Office of the Registrar

Steps for SPRING 2022

Registration

January 6 – 7, 2022 – Regular Registration

January 10 – 11, 2022 – Late Registration (Late Fees Applied)

January 12 – 14, 2022 – Extended Registration (Late Fees Applied)

Regular Registration, January 6 - 7

1. The student completes the Course Request Form, located on the HU website under “Student Forms.”
2. The student secures a copy of the Curriculum Outline for his/her major (located on the web, in the Academic Catalog in force when the student first enrolled or when the student changed his/her major).
3. The student meets with his/her major Advisor.
4. The Advisor approves the courses and gives the student a copy of his/her registration/alternate PIN number.
5. *Because financial holds are placed on all student accounts, the student must pay fees first, using the online payment system, or by going to the Office of Student Accounts.
6. Once fees are paid, the Business Office removes the “Hold flag. “
7. The student enters the courses into HUNet and prints his/her schedule.

*Online Payment Link: https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx

Late Registration, January 10 – 11 (After classes have started)

1. The student completes the Course Request Form and the Student Responsibility for Late Registration Form, located on the HU website under “Student Forms.”
2. The student secures a copy of the Curriculum Outline for his/her major (located on the web, in the Academic Catalog in force when the student first enrolled or when the student changed his/her major).
3. The student meets with his/her major Advisor.
4. The Advisor approves the courses and gives the student a copy of his/her registration/alternate PIN number.
5. The student emails the **Student Responsibility for Late Registration** form to the Assistant Provost for Academic Affairs for her approval (academic_affairs@hamptonu.edu).
6. The Assistant Provost reviews the form and approves the student’s request for late registration.
7. The Assistant Provost emails the approved form to the student and to the Assistant Comptroller for Student Services.

**8. Because financial holds are placed on all student accounts, the student must pay fees first, using the online payment system or by going to the Office of Student Accounts.**

9. Once fees are paid, the Business Office removes the “Hold flag.”
10. The student enters the courses into HUNet and prints his/her schedule.

*Online Payment Link: [https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx](https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx)*

**Extended Registration, January 12 -14 (After classes have started and late registration has ended.)**

1. The student completes the **Course Request Form** and the **Student Responsibility for Late Registration** form, located on the web under “Student Forms.”
2. The student secures a copy of the **Curriculum Outline** for his/her major (located on the web, in the Academic Catalog in force when the student first enrolled or when the student changed his/her major).
3. The student meets with his/her major Advisor.
4. The Advisor approves the courses and gives the student a copy of his/her registration/alternate PIN number.
5. The student emails the **Student Responsibility for Late Registration** form to the Assistant Provost for Academic Affairs for her approval (academic_affairs@hamptonu.edu).
6. The Assistant Provost reviews the form and approves the student’s request for late, late registration.
7. The Assistant Provost emails the approved form to the student and to the Assistant Comptroller for Student Services.

8. *Because financial holds are placed on all student accounts, the student must pay fees first by going to the Office of Student Accounts.*

9. Once fees are paid, the Business Office removes the hold flag.

10. The student enters the courses into HUNet and prints his/her schedule.