
Hawk's Edge Registration User Guide

Revised August 17, 2015

Holy Names University

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Hawk's Edge Registration User Guide

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Online Class Schedules

The online "Course Schedules" are located on this page:

www.hnu.edu/student-life/student-resource-center/registration-information

The "Registration Information" page also has a link to the "HNU Prerequisite":

www.hnu.edu/faculty-staff/scheduling-syllabi/course-schedules/prerequisite-list

Some courses have requirements that must be completed before enrolling into the next class is permitted. Please make sure you understand and have fulfilled your requirements, for example: BIOL 128L has 4 requirements that must ALL be completed before you can enroll into this class. TR=transfer course.

| | |
|--|---|
| BIOL 128L <i>Integrative Biology Lab</i> This class has 4 prerequisites | At least 1 of the 3 following classes: BIOL 001A with full credit earned. BIOLA001A with full credit earned. TR:BIOSCI-1 with full credit earned. |
| | ↕ |
| | At least 1 of the 2 following classes: BIOL 001B with full credit earned. TR:BIOSCI-2 with full credit earned. |
| | ↕ |
| | At least 1 of the 2 following classes: CHEM 001A with full credit earned. TR:CHEM 001A with full credit earned. |
| | ↕ |
| | At least 1 of the 2 following classes: CHEM 001B with full credit earned. TR:CHEM 001B with full credit earned. |

If there's a class you want to enroll in but you do not know if it has a requirement, you can always refer to Holy Names [University Catalog](#) or you can also consult with your advisor.

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Interpreting the Course Schedule

<http://courses.hnu.edu/courseclassschedules/>

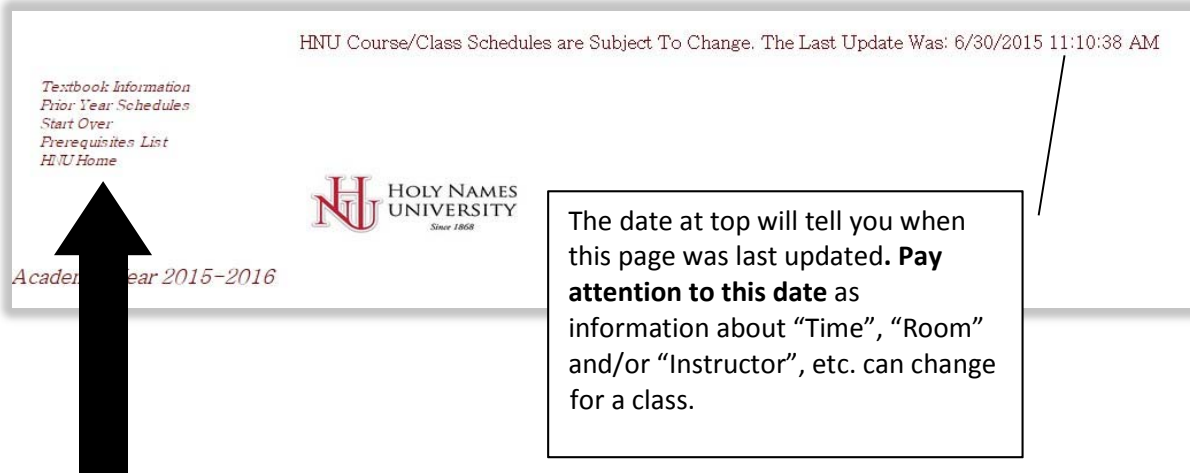
Each semester has a regular semester and 2 additional terms, for example, the **regular semester** for Fall 2014 starts August 27 and ends December 13. Fall 2014 **Term 1** starts August 27 and ends October 14. Fall 2014 **Term 2** starts October 20 and ends December 13. If you are enrolled in BSADA151 for Fall 2014, this is a Term 2 class and this class starts Wednesday, October 22. **If you are enrolled in any Term classes, make sure you understand when each term starts and ends.**

| | | |
|---------------|-----------------|-----------------|
| Fall Semester | Spring Semester | Summer Semester |
| Fall Term 1 | Spring Term 3 | Summer Term 5 |
| Fall Term 2 | Spring Term 4 | Summer Term 6 |

Please refer to the HNU academic calendar to see the start and end dates for each semester and terms:

www.hnu.edu/src/registar/academic_calendar

Please refer to the top of the class schedule to see when this static web page was last updated.



HNU Course/Class Schedules are Subject To Change. The Last Update Was: 6/30/2015 11:10:38 AM

Textbook Information
Prior Year Schedules
Start Over
Prerequisites List
HNU Home

Academic Year 2015-2016

HOLY NAMES
UNIVERSITY
Since 1868

The date at top will tell you when this page was last updated. **Pay attention to this date** as information about "Time", "Room" and/or "Instructor", etc. can change for a class.

- Textbook Information – link to information about classes and what books are required
- Prior Year Schedules – brings back the last academic year schedule. If the current is 2015-2016, then prior would be 2014-2015.
- Start Over – start your search all over again
- Prerequisites List – link to the prerequisite page: www.hnu.edu/faculty-staff/scheduling-syllabi/course-schedules/prerequisite-list
- HNU Home – link to the HNU website: www.hnu.edu

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Interpreting the Class Schedule

| Course ID | Course Name | Section | Credits | Meets | Room | Instructor | Department | Enrolled/Size | Waitlist | Class Notes | Crosslisted | Academic Term |
|-----------|----------------------------------|---------|---------|--------------|-------------|------------|--------------------|---------------|----------|---|-------------|---|
| ARTSA150 | Art and Creativity | 1 | 3 | S 9:00-12:00 | Kennedy 402 | Moore | Art | 5/20 | 0 | Class meets 8/29, 9/12, 9/26, 10/10, 10/24, 11/7, 11/21 | | Fall Semester: 08/26/2015-12/12/2015 |
| BIOL 001A | Principles of Biological Science | 1 | 4 | MW 800-915 | Brennan 100 | Barrett | Biological Science | 12/24 | 0 | Students enrolled in this class must also attend Lab, M 1:30pm-5:30pm, Brennan 101. | | Fall Semester: 08/26/2015-12/12/2015 |
| BIOL 001A | Principles of Biological Science | 2 | 4 | MW 1100-1215 | Brennan 109 | McLaughlin | Biological Science | 10/24 | 0 | Students enrolled in this class must also attend Lab, W 1:30pm-5:30pm, Brennan 101 | | Fall Semester: 08/26/2015-12/12/2015 |

Course ID: “ARTSA150” is the course ID for “Art and Creativity” and you will need the course ID when registering for classes in Hawk’s Edge.

