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:
  o If the user knows the CRN# of the course they want to add, then click “Add or Drop classes”.
  o 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 the 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:**
  o To DROP a course, select “Web Drop/Delete” from the action drop down menu.
  o 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.
    o If the course is open for adding, there will be a check box next to the CRN#.
      ▪ Check the box & click “Register”