

View a Student's Alternate Pin For Registration

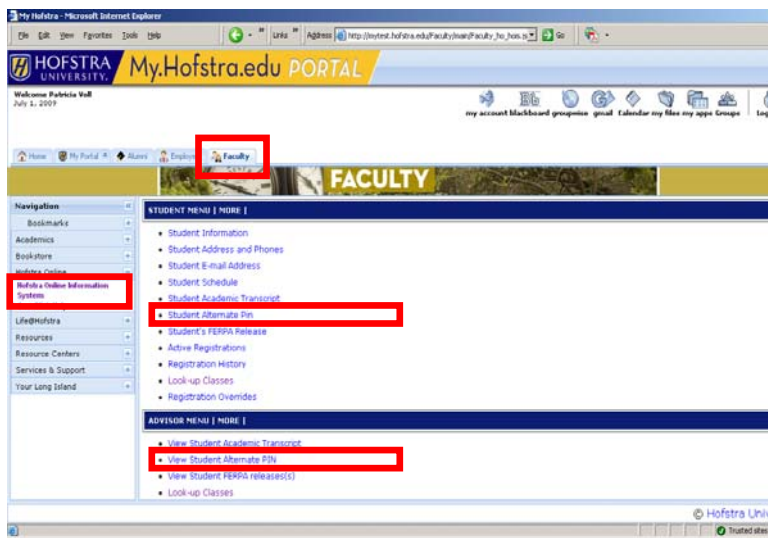
In order to register on the Hofstra Online Information System, it is recommended that a student meet with and advisor in his/her major department. The following groups of students will require an Alternate Pin for registration:

- **Freshman with less than 24 credits.**
- **Transfer students registering for the first time.**
- **Graduate students who have not been designated as pre-advised.**

Once the faculty advisor meets with the student to advise about the correct courses needed to satisfy a degree program, he/she may give the student his/her Alternate Pin.

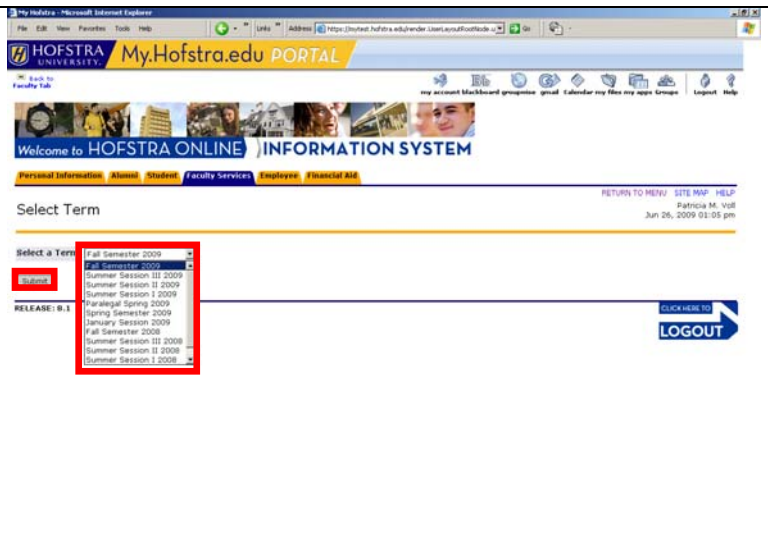
Note: Only authorized personnel have access to view Alternate Pins.

Form/Function



Procedure

- 1) After login to the My.Hofstra.edu portal, click the Faculty Tab and open the **Hofstra Online** category in the left navigation pane. Click HOFSTRA ONLINE INFORMATION SYSTEM and click View Student Alternate Pin under the Advisor or Student menu.



- 2) Select the registration term for each semester in which the student will register.

Use the drop-down arrow to select the correct semester, and click **SUBMIT**.

Note: The semester you choose will remain as your default semester until you select another. Click on the **TERM SELECTION** option from any menu to change the semester.

Form/Function

Procedure

3) If you have not already selected a student, you will be prompted to do.

Enter the Student's Hofstra ID number that begins with "7"

OR

Type the last name and/or first name.

Click **SUBMIT**.

Note: Use of the wildcard "%" is permitted.

This will remain as your default student until you select another.

4) Choose your student from the drop down list and click Submit.

5) Verify by clicking **Submit**

Note: You can select another student from the link at the bottom.

Your student's PIN for the selected semester will be listed as well as the start date of registration.

Note: You can select another semester or student from the link at the bottom.