PREPARING FOR REGISTRATION

1. **Check out the Academic Calendar** and the main page of your student portal for your registration date based on class standing:
   https://www.hofstra.edu/studentaffairs/studentservices/academicrecords/acadrec_calendars.html

2. **Get familiar with the portal screens:**
   - **Add/Drop Classes** → Register here on your assigned day.
   - **Look up Classes to Add** → Look up classes here ahead of time.
   - **Check Your Registration Status** → Do you have holds preventing registration? Find out here.
   - **Check Your Schedule** → Check your schedule after registration here.
   - **Your Success Team** → Find your team here.

3. **Make sure your AP, IB, and/or transfer credits are posted and the credits are counting:**
   On the portal: Student Services – Student Records - Academic Transcript
   Your transfer credit should be posted first, with the number of credits assigned. If you don’t see them, the grade is “TU”, or they have “0” credits assigned, Admissions may not have received your scores or final transcript.
   Contact the Office of Admissions: (516) 463-6700

4. **Read your Degree Works Audit:** Portal – Apps Icon - Degree Works app

5. **See your faculty advisor:** If you have a major declared.

6. **See your advising dean:** Make an appointment with your advising dean through the Student Success Connect app or call 516-463-6770 for assistance.

7. **Search for classes:** Read the top of the “Look up Classes to Add” page for key links:

8. **Make your plan:** Create a mock schedule and have back up classes and CRN’s ready to go!

9. **Read your Degree Works Audit again after registration** to make sure your classes appear where you expect them to.