


Student Instructions for Registration in Hawk's Edge

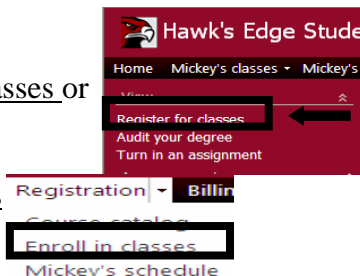
- 1.) Go to WWW.HNU.EDU
- 2.) Scroll down to the bottom of the page
- 3.) Click on the icon 
- 4.) Enter in your log-in credentials

User ID: **firstname_lastname**
 Password: **7-digit student ID number**

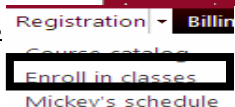
- 5.) Click on the icon  (located in the upper right corner)

****NOTE: Once logged into NetClassroom, do not use the Back Arrow Button or you'll log yourself out****

- 6.) Under View in left toolbar, click Register for Classes or



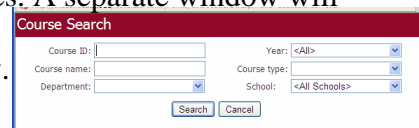
On the Registration menu, click on Enroll in Classes



- 7.) Use the Academic Year dropdown menu to choose the correct term.
- 8.) Click on the Edit Registration Button 

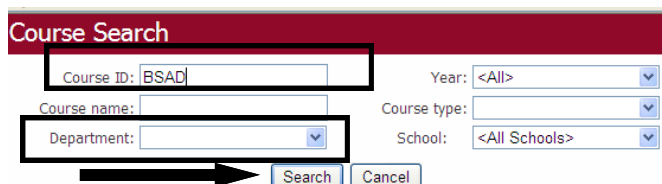
- 9.) In a blank box in Course chart, click on the  icon to search for courses. A separate window will appear.

- 10.) You will be able to search for classes using the Course Search window.



- 11.) To search for a course you can do the following:

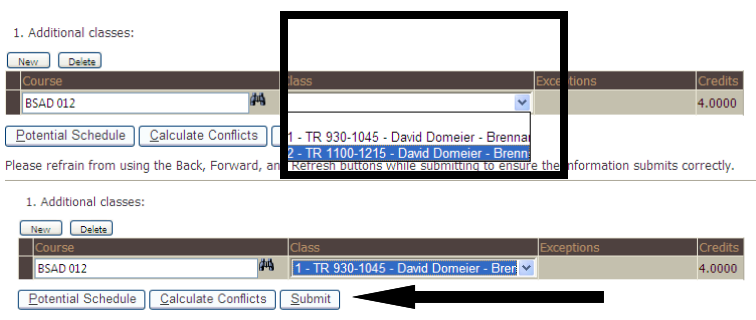
- A.) Enter in the 4-Letter Department Code in the Course ID box. (i.e. Business = BSAD, Biology = BIOL; if you are looking for an Adult Undergraduate course, or Nursing course your Department Code may be 5-letters, please refer to the Schedule of Classes), then click Search
- OR
- B.) Use the dropdown menu in the Department box, then click Search



- 12.) Click the Course ID of the course you want from the list.

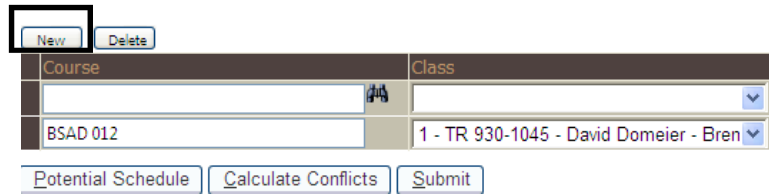
Course ID
 BSAD 012
 BSAD 020

- 13.) Use the dropdown menu in the Course Chart, under the class column, to select the Class Section you want. Then press Submit



****NOTE: If you do not choose a class section, you will not be enrolled in the course****

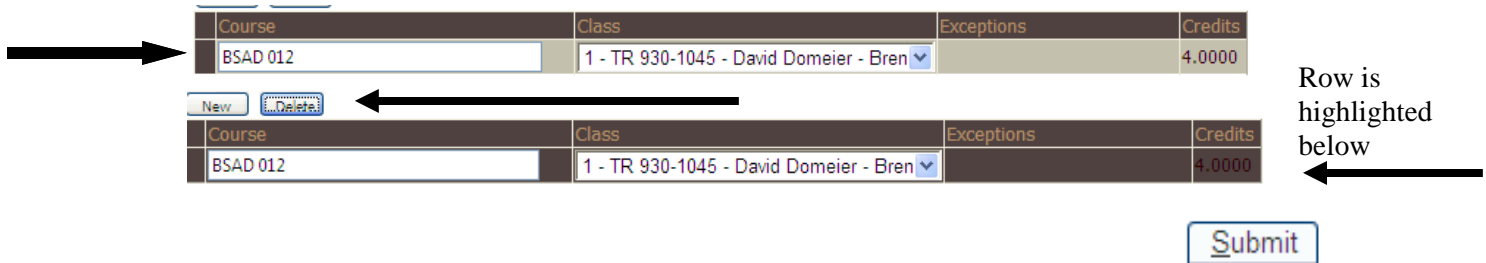
14.) To search for an additional course(s), repeat Steps 8 through 13. Click the **New** button and a new blank row will appear.



15.) To see your choices on a calendar grid, click the **Potential Schedule** button. X out of pop-up window when finished.

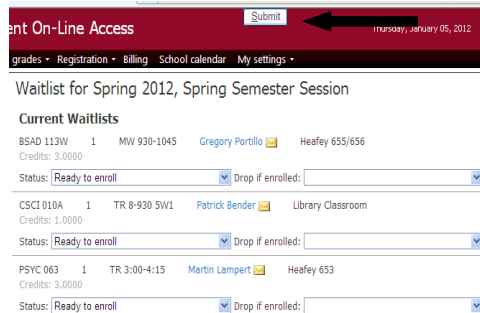
16.) To check for time conflicts in your selected class sections, click **Calculate Conflicts**; you will see “conflict” in the **Exceptions** column of the Course Chart. To navigate away from this option, click OK.

17.) To change your mind about a choice you entered, highlight line in Course Chart by clicking the square in left-most column. Once the row is highlighted, click the **Delete** button, and click **OK** in pop-up window.

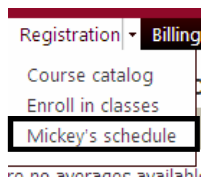


18.) Click the **Submit** button to register for Courses and Class Sections you have chosen.

19.) If you try to add a full class, you will see the words **Full-Waitlist Available** as part of the **Class Section** information in the Course Chart. Once you click **Submit**, you will go to a different screen which shows the classes for which you are able to waitlist. Click **Submit** to add yourself to that Waitlist.



12.) To view Courses and Class Sections for which you’ve registered, go to Classes tab and click Schedule. This can be viewed 3 ways by choosing **List, Grid, or Calendar** view in left toolbar.



13.) To end your session, click **Logout** in upper right corner.

