

# ONLINE REGISTRATION AND SCHEDULE CHANGES

## Getting to the registration screen in [plus.hope.edu](http://plus.hope.edu)

1. Log into your account using your ID and normal PIN.
2. Navigate through the menus: Registrar and Student Accounts > Registration > Register for Classes and Add/Drop Classes
3. Select the term you wish to register/make changes for and submit.
4. If asked, enter your “Alternate PIN” (the registration PIN you were given by your advisor) and submit.

## Registering for classes/adding classes

1. In the registration screen, enter the CRNs (5-digit course registration numbers) in the blank fields provided under the “Add Classes Worksheet” section.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

- a. If you do not know the CRNs of your classes, search for them using the [class schedule](#).
2. When you are finished entering CRNs, submit changes.
3. The screen will refresh. Any courses you are now registered for will say “\*\*Registered\*\*.” Be sure to double check that you have no errors.
  - a. If you receive a “Closed – Waitlisted” error it does not mean you are on the wait list. You must click the drop-down menu and choose “Wait Listed,” then click “Submit Changes” to be added to the wait list.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	80619	ACCT	221	03	Undergraduate	4.000	Standard	Letter	Grade Financial Accounting

- b. In the below example, this student is registered for 3 courses, but one course has a time conflict.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Gr
**Registered**	None	80641	CHEM	125	01	Undergraduate	3.000	St
**Registered**	None	80650	CHEM	127	08	Undergraduate	1.000	St
**Registered**	None	80783	CHEM	125	12	Undergraduate	0.000	Nc

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 1.000  
Maximum Hours: 50.000  
Date: Oct 06, 2017 11:29 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	
Time conflict with CRN 80641	80604	ACCT	221	01	Undergraduate	4.000	Standard	Letter	Grac

- c. See our website for [details about registration errors and how to resolve them](#).
4. When you are finished, go back to the main registration screen to confirm you are Registered or Waitlisted for all the appropriate courses. Wait listed courses do not factor into the total credit count.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade
**Registered** on Oct 06, 2017	None	80641	CHEM	125	01	Undergraduate	3.000	Standar
**Registered** on Oct 06, 2017	None	80650	CHEM	127	08	Undergraduate	1.000	Standar
**Registered** on Oct 06, 2017	None	80783	CHEM	125	12	Undergraduate	0.000	Non-gr
Wait Listed on Oct 06, 2017	None	80819	ACCT	221	03	Undergraduate	0.000	Standar
**Registered** on Oct 06, 2017	None	80700	ARAB	101	01	Undergraduate	4.000	Standar
**Registered** on Oct 06, 2017	None	80492	MATH	131	03	Undergraduate	4.000	Standar

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 1.000  
 Maximum Hours: 50.000  
 Date: Oct 06, 2017 11:51 am

5. Check your schedule by going to Registrar and Student Accounts > Registration > (Printable) term schedule. The printable schedule lists your registered and wait listed classes.

### Optional: Registering for classes using the Schedule Planner

Before you register for classes, you can generate class schedule options with the Schedule Planner. The Planner allows you to choose the courses you want to take, narrow down by section, and block off any busy times when you can't have class.

1. In plus.hope.edu, navigate to Registration > Schedule Planner
2. Instructions for using Schedule Planner are available at the end of this document. Send your course choices to your Shopping Cart.
3. When you are ready to register, in plus.hope.edu, go to Registrar and Student Accounts > Registration > Schedule Planner Registration Cart. Select Register.
4. The system will attempt to register you for the CRNs in your cart, and will take you to the registration screen. Verify that you have been registered for all the classes you planned on. Review any errors you receive (more info in #3 above).

### Changing a variable credit course

If you register for a variable credit course, such as student teaching, you can change the number of credits yourself.

1. Go to the main registration screen and verify that you are registered or wait listed for the course.
2. The credit hours for the variable credit course will appear blue. Click on it, or click "Change Class Credit Hours" at the bottom of the registration screen.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Oct 17, 2017	None	11090	EDUC	470	01	Undergraduate	1.000	Standard Letter Grade	Student Tchg: Elem or Mid Sch

Total Credit Hours: 1.000  
 Billing Hours: 0.000  
 Minimum Hours: 1.000  
 Maximum Hours: 20.000  
 Date: Oct 17, 2017 02:50 pm

Add Classes Worksheet

CRNs

Submit Changes | Class Search | Reset

[ View Help | Change Class Credit Hours | Registration Fee Assessment ]

3. On the next screen, type in the number of credits you want that course to be, and click "Submit Changes."

If you have registered for a class with variable hours and you would like to change the number of credit hours, you may do so here. The variable hours will appear in a box. Click in the box and enter the number of hours you desire.