Section: A course can have more than 1 section. You will need to know what section (1, 2, 3, or 4, etc.) when registering in Hawk’s Edge, for example, ENGL 001A has more than 1 section.

Class Name: This is the title of the class. The title of a class can vary each year or each semester.

Credits: The units of a class can vary. Please pay careful attention to the units as this has an impact on your tuition cost.

Meets: M (Monday), T (Tuesday), W (Wednesday), R (Thursday), F (Friday), S (Saturday), N (Sunday), BW (Bi-Weekly) – **please refer to the “Notes” column for additional information about when classes meet**, especially the BW classes. TR means this class meets Tuesday and Thursday.

Room: This is where the class will meet. Again, it’s important to refer to the “Last Updated” date at the top of the page as room can change at the last minute.

Instructor: The instructor(s) who will be teaching the class. A class can be taught with more than one instructor.

Department: The department associated with the course.

Enrolled/Max Size: Enrolled is the number of students enrolled for that class based on the “Last Updated” date. Max Size is the maximum number of students allowed for the class. Departments can increase or decrease the max size based on the need.

Waitlist: the number of students currently on a waitlist for a class.

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Interpreting the Class Schedule

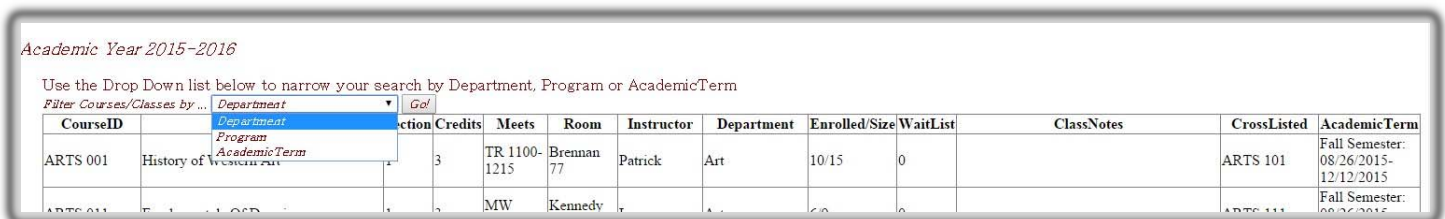
Class Notes: The notes column is **important** as this provide more information about a particular class, for example, meeting dates, location, or if the class is a hybrid class (online and in classroom).

Crosslisted: A class can be cross-listed with another department. For example, BSAD148W is cross-listed with PSYC 148W, meaning the same instructor is teaching both classes at the same time and days

Academic Term: This provides the term (Fall, Fall Term 1, Fall Term 2, Spring, Spring Term 3, Spring Term 4, Summer, Summer Term 5 or Summer Term 6) and the dates encompassing that particular term.

| Course Numbering/Classification | What do they mean? | Examples |
|--|----------------------------|---|
| 1-99 | Lower-division courses | COMM 001, ENGL 001A, ISAC 001, MUSC 021, etc. |
| 100-199 | Upper-division courses | ISAC 101, MUSC 122, PSYC 132, BSAD 124, etc. |
| 200-299 | Graduate-level courses | BSAD 205, CPSY 200, EDUC 201, MUSC 217, etc. |
| 300-399 | Credential courses | EDUC 304, EDUC 345, EDUC 353B, etc. |
| 400-499 | Certificate courses | CPSY 400, EDUC 401, LING 445, NURS 425, etc |
| A (for ABD) | Adult Baccalaureate Degree | BSAD A 010C, ECON A 001, PSYC A 140, SOCI A 140, etc. |
| A (for nursing classes "NURSA") | LVN/BSN | NURSA A 001, NURSA A 010, NURSA A 130, etc. |
| F | MSN/FNP | NURSF F 211, NURSF F 212, NURSF F 242, etc. |
| N | RN/BSN | ARTSN N 101W, ENGL N 001B, NURSN N 141, etc. |
| D | ADN/BSN | NURSD D 180, PSYCD D 063, etc. |

Search by using the drop down menu



Academic Year 2015-2016

Use the Drop Down list below to narrow your search by Department, Program or AcademicTerm

Filter Courses/Classes by ... Department Go!

| CourseID | Department | Credits | Meets | Room | Instructor | Department | Enrolled/Size | WaitList | ClassNotes | CrossListed | AcademicTerm |
|----------|------------------------|---------|--------------|------------|------------|------------|---------------|----------|------------|-------------|--------------------------------------|
| ARTS 001 | History of Western Art | 3 | TR 1100-1215 | Brennan 77 | Patrick | Art | 10/15 | 0 | | ARTS 101 | Fall Semester: 08/26/2015-12/12/2015 |
| ARTS 011 | European Art | 3 | MW | Kennedy | | Art | 10/15 | 0 | | ARTS 111 | Fall Semester: 08/26/2015-12/12/2015 |

At the top of the page, you can also use the "Drop Down" list to narrow your search by Department, Program, or Academic Term.



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Web Browsers Requirements

When registering for classes on Hawk's Edge (<https://community.hnu.edu/studentportal>), we recommend using the most current Firefox or Chrome web browser.

You can download the latest version of Firefox or Chrome on their websites:

- **Firefox:** <http://www.mozilla.org/en-US/>
- **Chrome:** <https://www.google.com/intl/en/chrome/browser/>

If you are not sure what version you are using, you can find out with these steps.

Firefox: At the top of the Firefox window, click the "Help" menu and select "About Firefox". The About Firefox window will appear. The version number is listed underneath the Firefox name.

Chrome:

First method:

1. The first thing you will want to do is open up your Chrome browser.
2. At the top of your Google Chrome browser, to the right of the address bar, there is a dark gray wrench icon (chrome wrench icon), click on it.
3. Scroll down and click on "About Google Chrome". It tells you the version in the window that pops up.

