

Important Registration Notes for Students

You can only register when it's your time to register.
You will receive an email from universityregistrar@highpoint.edu that will give you an exact date and time to register at least one week prior to your time to register.

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 Services 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 in Roberts Hall or download form online: ADD_DROP_FORM_UPDATED_2025.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 you will be registered for the course by a staff member. Courses may not be repeated away from HPU.

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 met the prerequisites, he/she must notify the Office of the University Registrar (OUR) by either signing the add/drop form or emailing registrarsoffice@highpoint.edu

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

If a course contains a level restriction, the instructor of the course and your advisor must sign an add/drop slip that you must deliver to the Office of the University Registrar.

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 the Office of the University Registrar.

The academic deans are listed below:

Mr. Ken Elston - *School of Humanities & Behavioral Sciences* **(College Village, Suite 1171)**
Dr. John Turpin - *School of Arts & Design* **(Norton 210)**
Dr. Daniel Hall - *School of Business* **(Phillips 202)**
Dr. Nahed Eltanawy - *School of Communication* **(NQSC 360)**
Dr. Amy Holcombe - *School of Education* **(Stout 239)**
Dr. Lou Ann Flanders-Stec – *School of Entrepreneurship* **(Wilson Commerce 309)**
James Johnson – Interim - *School of Health Sciences* **(Congdon Hall)**
Dr. Michael Oudshoorn – *School of Engineering/ Computer Science.* **(Couch 238B)**
Dr. Briana Fiser – *School of Natural Sciences* **(Wanek 408)**
Dr. Racquel Ingram – *School of Nursing* **(Congdon 1031)**

WAIT LISTING: Waitlisting is a process where a student can "wait in line" electronically through Student Planning for classes that have met the set maximum enrollment (closed). Being on a waitlist does not guarantee enrollment in the class.

- Not all courses are waitlisted, but several are.
- The student's position on a waitlist is on a first-come, first-served basis.

Registration from a waitlist is not automatic. The student should check his or her HPU email daily for notification of availability. Once email is sent, the student must register within 24 hours or lose the position on the waitlist.

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 located in the Office of the University Registrar (OUR) and bring to OUR with the signature of the instructor and your advisor.

HRE 3500 requires pre-requisite of HRE 1550 (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 or (failed webday rule) 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: Independent-Study-Application-Form-UPDATED-2025.pdf

Directed Study: Directed-Study-Application-Form-UPDATED-2025.pdf

Directed Research: Directed-Research-Application-Form_2025.pdf

INTERNSHIPS

Student wishing to complete a credit-bearing internship will begin the process by contacting their academic advisor and the faculty member supervising internships within the department. Faculty advisors can provide students with the Internship Policies and Procedures manual which provides detailed information on setting up an internship, student rights and responsibilities, and registration for the internship. Once the internship has been approved, the student will sign an internship registration form which the faculty supervisor will submit to the Registrar's Office.

SCHEDULE CONFLICTS

If a time overlap exists between courses, please discuss with the appropriate instructors. Upon written approval of both instructors, have them sign an add/drop form. Bring the signed form to the Office of the University Registrar along with the written approval from both instructors and a staff member will register you for the course(s).

Commonly asked questions:

1. **My date and time are wrong?** Your 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 plan to study abroad in the fall, do I still need to register for classes at HPU**? 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 success coach. Your coach will not register you for fall. They can only clear you to go online and you must register yourself.

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 or who to visit for assistance:

Registration related questions during office hours (8:00am-5:00pm) call 336-841-9029
Need to change major or advisor? Call Student Academic Services 336-841-9478
Login issues? Call the IT helpdesk at 336-841-9147

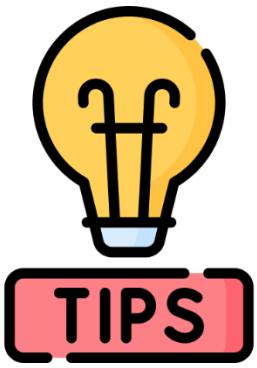
Important note to students: Use only your official HPU email account (not your personal email account) when corresponding with HPU officials, otherwise your email may not be received.

Student Planning is located at the following web address:
https://myaccount.highpoint.edu/Student/

People who can help you are located at:

Office of the University Registrar – Suite 101, Roberts Hall
Office of Student Academic Services – 4th floor, Smith Library
Office of Information Technology (helpdesk) – Wilson Residence Hall, lower level

This document is also located on the Registrar website at:
https://www.highpoint.edu/registrar/registration-notes/



What if a class I need is full?

It can be frustrating to find that a course you want or need is closed, but don't despair.

Follow these tips to create a complete schedule and be patient!

- Use Student Planning to check the enrollment in closed classes several times a day. Many students drop and add courses throughout the registration period, and a closed course may open up later in the day.
- Choose a different section if possible.
- Check your major and general education requirements to see if there are other courses you can take. For example, consider registering for a course from a different subject area (art instead of music) or a course in the major instead of a general education requirement.
- Consider registering for an elective. Most majors require completion of elective credits to bring you up to the 128-hour minimum requirement.
- Add yourself to the waitlist if available for that course. Not all courses are waitlisted, but several are. To add yourself to the waitlist of a course, add the course to your plan. This course will now say "This course has been waitlisted" and you are added to the list. If you are on a waitlist, be sure to check your HPU email every day so you don't miss an opportunity to add the class. You should also have some alternate courses available in case you don't get into the desired class.
- Contact the instructor or department chair to see if he or she will override the maximum enrollment. While faculty are under no obligation to do so, if the classroom has sufficient seating, some instructors may agree to add you to the class. If so, have the instructor sign a drop/add form and bring it to the Office of the University Registrar for final processing.

High Point University
Office of the University Registrar

4 big reasons why *academic advising*

is crucial throughout your four-year university journey:

1. Your advising session provides an opportunity to collaborate with someone who is committed to your success.
2. It's the perfect time to get answers to questions about your major, career path, or coursework.
3. Your academic advisor genuinely cares about your success and is dedicated to supporting your academic journey and helping you stay on track for timely graduation.
4. Creating and keeping your advising appointments is a professional expectation, and it's a great opportunity to develop this important habit.

HIGH POINT UNIVERSITY
Office of the University Registrar