

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/student-services/academic-records/academic-records-calendars.html>

2. **Get familiar with the portal screens:**

Registration

The screenshot shows a list of registration-related links. Red circles highlight 'Add/Drop Classes', 'Look up Classes to Add', 'Check Your Registration Status', 'Concise Student Schedule', and 'Your Success Team'. Yellow callout boxes provide instructions: 'Register here on your assigned day.' points to 'Add/Drop Classes'; 'Look up classes here ahead of time.' points to 'Look up Classes to Add'; 'Do you have holds preventing registration? Find out here.' points to 'Check Your Registration Status'; 'Check your schedule after registration here' points to 'Concise Student Schedule'; and 'Do you know who your advising dean is? Find your team here.' points to 'Your Success Team'.

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:

Look up Classes

The screenshot shows the 'Look up Classes' page. A red arrow points to the 'Distance Learning Courses' link. Yellow callout boxes provide instructions: 'Need WSC 002? Find section topics here. Also look here for special topics courses.' points to the 'Distance Learning Courses' link; 'Natural Sciences need lecture and lab sections; find corresponding sections here.' points to the 'Lectures with Required Lab Sections' link.

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.