**Student Tchg: Elem or Mdl Schl**  
**Course:** 11090 EDUC 470 01  
**Credit Hours (1.000 to 10.000):**   
**Grade Mode:** Standard Letter Grade  
**Course Level:** Undergraduate

- It will appear nothing has happened, but the system has saved your credits. Click “Add or Drop Classes” at the bottom of the screen. You will be taken back to the main registration screen. Check that the number of credits you entered is now listed next to the course.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Oct 17, 2017	None	11090	EDUC	470	01	Undergraduate	1.000	Standard Letter Grade	Student Tchg: Elem or Mdl Schl

### Dropping classes/removing yourself from the wait list

If you drop a course, you may not be able to register for the course later. If you drop a wait listed course and add yourself back on the wait list, you will be added to the end of the wait list.

- In the registration screen, select the drop down menu next to the course you wish to drop or remove yourself from the wait list. Select “Drop/delete” and then “Submit changes.”

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
**Registered** on Oct 06, 2017	None	80641	CHEM	125	01	Undergrad
**Registered** on Oct 06, 2017	None	80650	CHEM	127	08	Undergrad
**Registered** on Oct 06, 2017	None	80783	CHEM	125	12	Undergrad
Wait Listed on Oct 06, 2017	None	80819	ACCT	221	03	Undergrad
**Registered** on Oct 06, 2017	None	80700	ARAB	101	01	Undergrad
**Registered** on Oct 06, 2017	None	80492	MATH	131	03	Undergrad
Total Credit Hours: 12.000 Billing Hours: 12.000 Minimum Hours: 1.000 Maximum Hours: 50.000 Date: Oct 06, 2017 11:51 am						

Add Classes Worksheet

**CRNs**

# SCHEDULE PLANNER

CREATE YOUR IDEAL SCHEDULE IN MINUTES

**1** LOG INTO PLUS.HOPE.EDU

Hope COLLEGE PLUS.HOPE.EDU

User Login

Please enter your identification number (ID)

**TIP: Your official ID number is 9 digits**

000000123  
000001234  
000012345

To protect your privacy, please Exit and the

User ID:

PIN:

Login Forgot PIN?

**2** LAUNCH SCHEDULE PLANNER  
Registrar and Student Accounts >  
Registration > Schedule Planner

Registration

Select Term

Registration Status

**Schedule Planner New!!!**  
Create the perfect class schedule.

Schedule Planner Registration Cart

Register for Classes & Add/Drop Classes

Look-up Classes to Add

Change Class Credit Hours

(Printable) Term Schedule

Student Detail Schedule

Weekly Schedule

**3** ADD Courses you plan to take

**4** ADD Breaks for when you can't have class

**5** GENERATE All possible schedules

**6** VIEW To see schedule details

**7** SEND TO SHOPPING CART To save CRNs in plus.hope.edu for easy registration

Schedule Planner

Hope COLLEGE

Course Status: Open Classes Only

Term: Spring 2020

Courses:

- COMM 140 Public Presentations
- MATH 210 Introductory Statistics
- SPAN 122 Spanish II

Breaks:

- Job MWF - 12:00pm to 2:00pm

Schedules:

Generated 501 Schedules

View Schedules

Compare

View 1 Job, 140-COMM-01, 113-ENGL-01, 210-MATH-01, 122-SPAN-14

View 2 Job, 140-COMM-03, 113-ENGL-13, 210-MATH-07, 122-SPAN-11

Shopping Cart

1 of 501

CRN #	Seats Open
10256	18
10141	18
10385	30
10214	24

Week 2 (01/13/2020 - 01/20/2020)

MATH MATH

## **Schedule Planner Tips & Tricks**

### **Adding courses/viewing course info**

- Add courses by subject/course, attribute, or Degree Works Plan (must have a Plan created for term selected)
- Narrow down courses to specific sections by selecting “Options” and “Advanced Filters.”
- Once you have generated a schedule, lock in a specific section with the lock icon.

### **Generating schedules/registering**

- The planner only generates conflict-free schedules. If you want to take two courses that overlap, you will need to exclude one of those courses from the planner. If you have been granted a time conflict override, you will need to add that CRN manually in plus.hope.edu.

### **Making changes after you have registered**

- Your registered courses will appear in the planner automatically.
- If you want to drop a course, it must be done in the registration screen in plus.hope.edu, not via the planner/registration cart.
- You can generate a new schedule using a combination of your registered courses and new ones. While this allows you to see the schedule visually, you still need to make the changes (drops, adds) manually in plus.hope.edu