

## Using the Online Course Registration System:

This guide will walk you through some basic functions of the online registration system including how to search for sections and update your course registration through the my.Hofstra.edu portal.

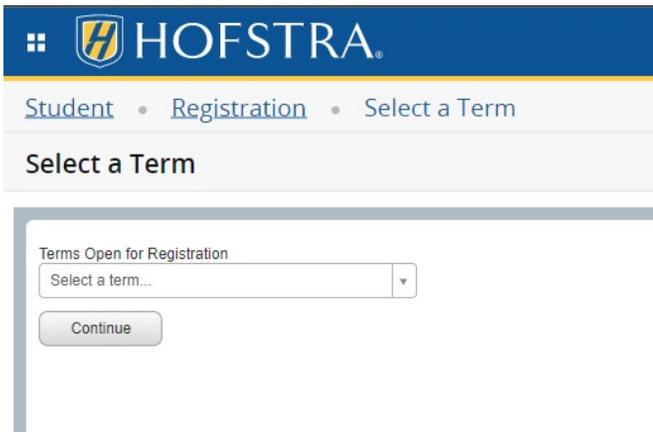
### Course Registration

To start making registration changes, first select “Add/Drop Classes” from the Registration menu under the Student Services section of the portal.

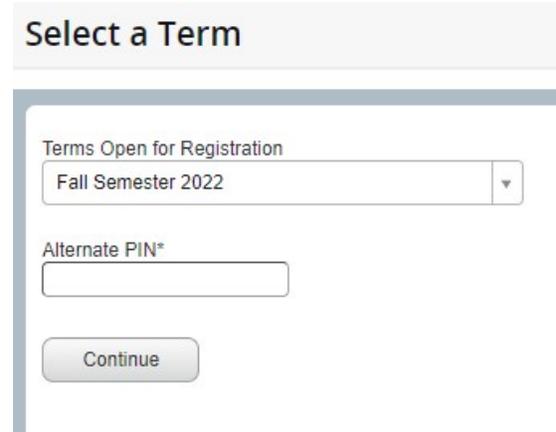
#### Registration

- ☆ Add/Drop Classes
- ☆ Look up Classes to Add
- ☆ Student Schedule by Day & Time
- ☆ Student Detail Schedule
- ☆ ...

Then select a term that is currently open for registration changes. If a PIN is required for the term you will see a prompt on the term selection where a PIN must be entered before you can proceed.



The screenshot shows the top navigation bar of the Hofstra portal with the logo and the text "HOFSTRA". Below the navigation bar, there is a breadcrumb trail: "Student • Registration • Select a Term". The main heading is "Select a Term". Below this heading, there is a dropdown menu labeled "Terms Open for Registration" with the text "Select a term..." and a downward arrow. Below the dropdown menu is a "Continue" button.



The screenshot shows the "Select a Term" form. The heading is "Select a Term". Below the heading, there is a dropdown menu labeled "Terms Open for Registration" with the text "Fall Semester 2022" and a downward arrow. Below the dropdown menu is a text input field labeled "Alternate PIN\*". Below the input field is a "Continue" button.

If this is your first time viewing the term it will bring up an Acknowledgement of Financial Responsibility and information on the Tuition Refund Plan. You must read and submit your response to the two agreements before you are able to proceed to online registration.

## HOFSTRA UNIVERSITY STUDENT ELECTRONIC SIGNATURE

### Fall 2022 Term

You have been redirected to this web page for the purpose of obtaining your electronic signature which is required to be filed electronically once a semester. Without this approval you will not be allowed to register via the Hofstra web registration process. NOTE: For University policies, tuition and fees Please refer to the University Undergraduate and Graduate bulletins for detail information.

#### Acknowledgement of Financial Responsibility. [show agreement in new window](#)

- I do agree
- I do not agree - *I understand that by selecting the 'I do not agree' button I do not want to use my electronic signature and I will register on paper (available at Memorial Hall).*

#### Tuition Refund Plan (TRP) [show agreement in new window](#)

- I agree to purchase the TRP for the semester at a cost of \$188. I understand this charge will be added to my student account invoice. If I wish to cancel my enrollment, I must email [Bursar@hofstra.edu](mailto:Bursar@hofstra.edu) prior to the start of the semester for which I am purchasing the plan, otherwise I will remain responsible for the charge on my student account.
- I do not wish to purchase the TRP for the semester.

[Save Information](#)

If you agree to the Acknowledgement of Financial Responsibility, you will be taken to the class search form:

Find Classes | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ

**First Year Connections:**  
For Freshmen looking for information on courses, choose from the following links:  
[Fall First Year Connections Clusters](#)  
[Fall First Year Connections Seminars](#)  
[Spring First Year Connections Seminars](#)

Term: Fall Semester 2022

Subject

Course Number

Attribute

Credit Hour Range  to

Keyword

Open Sections Only

[▶ Advanced Search](#)

From here you can search for courses by subject and course number, attributes (e.g. distribution categories, distance learning, etc.), credit hours, or by certain course keywords. By selecting Advanced Search, additional options are presented which can make your searches more specific or allow you to search additional course features like faculty, meeting times, etc.