Second method:

1. Type "about:version" in the field where you normally type in the website's URL. You do not need to have "http" or anything in front, just "about:version".

Internet Explorer Users:

If you are planning to use Internet Explorer (latest version), you need to be in "Compatibility View" mode for best results. Under "Tools" at the top of the browser, make sure "Compatibility View" is checked.

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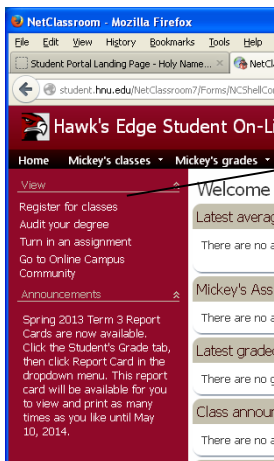
Log in to Hawk's Edge

- 1) Log in to Hawk's Edge: <https://community.hnu.edu/studentportal> . If you don't remember your user name or password, you need to contact Help Desk at helpdesk@hnu.edu or call (510) 436-1611.
- 2) After you log in, click on the "Register for Classes" located at the top of the screen. You will only see "Register for Class" if you have already met with your Advisor or if you have no "holds" on your record. If you are returning for a "Leave of Absence", please contact the Student Resource Center so we can update your record.



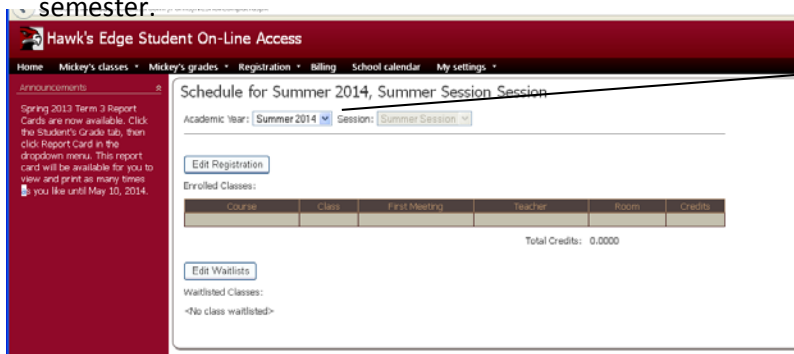
Click "Register for Classes" at the top

- 3) You may be prompted with a security warning. Click "continue" and wait.
- 4) Click on "Register for Classes" on the left of the screen.



Click "Register for Classes" at the left.

- 5) Make sure you have the desired term selected. There are times when you can register for more than one semester.

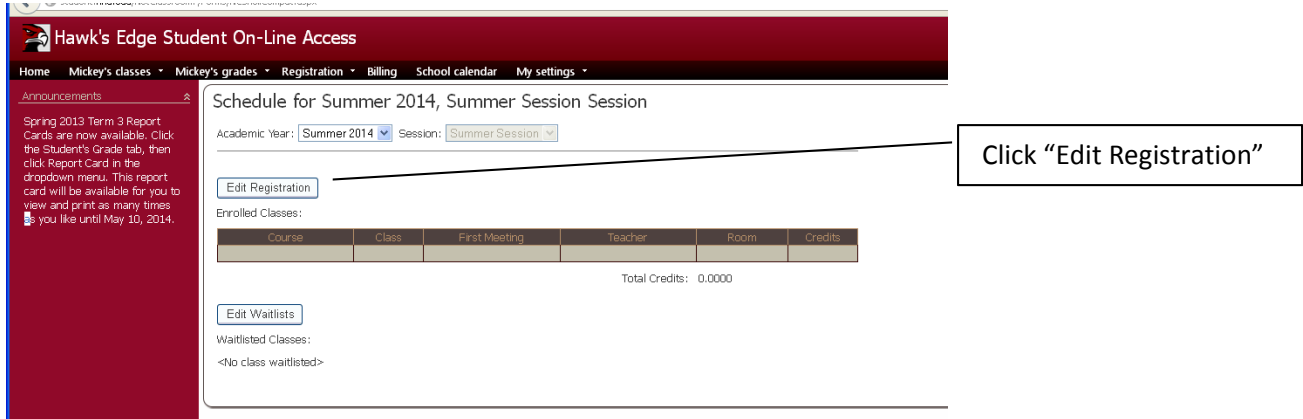


Make sure you have the desired academic year selected.

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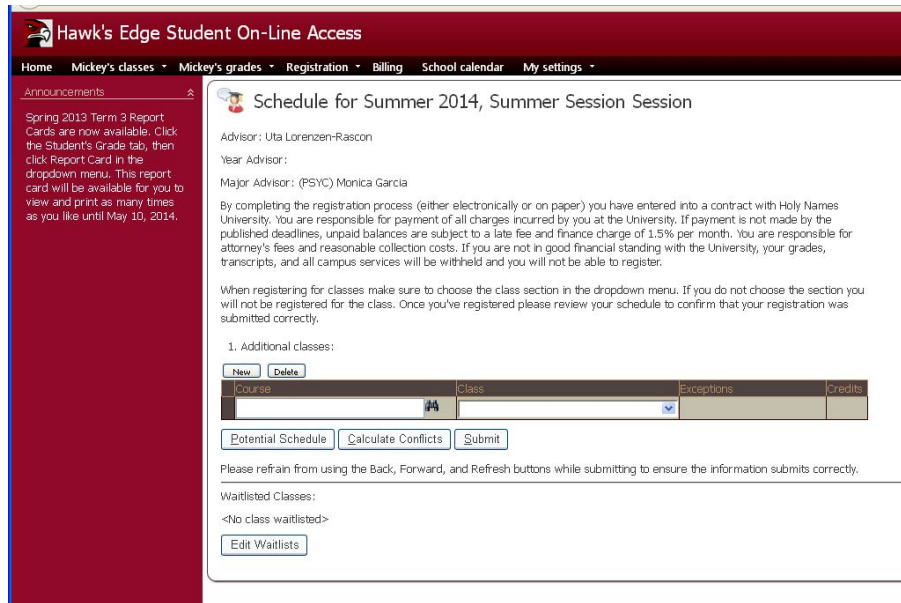
Log in to Hawk's Edge

6) Click "Edit Registration" to begin registration.



