

Registration Tips and Hints for Students

Please note that to be officially registered for courses, you must select the “REGISTER NOW” button to the right of the TERM and YEAR. Once you have successfully registered for these courses, they will turn **GREEN** and have a check mark in the left corner of the course box.

Important: If you do not see the green box, YOU ARE NOT REGISTERED!

ACCOUNT HOLDS

If you have a hold on your account you will not be allowed to register for the course. A “business office” or “financial” hold must be discussed with the Office of Student Accounts (336-841-9259). Please contact that office to clear your financial hold. An “academically ineligible” hold must be settled in the Office of Academic Development located on the 4th floor of Smith Library.

CONSENT

If a course requires consent of an instructor to be taken, the instructor must sign an add/drop form; these forms are located in the Office of the University Registrar (OUR) in Roberts Hall or download form online at: <http://www.highpoint.edu/registrar/files/Drop-Add-Form.pdf>

COURSE REPEATS

Students may only repeat courses for which a grade of C- or lower was received the first time the course was taken. A signed add/drop form must be brought to the Office of the University Registrar and the course must be registered for by a staff member.

PREREQUISITES

If a prerequisite has not been completed or you are not currently enrolled in the prerequisite, you will be unable to register for the course. However, if the instructor allows you to take the course without having the prerequisites, he/she must notify the Office of the University Registrar (OUR) by either signing the add/drop form or emailing the office.

COURSES RESTRICTED TO CLASSIFICATIONS (RISING SENIOR, JUNIOR, ETC)

Registration times are based on the current number of credit hours completed and not credit hours that will be completed at the end of the semester. The professor of the course and your advisor must sign an add/drop slip that you will bring back to OUR.

OVERLOAD

You must obtain an add/drop form and have it signed by both your advisor and the appropriate Academic Dean in order to register for more than 18 credit hours (academic overload) in a semester. You should register for as many courses as possible online, up to the 18 hour maximum, then take your drop/add form, signed by your Dean, and Student Accounts to OUR. The deans are listed below:

Dr. Carole Stoneking - *College of Arts & Sciences* **(Roberts 219)**
Dr. John Turpin - *School of Art & Design* **(Norton 210)**
Dr. James Wehrley - *School of Business* **(Phillips 202)**
Dr. Wilfred Tremblay - *School of Communication* **(NQSC 360)**

Dr. Mariann Tillery - *School of Education* **(SOED 239)**
Dr. Dan Erb - *School of Health Sciences* **(Norcross 228)**
Dr. Ron Ragan - *School of Pharmacy* **(Norcross 251)**

ERROR MESSAGES (examples)

Seats are not available in this section (course is closed)

If you acquire permission to enroll in a course that is closed, you will need to fill out a drop/add form that is located in the Office of the University Registrar (OUR) and bring to OUR with the signature of the instructor and your advisor. Key: If a course appears to have seats available but the course closed error appears, the course is cross-listed and this component of the course is at capacity.

HRE*3600*A requires pre-requisite of HRE*3220 (Pre-requisite not met)

Please refer to the Undergraduate Bulletin for listing of pre-requisites.

Session timed out – This means your account was left inactive for too long and has been automatically timed out for security reasons. You will simply need to log in again to continue. Be sure to logout when finished.

You have a business office hold and cannot register; call 841-9259 means that you have an outstanding balance on your account, and it must be cleared before you can register.

You are not eligible for registration at this time means that this is not your time to register. Please wait until your authorized time to begin registration.

You have not been cleared for registration by your advisor means that you cannot register for classes because your advisor has not authorized you to register. Your advisor must clear you in Student Planning. You must meet with your advisor prior to registration.

INDEPENDENT / DIRECTED STUDIES

In order to register for these courses, you must obtain an independent or directed study form from the Office of the University Registrar or on OUR website. These forms contain specific instructions on how to complete the process of registration.

Links:

Independent Study: <http://www.highpoint.edu/registrar/files/Independent-Study-Form.pdf>

Directed Study: <http://www.highpoint.edu/registrar/files/Directed-Study-Form.pdf>

INTERNSHIPS

In order to register for an Internship, please visit the Office of Experiential Learning on the 3rd Floor of Slane. The Office of the University Registrar registers you for the internship once you complete the application process required by the Office of Experiential Learning.

SCHEDULE CONFLICTS

If an overlap exists between courses, please discuss with the appropriate professor. Upon their approval, have them sign an add/drop form and an OUR staff member will register you for the course(s).

Commonly asked questions:

- 1. My date and time are wrong?** Registration date and time are set based upon your completed credits at the beginning of the semester. If you took credits over the summer at another institution and transferred those to HPU they may not be included depending on when the transcript was received.
- 2. I am studying abroad in spring, do I register for spring?** If you have been approved, you do not register. If there is a possibility that you may not get to study abroad in the spring, it is wise to register now.
- 3. I am a freshman, how do I register?** All new freshman students need to see their coach. Your coach will not register you for spring. They can only clear you to go online and you must register yourself. Instructions are in an email from the University Registrar.
- 4. How do I know if I have completed registration?** Once you have successfully registered for YOUR courses, they will turn **GREEN** and have a check mark in the left corner of the course box.
Important: If you do not see the green box, YOU ARE NOT REGISTERED!

Who to call for in-person assistance:

Registration related questions during office hours (8:30am-5:00pm) call (OUR) 336-841-9029 or 336-841-9510 (Sarah Bryce).

Student Planning login issues for students – call the IT helpdesk at 336-841-9147

Student Planning is located at:

<https://myaccount.highpoint.edu/Student/>

Office of the University Registrar – Suite 101, Roberts Hall

Office of Academic Development – 4th floor, Smith Library