Once the search is performed, the search results provide a list of courses that meet your search criteria. In the example below we have searched for Africana Studies (AFST) courses.

CRN	Subject	Course Num	Section	Hours	Title	Meeting Times	Status	Instructor	Attribute	Linked Sections
91453	AFST	039	01	3	(CC, CP) AMER EXP & AFRC...	S   M   T   W   T   F   S   09:40 AM - 11:05 AM	Type: Class Bui 5 of 5 seats remain.	Harvey-Salaam, Dyane (Pr...	<ul style="list-style-type: none"> <li>OEL 15</li> <li>CC-Cross Cultural</li> <li>CP-Creative Participation</li> <li>Liberal Arts</li> <li>Transfer Cross Cultural</li> <li>Transfer Hum-Creative Particip</li> <li>UG Level</li> </ul>	<a href="#">Add</a>

Clicking on the section title will bring up additional information about the course if it is available.

### Class Details for (CC, CP) AMER EXP & AFRCN DNCE Africana Studies 039 01

Term: 202209 | CRN: 91453

**Class Details**

**Associated Term:** Fall Semester 2022  
**CRN:** 91453  
**Campus:** Main Campus  
**Schedule Type:** Lecture  
**Section Number:** 01  
**Subject:** Africana Studies  
**Course Number:** 039  
**Title:** (CC, CP) AMER EXP & AFRCN DNCE  
**Credit Hours:** 3  
**Grade Mode:** No Section specified grade mode, please see Catalog link below for more information.

**Close**

The full page shows the list of courses that you have selected in your search in the top pane. In the bottom left pane is a weekly calendar view which displays your registered courses and any courses you have added to your Summary. The bottom right window shows all of your registered courses as well as any registration changes you have not submitted yet. All of the columns and windows on this page can be sorted and adjusted in size or hidden.

Find Classes
Enter CRNs
Schedule and Options

**Search Results — 6 Classes**  
 Term: Fall Semester 2022    Subject: Africana Studies Search Again

CRN	Subject	Course Num	Section	Hours	Title	Meeting Times	Status	Instructor	Attribute	Linked Sections
91453	AFST	039	01	3	(CC, CP) AMER EXP & AFRC...	S   M   T   W   T   F   S 09:40 AM - 11:05 AM	Type: Class Bui 5 of 5 seats remain.	Harvey-Salaam, Dyane (Pr...	OEL 15 CC-Cross Cultural CP-Creative Participation Liberal Arts Transfer Cross Cultural Transfer Hum-Creative Particip UG Level	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #28a745; color: white; border-radius: 3px;">Add</span>

**Schedule**    Schedule Details

Class Schedule for Fall Semester 2022

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							

**Summary**

No registered or pending classes.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Panels
 Conditional Add and Drop
Submit

If the class looks like one that meets your needs, click on the Add button next to the course. This will move it to your course Summary and your Schedule in a “Pending” state, which is indicated in shaded gray. The Action selection on the course will default to “Web Registered” if you are adding it to your Summary for the first time. Additional actions can be selected if you wish to waitlist, drop, or withdraw from a course.

The screenshot displays the 'Class Schedule for Fall Semester 2022' on the left and the 'Summary' pane on the right. The schedule grid shows shaded gray blocks for the course '(CC, CP) AMER EXP & AFRC/DNCE' on Tuesday and Thursday at 10am. The summary table shows the course details and a 'Pending' status.

Title	Details	Hours	CRN	Schedule Type	Status	Action
(CC, CP) AMER EXP & AFRC...	AFST 039, 01	3	91453	Lecture	Pending	***Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submitting the “Web Registered” action will move the course from “Pending” to a green “Registered” status in the Summary and move it from a shaded gray to a solid color on the Schedule in the left pane. You can add multiple courses to the Summary and register for them or make other registration changes to existing courses at the same time.

The screenshot displays the 'Class Schedule for Fall Semester 2022' on the left and the 'Summary' pane on the right. The schedule grid shows solid green blocks for the course '(CC, CP) AMER EXP & AFRC/DNCE' on Tuesday and Thursday at 10am. The summary table shows the course details and a 'Registered' status.

Title	Details	Hours	CRN	Schedule Type	Status	Action
(CC, CP) AMER EXP & AFRC...	AFST 039, 01	3	91453	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999,999,999

Clicking the green Search Again button on the class search will take you back to the class search so you can continue to add more courses to your Summary.