The screenshot shows the 'Hawk's Edge Student On-Line Access' interface. The main content area is titled 'Schedule for Summer 2014, Summer Session Session'. It includes dropdown menus for 'Academic Year' (set to Summer 2014) and 'Session' (set to Summer Session). Below these are two buttons: 'Edit Registration' and 'Edit Waitlists'. A table for 'Enrolled Classes' is shown with columns for Course, Class, First Meeting, Teacher, Room, and Credits. The total credits are listed as 0.0000. A callout box with a black border and white background points to the 'Edit Registration' button, containing the text 'Click "Edit Registration"'. The left sidebar contains an 'Announcements' section with text about Spring 2013 Term 3 Report Cards.

7) At this point, your screen should look like this.



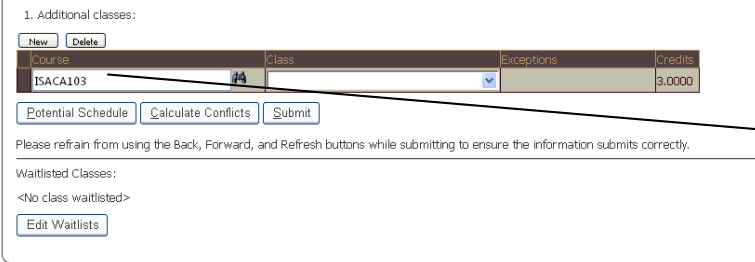
The screenshot shows the 'Hawk's Edge Student On-Line Access' interface at a more detailed registration stage. The main content area is titled 'Schedule for Summer 2014, Summer Session Session'. It displays advisor information: 'Advisor: Uta Lorenzen-Rascon', 'Year Advisor:', and 'Major Advisor: (PSYC) Monica Garcia'. A paragraph of text explains the registration process and terms. Below this is a section for '1. Additional classes:' with a table for adding classes. The table has columns for Course, Class, Exceptions, and Credits. There are 'New' and 'Delete' buttons above the table. Below the table are buttons for 'Potential Schedule', 'Calculate Conflicts', and 'Submit'. A note below the buttons says 'Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.' There is also a 'Waitlisted Classes:' section showing '<No class waitlisted>' and an 'Edit Waitlists' button. The left sidebar contains an 'Announcements' section with text about Spring 2013 Term 3 Report Cards.

IMPORTANT: Once you are logged into the system, **DO NOT** use the "Back" arrow button on your browser. This will cause you to log out.

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How to Add Classes

- 1) If you know the course ID, you can type it in the "Course" field. Type the course ID exactly as it appears on the class schedule (spacing matters), for example, ISACA103, see below.



1. Additional classes:

New Delete

| Course | Class | Exceptions | Credits |
|----------|-------|------------|---------|
| ISACA103 | #4 | | 3.0000 |

Potential Schedule Calculate Conflicts Submit

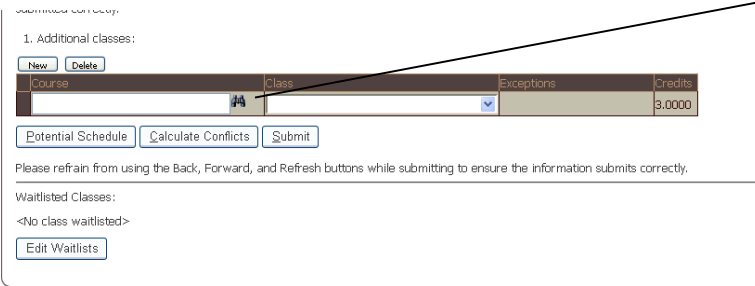
Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Waitlisted Classes:
<No class waitlisted>

Edit Waitlists

Type the course ID exactly as it appears on the class schedule. You **DO NOT NEED** to include the section number.

- 2) Or you can use the binocular to search for the class and add it.



1. Additional classes:

New Delete

| Course | Class | Exceptions | Credits |
|--------|-------|------------|---------|
| | #4 | | 3.0000 |

Potential Schedule Calculate Conflicts Submit

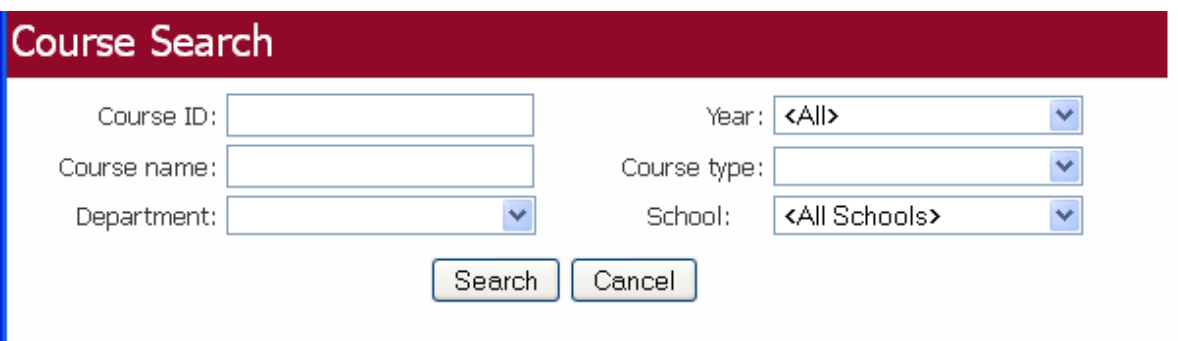
Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Waitlisted Classes:
<No class waitlisted>

Edit Waitlists

Click on the binocular next to the "Course" field to search for a class.

- 3) The "Course Search" window will appear if you click on the binocular.



Course Search

Course ID:

Year:

Course name:

Course type:

Department:

School:

Search Cancel

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How to Add Classes

- 4) If you use the binocular, you can search by “Course ID” or by the “Department” using the drop-down list. For example, to search for all ISAC course, type “ISAC” in the “Course ID” field and click “Search”. This will give you all the ISAC classes.

