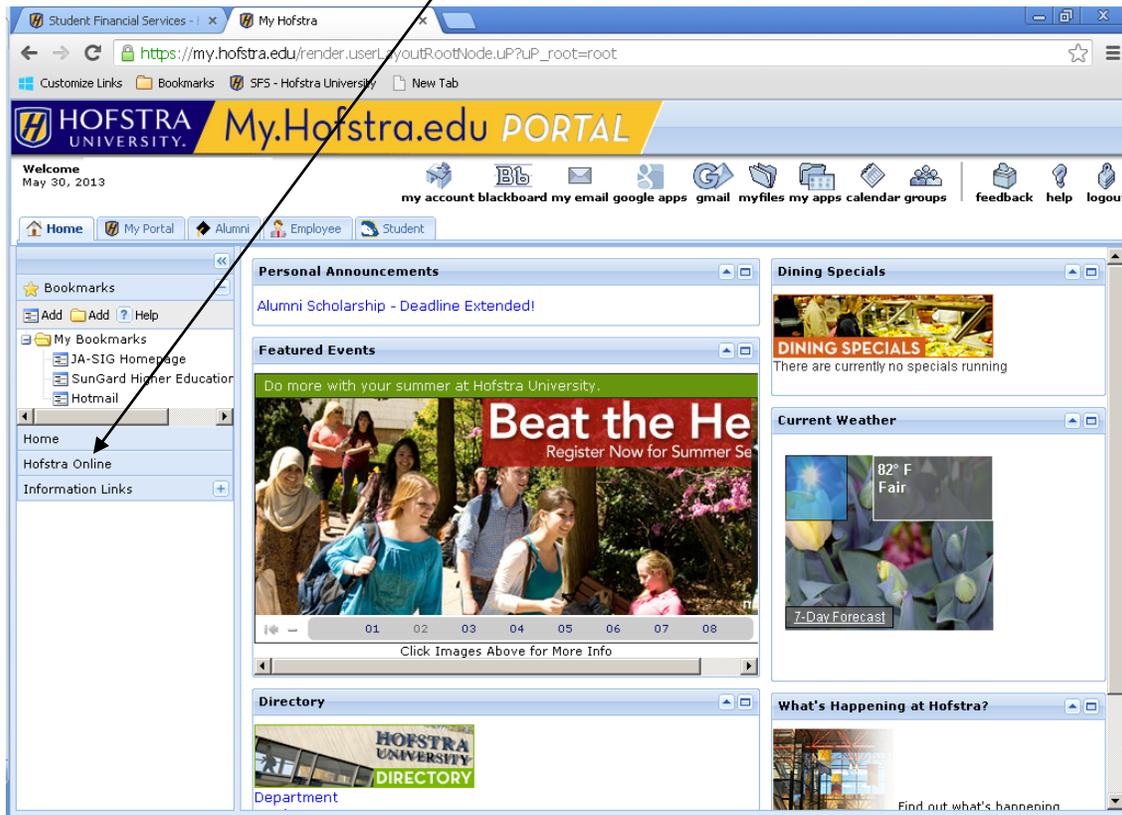
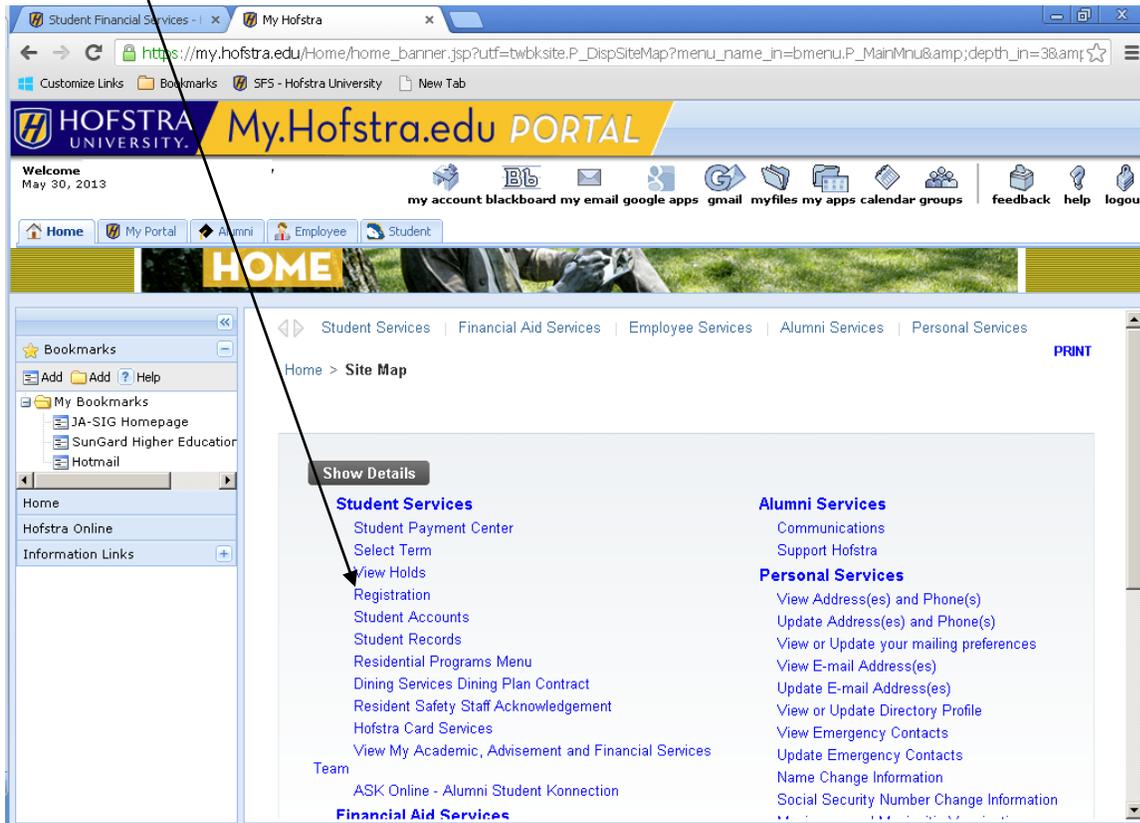


Walking a student through Hofstra Online for Registration

- Login to portal account (my.hofstra.edu)
- On the left side of the screen, click “Hofstra Online” on the left side menu. (See below)



- Click “Registration” under the Student Services menu



- Under the Registration menu, there are TWO WAYS to register for classes:
 - If the user knows the CRN# of the course they want to add, then click “Add or Drop classes”.
 - If the user does NOT know the CRN# of the course, then click “Look-up Classes to Add”.
- After click one of the above they will get to the “Select the term” screen with a drop down menu.
- After they Select a term - ***If it is there very first time registering for this specific term***, they will be prompted to an “Agree/Disagree” screen regarding the tuition charge that comes with registering for courses. This will only happen once for each term.
- After they Select a term - ***If the student is not pre-advised***, they will need to enter a PIN at this point. (This is primarily limited to Freshmen and Graduate students. UG’s should contact University Advisement and GR’s should contact their graduate program director.)

From the Add/Drop Classes page:

- To DROP a course, select “Web Drop/Delete” from the action drop down menu.
- To ADD a course, enter the CRN# on the “Add Classes Worksheet” at the bottom of the page.
 - Click Submit Changes.

From the Look-up Classes page:

- Use the search options to find the desired course.
 - If the course is open for adding, there will be a check box next to the CRN#.
 - Check the box & click “Register”