**Search Results — 6 Classes**  
Term: Fall Semester 2022 Subject: Africana Studies Search Again

CRN	Subject	Course Num	Section	Hours	Title	Meeting Times	Status	Instructor	Attribute	Linked Sections
91453	AFST	039	(CC, CP) AMER EXP & AFRCN DNCE		(CC, CP) AMER EXP & AFRCN...	S M T W T F S 09:40 AM - 11:05 AM	Type: Class Bui 4 of 5 seats remain.	Harvey-Salaam, Dyane (Pr...	OEL 15 CC-Cross Cultural CP-Creative Participation Liberal Arts Transfer Cross Cultural Transfer Hum-Creative Particip UG Level	<span>Add</span>

If you attempt to register for a course but do not meet the requirements for registration, the system will alert you to any errors preventing that registration. Common errors include things like course closures, missing prerequisites, missing corequisites, or time conflicts like the example below:

**HOFSTRA** Rios, Christopher 1

Student • Registration • Select a Term • Register for Classes

ANTH 001 CRN 90639: Time conflict with CRN 92485

**Register for Classes**

Find Classes Enter CRNs Schedule and Options

**Search Results — 7 Classes**  
Term: Fall Semester 2022 Subject: Anthropology Monday: True Wednesday: True Search Again

CRN	Subject	Course Num	Section	Hours	Title	Meeting Times	Status	Instructor	Attribute	Linked Sections
90639	ANTH	001	01	3	(BH)HUMAN EVOL IN ANTH...	S M T W T F S 09:40 AM - 11:05 AM	Type: Class Bui 37 of 37 seats remain. <b>Time Conflict!</b>	Buddenhagen, Anne (Prim...	OEL 37 BH-Behavioral Social Sci Liberal Arts Transfer Behavioral Social Sci UG Level	<span>Add</span>

**Schedule** Schedule Details

Class Schedule for Fall Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am		(BH)HUMAN EVOL IN ANTH 90639	(CC, CP) AMER EXP & AFRCN DNCE	(BH)HUMAN EVOL IN ANTH 90639	(CC, CP) AMER EXP & AFRCN DNCE		
11am		(NS) HUMAN BIOLOGY		(NS) HUMAN BIOLOGY			

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
(BH)HUMAN EVOL IN ANTH...	ANTH 001, 01	3	90639	Lecture	Errors Preventing Regi...	Remove
(CC, CP) AMER EXP & AFRCN...	AFST 039, 01	3	91453	Lecture	Registered	None
(NS) HUMAN BIOLOGY	BIOL 004, 01	3	92485	Lecture	Registered	None
(NS) HUMAN BIOLOGY	BIOL 004, 02L	0	92487	Sub-Section	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop Submit

## Linked Sections

Courses that require another section registration will have a “View Linked” button in the Linked Sections column of the search. These courses are often lectures that require a lab component in the same term. In the example below, this BIOL 004 001 (CRN: 92485) lecture section requires a lab section as well.

CRN	Subject	Course Num	Section	Hours	Title	Meeting Times	Status	Instructor	Attribute	Linked Sections
92485	BIOL	004	01	3	(NS) HUMAN BIOLOGY	S M T W T F S 10:10 AM - 11:05 AM Type: Class Bui	39 of 40 seats rem... 100 of 100 waitlist ... <a href="#">LINKED</a>		OEL 40 Liberal Arts NS-Natural Science Transfer Natural Science UG Level	<a href="#">View Linked</a> <a href="#">Add</a>

Clicking the “View Linked” button will show you all of the valid sections that are required subsections for the class. The course you have already selected on the previous page will show its title and CRN at the top of each selection.

[Back To Search Results](#) **Linked Sections**  
Term: Fall Semester 2022 Subject: Biology - BIOL

**Title :** (NS) HUMAN BIOLOGY **Schedule Type :** Lecture **CRN:** 92485 [Add All](#)

CRN	Subject	Course Numbe	Section	Hours	Title	Meeting Times	Status	Instructor	Attribute
92487	BIOL	004	02L	0	(NS) HUMAN BIOLOGY	S M T W T F S 02:40 PM - 04:35 PM Type: Class Building: GIT	20 of 20 seats remain 100 of 100 waitlist seats... <a href="#">LINKED</a>		OEL 40 Liberal Arts NS-Natural Science Transfer Natural Science UG Level

Total Hours : 0

When you find the additional section you wish to add, simply click the “Add All” button and it will bring both courses onto your course Summary. In the example below we have chosen BIOL 004 01 and its lab section BIOL 004 02L. From here you can submit your registration changes as normal.