Course Search

Course ID: Year:

Course name: Course type:

Department: School:

| Course ID | Course Name | School Description | Length |
|-----------|------------------------|-----------------------|--------|
| ISACA101 | The Ancient World | Holy Names University | 1 |
| ISACA103 | The Modern World | Holy Names University | 1 |
| ISACA104 | The Contemporary World | Holy Names University | 1 |
| ISACA195W | Senior Colloquium | Holy Names University | 1 |
| ISACN102 | The Premodern World | Holy Names University | 1 |

You can type the “course” (for example, NURS, BSAD, or PHIL) here without the number to get all classes for that course. Click “Search” when done.

Or use the “Department” drop-down list. If you use this method and you click on a particular department and nothing shows, this means that department is not offering class(es) for that particular semester.

Course Search

Course ID: Year:

Course name: Course type:

Department: School:

▼

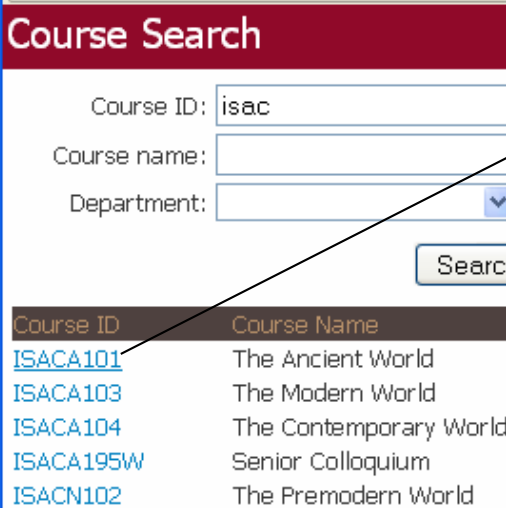
- Anthropology
- Art
- Biological Science
- Business
- Career and Life Planning
- Chemistry
- Communications Studies
- Computer Systems
- Counseling Psychology
- Criminology
- Cross Registration
- Economics
- Education
- English
- English as a Second Language
- French
- Health
- History
- Integrative Studies Across Cultures
- Latin
- Latin American and Latino/a Studies

Or click the department to get the list of classes.

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How to Add Classes

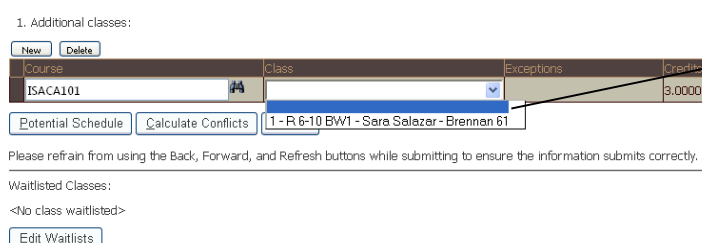
- 5) Once you get a list of classes using the binocular, you can add the one you want to your schedule by simply clicking the class.



| Course ID | Course Name |
|---------------------------|------------------------|
| ISACA101 | The Ancient World |
| ISACA103 | The Modern World |
| ISACA104 | The Contemporary World |
| ISACA195W | Senior Colloquium |
| ISACN102 | The Premodern World |

Select your class and click the appropriate one to add your class.

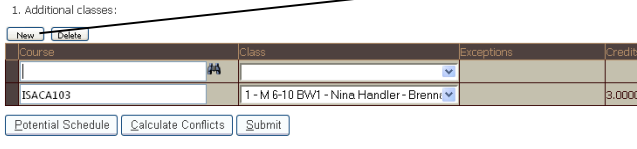
- 6) Whether you typed your class into the field or searched for your class, your screen should look like this, see below. Next you have to make sure the "Class" section is selected. A course can have multiple sections. **Make sure you are in the right section!**



| Course | Class | Exceptions | Credits |
|----------|--|------------|---------|
| ISACA101 | 1 - R 6-10 BW1 - Sara Salazar - Brennan 61 | | 3.0000 |

You are not done until you have selected a section!

- 7) To add another class, you have to click "New" to create another row.



| Course | Class | Exceptions | Credits |
|----------|---|------------|---------|
| ISACA101 | | | |
| ISACA103 | 1 - M 6-10 BW1 - Nina Handler - Brennan | | 3.0000 |

Click "New" to create another blank row to add the next class.

Hawk's Edge Registration User Guide

How to Add Classes

- 8) Repeat steps 1 – 7 on “How to Add Classes” to add more classes.

1. Additional classes:

| Course | Class | Exceptions | Credits |
|-----------|--|------------|---------|
| ISACA103 | 1 - M 6-10 BW1 - Nina Handler - Brennc | | 3.0000 |
| MATHA A | 1 - TR 6:00-8:00 - Constantin Andronic | | 3.0000 |
| NURSA009 | 1 - W 5:30-8:30 - Debora Halloran - He | | 3.0000 |
| PHILNL40W | 1 - W 6-10 BW1 - Sara Salazer - Found | | 3.0000 |

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Waitlisted Classes:
<No class waitlisted>

- 9) You are not done until you click “Submit” to finalize your schedule. The system will notify you if classes conflict, prerequisites have not been met, or if a class is full.

1. Additional classes:

| Course | Class | Exceptions | Credits |
|-----------|--|------------|---------|
| ISACA103 | 1 - M 6-10 BW1 - Nina Handler - Brennc | | 3.0000 |
| MATHA A | 1 - TR 6:00-8:00 - Constantin Andronic | | 3.0000 |
| NURSA009 | 1 - W 5:30-8:30 - Debora Halloran - He | | 3.0000 |
| PHILNL40W | 1 - W 6-10 BW1 - Sara Salazer - Found | | 3.0000 |

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Waitlisted Classes:
<No class waitlisted>

Click “Submit” to finalize your schedule. Be patient as the system loads.

- 10) Your finalized schedule will look similar to this, see second image below. If you are happy with your schedule, you can exit by clicking on the “Logout” button on the top right corner of the screen, next to the date. Or you can click “Edit Registration” to continue registering.



If you are done, click on “Logout” at the top right corner of the screen.

