

Office of the Registrar

Steps for SPRING 2021 Registration

January 4 – 8, 2021 – Regular Registration

January 11 – 12, 2021 – Late Registration (Late Fees Applied)

January 13 – 15, 2021 – Late, Late Registration (Late Fees Applied)

Registration, January 4 - 7

1. The student completes the Course Request Form (the Fillable Form may be accessed under Student Forms on the web site).
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 emails the Course Request Form and Curriculum Outline to the Advisor/School Dean.
4. The Advisor/School Dean approves the form and list the student's registration/alternate PIN number on the form.
5. The Advisor/School Dean emails the approved form back to the student.
6. The student enters the courses and prints the schedule.

Email Addresses for School Deans

Business	itgschoolofbusiness@hamptonu.edu
Engineering and Technology	set@hamptonu.edu
Journalism and Communications	shsjc@hamptonu.edu
Liberal Arts and Education	libarts@hamptonu.edu
Nursing	sonadmin@hamptonu.edu
Pharmacy	pharmacy@hamptonu.edu
Science	sosdeansoffice@hamptonu.edu
Graduate College	hugrad@hamptonu.edu

Late Registration, January 11 – 12 (After classes have started)

1. The student completes the Course Request Form (the Fillable Form may be accessed under Student Forms on the web site).
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 emails the Course Request form and Curriculum Outline to the Advisor/School Dean.
4. The Advisor/School Dean approves the form and list the student's registration/alternate PIN number on the form.
5. The Advisor/School Dean sends the approved Course Request form to the student.
6. *Because financial holds are placed on all student accounts, the student must pay fees first, using the online payment system, before he/she can complete registration.
7. Once fees are paid, the Business Office removes the hold flag.
8. The student enters courses and prints the schedule.

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

Late, Late Registration, January 13 -15 (After classes have started and late registration has ended.)

1. The student completes the Student Responsibility for Late Registration Form and the Course Request Form (the Fillable Forms may be accessed under Student Forms on the HU web site).
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 emails the Course Request Form and Curriculum Outline to the Advisor/School Dean.
4. The Advisor/School Dean approves the form and list the student's registration/alternate PIN number on the form.
5. The Advisor/School Dean **sends the approved form to the Assistant Provost for Academic Affairs for her approval.**
6. **The Assistant Provost** reviews the forms and approves the student's request for late registration.
7. **The Assistant Provost sends the approved forms 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, before he/she can complete registration.
9. Once fees are paid, the Business Office removes the hold flag.
10. The student enters courses and prints the schedule.

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