drop or Remove Section from List

- a. Select action for each course individually
 - Blank = no action (keeps course in selected sections list)
 - Register = to enroll in class section
 - Remove from list = removes course from selected sections list
- b. Click Submit (or press Enter)
- c. If you have not already submitted agreement, you will be redirected to Terms of Agreement. (Students must agree to terms once per registration cycle.) After agreeing to terms, you will be returned to Step 3 to submit registration again.

Step 4 of 4: Results

- a. Review results – verify registration
- b. Note further action required as indicated in error message (may return to Step 3 depending on error).
- c. Optional links:
 - Evaluate program – Run degree evaluation to verify course(s) meet degree requirements.
 - My schedule – View student schedule

A registration acknowledgement will be sent to your HSU issued e-mail account.

Register/Drop Classes

Choose “Register/Drop Classes” if you have already selected classes and added them to your selected sections list or to remove classes from the list or drop a registered class.

Note: To cancel all courses before the start of the term, go to Registration Cancellation at Registrar’s website: <http://www.hsutx.edu/offices/registrar/forms>. You may not drop all courses online.

Students may make changes to their schedules until the first day of the semester. After classes start, all schedule changes must be done in the Registrar’s office.

Degree Evaluation

After registration, select “Evaluate Program” and check that courses satisfy degree requirements.

Common Registration Errors

- If registration is unsuccessful when registering for multiple courses, then try to register for a course by itself for more detailed error information.
- Prerequisite Restrictions – indicates that the prerequisites for the specific course have not been met. Either choose another course or contact your advisor to submit the *Prerequisite Override Request*. Prerequisites may include completion or current enrollment in specific courses, test score (ACT or SAT) or earned hours in a specific subject.
- Co-requisite Restrictions – indicates that a course has a required co-requisite course. Register for the co-requisite or cancel registration for the course.
- Consent of Instructor – some courses require instructor permission to enroll. Complete the *Faculty Consent* form with instructor’s signature and bring form to the Registrar’s Office.
- Course load – the maximum course load is 17 hours for undergraduates. To register for more than 17 hours, contact your advisor to submit the *Request for Course Overload* form. Bring completed form with signatures to the Registrar’s Office.
- Major, level restrictions – some courses are only open for students of a specific major or student level (i.e. freshmen are not allowed in upper level courses (3000, 4000). Choose another course or contact advisor.
- Registration holds – all registration holds must be cleared before registration can be processed. See University Holds section of HSU Central for more information.

Registration Help

Contact the Registrar’s Office for registration assistance.

Phone: (325) 670-1200

Email: registrar@hsutx.edu

Registrar’s Office: 1st floor Sandefer Memorial Building

Registration Begins for May Term, Summer 1 & 2, and Fall 2015

Graduates	April 7
Seniors (90+hrs)	April 7
Juniors (60+ hours)	April 9
Sophomores (30+ hours)	April 13
Freshmen (<30 hours)	April 15

Online registration is available through the first day of term. After the first day, schedule changes must be made in the Registrar's Office.

Cancellation: To cancel your registration before the semester begins, submit the online cancellation form at the Registrar's website. <http://www.hsutx.edu/offices/registrar/forms>

Financial Settlement* Deadline

<u>Term</u>	<u>Deadline</u>
May Term	April 28
Summer 1	May 18
Summer 2	June 22
Fall	August 3

Classes will be dropped if financial arrangements are not made by the deadline.

*Financial Settlement is:

- *Payment of balance (in full or balance after financial aid), or*
- *current on payment if enrolled in the payment plan, or*
- *100% financial aid verified.*