Enrolled Classes:

| Course | Class | First Meeting | Teacher | Room | Credits |
|-----------|-------|---------------|---------------------|-------------|---------|
| BSADAD10C | 1 | M 6:30-8:30 | Patrick Bender | Heafey 661 | 2.0000 |
| EDUC 102B | 1 | W 4:30-7:30 | Kathryn Epstein | Brennan 63 | 2.0000 |
| MATHA A | 1 | TR 6:00-8:00 | Constantin Andronic | Brennan 111 | 3.0000 |

Total Credits: 7.0000

Waitlisted Classes:
<No class waitlisted>

Your finalized schedule will look like this. To continue registering, click “Edit Registration”.

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How to Drop a Class

- 1) Log in to Hawk's Edge: <https://community.hnu.edu/studentportal>. If you don't remember your user name or password, you need to contact Help Desk at helpdesk@hnu.edu or call (510) 436-1611.
- 2) Follow steps 1-5 of "Login to Hawk's Edge" until you see your class schedule:



Make sure you are on the correct semester before you start deleting your class(es).

- 3) Click "Edit Registration", you screen should look like this:

1. Additional classes:

| Course | Class | Exceptions | Credits |
|-----------|--|------------|---------|
| BSADA010C | 1 - M 6:30-8:30 - Patrick Bender - Heefe | | 2.0000 |
| EDUC 102B | 1 - W 4:30-7:30 - Kathryn Epstein - Bren | | 2.0000 |
| MATHA A | 1 - TR 6:00-8:00 - Constantin Andronic | | 3.0000 |

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Waitlisted Classes:
<No class waitlisted>

- 4) Select the class you want by **highlighting** the row.

1. Additional classes:

| Course | Class | Exceptions | Credits |
|-----------|--|------------|---------|
| BSADA010C | 1 - M 6:30-8:30 - Patrick Bender - Heefe | | 2.0000 |
| EDUC 102B | 1 - W 4:30-7:30 - Kathryn Epstein - Bren | | 2.0000 |
| MATHA A | 1 - TR 6:00-8:00 - Constantin Andronic | | 3.0000 |

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

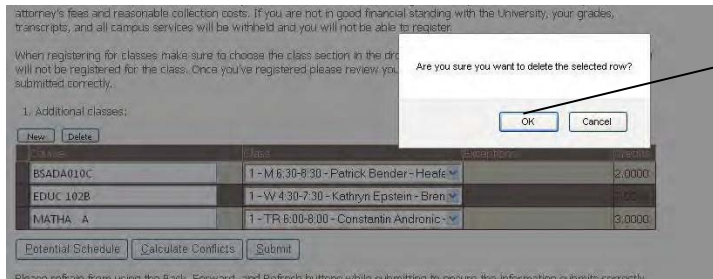
Waitlisted Classes:
<No class waitlisted>

Click in the little space next to the course name until the class you want to delete is highlighted.

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How to Drop a Class

- 5) Click the "Delete" button above, next to "New" and another smaller window will appear. Click "OK" to confirm and the class you highlighted is now deleted from your schedule. Or use the "Delete" button on your keyboard.

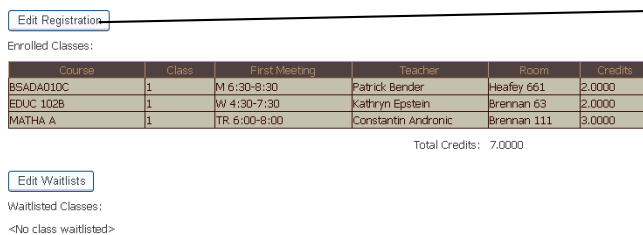


Click "OK" to confirm the highlighted class you want to delete.

- 6) Click "Submit" to finalize your schedule.
- 7) Click "Edit Registration" to add/delete more class(es) or click "Logout" to exit.



If you are done, click on "Logout" at the top right corner of the screen.

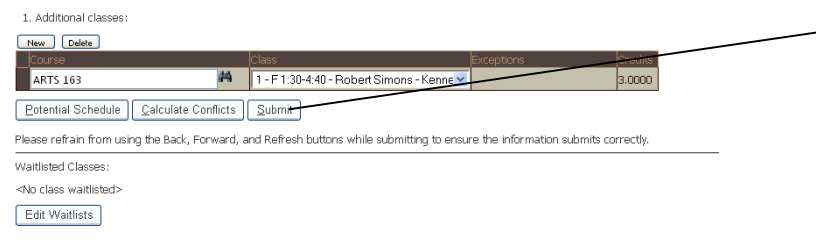


Else, if you need to add or delete more class(es), click "Edit Registration"

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How to Add and Remove Class(es) from the Waitlist

- 1) Sometimes when a class is full, you will need to add yourself to the waitlist, for example:



1. Additional classes:

| Course | Class | Exceptions | Credits |
|----------|---|------------|---------|
| ARTS 163 | 1 - F 1:30-4:40 - Robert Simons - Kenne | | 3.0000 |

Potential Schedule Calculate Conflicts **Submit**


Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Waitlisted Classes:
<No class waitlisted>

Edit Waitlists

Click "Submit" to enroll in class even if enrollment for the class has maxed.

- 2) You be prompted to another screen. Make sure you click "Submit" at the top of the screen to have your class be added to the waitlist.



Student On-Line Access **Submit**

Mickey's grades Registration Billing School calendar My settings

Waitlist for Fall 2014, Fall Semester Session

Academic Year: Fall 2014 Session: Fall Semester

Current Waitlists

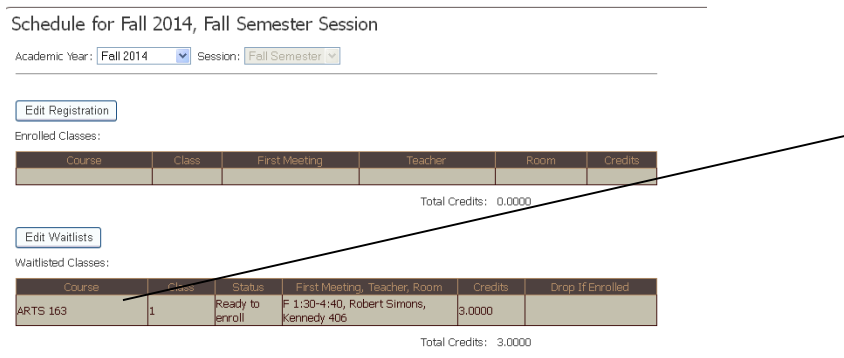
| | | | | |
|----------|---|-------------|---------------|-------------|
| ARTS 163 | 1 | F 1:30-4:40 | Robert Simons | Kennedy 406 |
|----------|---|-------------|---------------|-------------|

Credits: 3.0000

Status: Ready to enroll Drop if enrolled:

Click "Submit" at the top to be added to the waitlist.

