

Student Instructions for Registration in Hawk's Edge




NetClassroom Link: <http://www.hnu.edu>, Current Students tab,

Student's Username: **firstname_lastname**

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

Note: Once logged into NetClassroom, don't use the Back Arrow button or you'll log yourself out.

1. Under View in left toolbar, click **Register for Classes**
OR
On Classes tab, click **Registration**
2. Use the Academic Year dropdown menu to choose the correct term.
3. Click **Edit Registration** button
4. Click **New** button to add another blank line to Course Chart.
5. In blank box in Course Chart, click  to search for courses
6. Enter 4-letter department code in Course ID box if known, then click **Search**
OR
Use dropdown menu for Department, then click **Search**
7. Click the Course ID of the course you want from list
8. Use dropdown menu in Course Chart to select Class Section you want
9. Click **New** button to add another blank line to Course Chart, in order to select more courses; repeat steps 3-7 above for each course

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

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**.

To change your mind about a choice you entered, highlight line in Course Chart by clicking the square in left-most column, click **Delete** button, and click **OK** in pop-up window.
10. Click **Submit** button to register for Courses and Class Sections you have chosen.
11. 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.