Summary							
Title	Details	Hours	CRN	Schedule Type	Status	Action	
<u>(NS) HUMAN BIOLOGY</u>	BIOL 004, 01	3	92485	Lecture	Pending	<a href="#">**Web Registered**</a> ▼	
<u>(NS) HUMAN BIOLOGY</u>	BIOL 004, 02L	0	92487	Sub-Section	Pending	<a href="#">**Web Registered**</a> ▼	
<u>(CC, CP) AMER EXP &amp; AFRC...</u>	AFST 039, 01	3	91453	Lecture	Registered	<a href="#">None</a> ▼	

## Adding Multiple CRNs at Once

If you already know the CRNs (Course Registration Number) of the courses you wish to add to your schedule, you can add these directly to your Summary by selecting the “Enter CRNs” tab next to the default “Find Classes” tab at the top of the screen.

Find Classes **Enter CRNs** Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Fall Semester 2022

CRN  INSTRUMENTAL ANALYSIS CHEM 124, 01

CRN  COMPOSITION WSC 001, 17

CRN

[+ Add Another CRN](#)

If you add an invalid CRN, the system will let you know and prevent you from adding the course.

## Enter Course Reference Numbers (CRNs) to Register

Term: Fall Semester 2022

CRN   Section 202209 84512 not a valid CRN.

CRN

[+ Add Another CRN](#)

## Waitlisting Courses

Some courses may have a registration waitlist set up by the department. In the event a section you would like to register for is full, you can add yourself to the waitlist. If seats become available in the waitlisted section, the students on the waitlist will have first priority to register for the section and will be contacted when they are eligible for an open seat. If a waitlist exists for the course, it will appear with a blue alert icon in the Status column indicating the number of waitlist slots available. In the example below, this section of CHEM 003A has 30 waitlist seats available.

Search Results — 12 Classes  
 Term: Fall Semester 2022 Subject: Chemistry Monday: True Wednesday: True Search Again

93105	CHEM	003A	QR8	3	<a href="#">(NS) GENERAL CHEMISTRY I</a>	S M T W T F S   02:40 PM - 04:35 PM Type: Class Bu	FULL: 0 of 0 seats re... 30 of 30 waitlist seats...	Chabra, Jennifer (Primary)	OEL 35 Liberal Arts NS-Natural Science Quantitative Reasoning Course Transfer Natural Science UG Level	Add
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After you add the course to your summary select the “Waitlist” action from the Action drop down.

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">(NS) GENERAL CHEMISTRY I</a>	CHEM 003A, QR8	3	93105	Lecture	<i>Pending</i>	Wait List
<a href="#">(BH) HUMAN EVOL IN ANTH...</a>	ANTH 001, 01	3	90639	Lecture	<i>Registered</i>	None
<a href="#">(CC, CP) AMER EXP &amp; AFRC...</a>	AFST 039, 01	3	91453	Lecture	<i>Registered</i>	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999,999.999

Conditional Add and Drop Submit

Submitting the “Wait List” action will move the course from “Pending” to a green “Waitlisted” status in the Summary and move it from gray to color on the Schedule in the left pane. **Waitlisting a course does not mean you are registered in that section.** Only courses with a “Registered” status are considered registered sections.

Summary 						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>(NS) GENERAL CHEMISTRY I</u>	CHEM 003A, QR8	0	93105	Lecture	Waitlisted	None ▾
<u>(BH) HUMAN EVOL IN ANTH ...</u>	ANTH 001, 01	3	90639	Lecture	Registered	None ▾
<u>(CC, CP) AMER EXP &amp; AFRC...</u>	AFST 039, 01	3	91453	Lecture	Registered	None ▾

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999,999.999

Conditional Add and Drop  Submit

## Conditional Add and Drop

If you are making multiple changes to your registration at the same time, you have the option to selection the “Conditional Add and Drop” checkbox next to the Submit button. Checking this box will indicate that you only want to make changes to your course registration if *all* of the changes you are making can be made. In the example below, the student is dropping the BIOL 004 lab and lecture sections and wants to add a section of ANTH 001. By checking the Conditional Add and Drop box, the drop of the BIOL 004 sections will only happen if the system can also add the ANTH 001 section at the same time. This prevents losing a seat in a section or sections the student was already registered for if they can’t add the new section for any reason.

Title	Details	Hours	CRN	Schedule Type	Status	Action	
<a href="#">(BH) HUMAN EVOL IN ANTH ...</a>	ANTH 001, 01	3	90639	Lecture	Pending	**Web Registered**	▼
<a href="#">(CC, CP) AMER EXP &amp; AFRC...</a>	AFST 039, 01	3	91453	Lecture	Registered	None	▼
<a href="#">(NS) HUMAN BIOLOGY</a>	BIOL 004, 01	3	92485	Lecture	Registered	Web Drop/Delete	▼
<a href="#">(NS) HUMAN BIOLOGY</a>	BIOL 004, 02L	0	92487	Sub-Section	Registered	Web Drop/Delete	▼

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 999,999.999

Conditional Add and Drop 