- 3) This will bring you back to your schedule and you will notice your class(es) on the waitlist section now.



Schedule for Fall 2014, Fall Semester Session

Academic Year: Fall 2014 Session: Fall Semester

Edit Registration

Enrolled Classes:

| Course | Class | First Meeting | Teacher | Room | Credits |
|-----------------------|-------|---------------|---------|------|---------|
| Total Credits: 0.0000 | | | | | |

Edit Waitlists

Waitlisted Classes:

| Course | Class | Status | First Meeting, Teacher, Room | Credits | Drop If Enrolled |
|----------|-------|-----------------|---|---------|------------------|
| ARTS 163 | 1 | Ready to enroll | F 1:30-4:40, Robert Simons, Kennedy 406 | 3.0000 | |

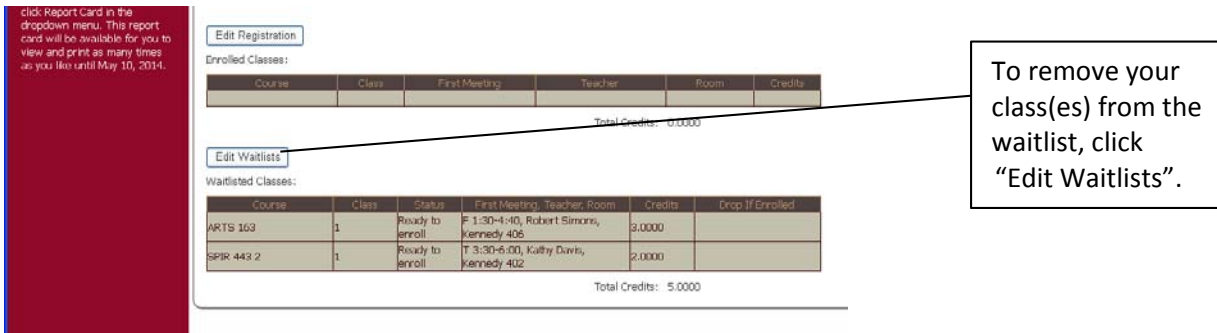
Total Credits: 3.0000

Your waitlisted class will appear here.

Hawk's Edge Registration User Guide

How to Add and Remove Class(es) from the Waitlist

- 4) If you decided you no longer want to be on the waitlist, you need to remove your class(es) from the “Waitlisted Classes” section.
- 5) Click “Edit Waitlist”



Click Report Card in the dropdown menu. This report card will be available for you to view and print as many times as you like until May 10, 2014.

Edit Registration

Enrolled Classes:

| Course | Class | First Meeting | Teacher | Room | Credits |
|-----------------------|-------|---------------|---------|------|---------|
| Total Credits: 0.0000 | | | | | |

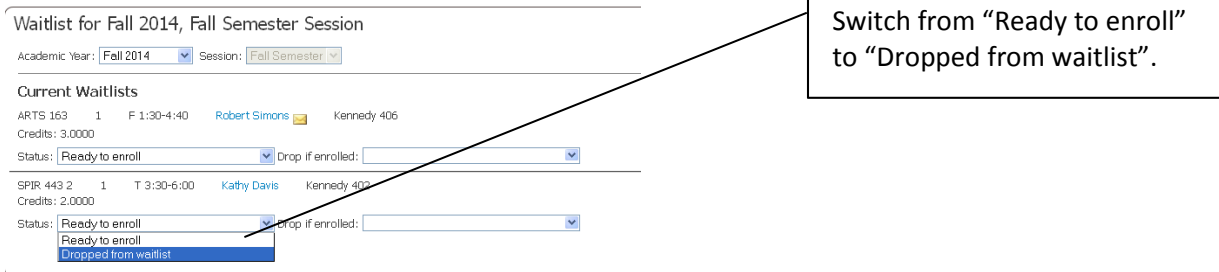
Edit Waitlists

Waitlisted Classes:

| Course | Class | Status | First Meeting | Teacher | Room | Credits | Drop If Enrolled |
|-----------------------|-------|-----------------|---------------|----------------|-------------|---------|------------------|
| ARTS 163 | 1 | Ready to enroll | F 1:30-4:40 | Robert Simons, | Kennedy 406 | 3.0000 | |
| SPIR 443 2 | 1 | Ready to enroll | T 3:30-6:00 | Kathy Davis, | Kennedy 402 | 2.0000 | |
| Total Credits: 5.0000 | | | | | | | |

To remove your class(es) from the waitlist, click “Edit Waitlists”.

- 6) Then find the class(es) from the waitlists section and switch the status drop-down from “Ready to enroll” to “Dropped from waitlist”.



Waitlist for Fall 2014, Fall Semester Session

Academic Year: Fall 2014 Session: Fall Semester

Current Waitlists

ARTS 163 1 F 1:30-4:40 Robert Simons Kennedy 406
Credits: 3.0000
Status: Ready to enroll Drop if enrolled:

SPIR 443 2 1 T 3:30-6:00 Kathy Davis Kennedy 402
Credits: 2.0000
Status: Ready to enroll Drop if enrolled:

Ready to enroll
Dropped from waitlist

Switch from “Ready to enroll” to “Dropped from waitlist”.

- 7) When you have switch the class(es) to “Dropped from waitlist”, click the “submit” button near the top of the screen.



Forms/NCShellCompat.aspx

ent On-Line Access **Submit**

My grades - Registration - Billing - School calendar - My settings -

Waitlist for Fall 2014, Fall Semester Session

Academic Year: Fall 2014 Session: Fall Semester

Current Waitlists

ARTS 163 1 F 1:30-4:40 Robert Simons Kennedy 406
Credits: 3.0000
Status: Dropped from waitlist Drop if enrolled:

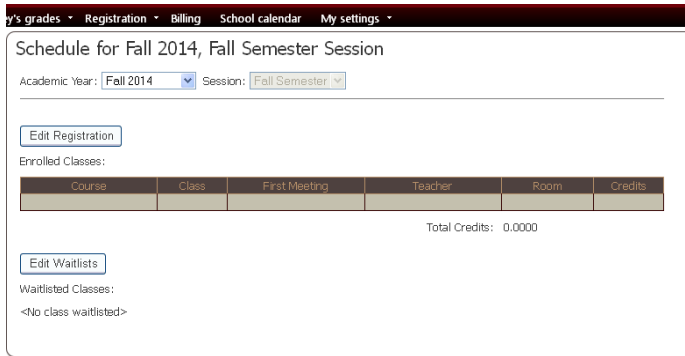
SPIR 443 2 1 T 3:30-6:00 Kathy Davis Kennedy 402
Credits: 2.0000
Status: Dropped from waitlist Drop if enrolled:

Click “Submit” at the top after your waitlisted class(es) is/are switched to “Dropped from waitlist”. Be patient as the system loads.

Hawk's Edge Registration User Guide

How to Add and Remove Class(es) from the Waitlist

8) When you are done, your screen should look like this:



My grades ▾ Registration ▾ Billing School calendar My settings ▾

Schedule for Fall 2014, Fall Semester Session

Academic Year: Session:

Enrolled Classes:

| Course | Class | First Meeting | Teacher | Room | Credits |
|--------|-------|---------------|---------|------|---------|
|--------|-------|---------------|---------|------|---------|

Total Credits: 0.0000

Waitlisted Classes:

<No class waitlisted>

9) If you changed your mind and want the same class(es) back, click “Edit Waitlists” again. The system will still retain the classes that were already “Dropped from waitlist”.

10) And change the status from “Dropped from waitlist” to “Ready to enroll” for the class(es) you want for the waitlist.

11) Click “Submit” at the top of the screen, see step #7.

NOTE:

During the registration period and in the weeks leading up to the beginning of each semester, students on waitlists will be moved into classes automatically as space opens. They will receive an email on their HNU student email account.

There are 2 different procedures to deal with full and waitlisted classes for the 2 different weeks of the “Add” period.

Week 1 – As a space opens in a class due to a student drop, the next student on the waitlist will be moved in automatically and will receive an email on his/her HNU account. The same process applies if a professor decides to raise the cap on a class.

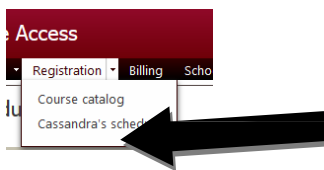
Week 2 – Waitlist moves will be done only at the instructor's discretion in week 2. You need to fill out a Schedule Change Form: Special Circumstances, get it signed by the instructor, and submit it to the Student Resource Center before the last day to add. (www.hnu.edu/sites/default/files/schedule_change_form_special_circumstance.pdf)

Hawk's Edge Registration User Guide

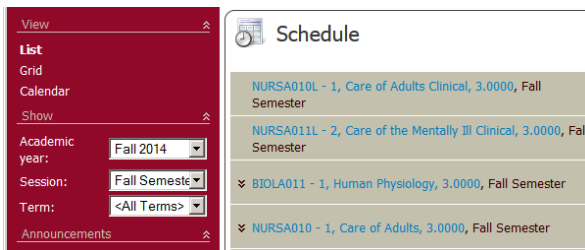
Where Do I Find My Final Class Schedule for the Semester?

After you make adjustments (for example, add/drop) on your class schedule for the semester, you want to be sure you have the correct classes in Hawk's Edge. Here are a few steps on how to verify your official classes.

- 1) Log in to Hawk's Edge: <https://community.hnu.edu/studentportal>
- 2) At the top of the page, click "**Register For Classes**"
- 3) Next, at the top of the page, rollover "**Registration**" and click on your schedule (it will have your name + schedule), see below image:



- 4) After you click on "your schedule", your finalized schedule should look similar to this, see image below. This will **NOT** show any waitlisted classes, **only classes that you are officially enrolled in**.



- 5) If your official "Schedule" appears incorrect, please contact the **Student Resource Center** as soon as possible.

Email: studentresourcecenter@hnu.edu

Phone: (510) 436-1133

Fax: (510) 436-1199

Location: Hester Administration Building, Room 11

We recommend that you check your schedule before the beginning of the semester to make sure your classes are correct. Please **do not wait** until after the last day to add or drop classes to confirm your class schedule. The sooner you notify us, the sooner we can help you.

- If your official schedule does not match your classes in **Blackboard**, you will need to contact Help Desk at helpdesk@hnu.edu or (510) 436-1611.

Hawk's Edge Registration User Guide

Error Messages When Registering for Classes

When you register for classes, you might encounter error messages from time to time. Below are some common error messages, what they look like and what to do.

1. Additional classes:

| Course | Class | Exceptions | Credits |
|-----------|--|--|---------|
| ISACA103 | 1 - M 6-10 BW1 - Nina Hendler - Brenm | 1 exception(s) for main - You do not have the required prerequisite. | 0.0000 |
| MATHA A | 1 - TR 6:00-8:00 - Constantin Andronic | | 3.0000 |
| NURSA009 | 1 - W 5:30-8:30 - Debora Halloran - He | Conflict | 0.0000 |
| PHILN140W | 1 - W 6-10 BW1 - Sara Selazer - Found | 1 exception(s) for main - You do not have the required prerequisite.; Conflict | 0.0000 |

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Waitlisted Classes:
<No class waitlisted>

Examples of error messages encountered during registration.

Conflict – there is a time conflict between two or more classes with similar dates/times.

- Example 1 - In cases when the conflicting days/times overlap but the classes are required for enrollment, consult with your advisor and complete the **Special Circumstances Form** under the “**Section I**” section with all the necessary signatures: www.hnu.edu/sites/default/files/schedule_change_form_special_circumstance.pdf

1 exception(s) – You do not have the required prerequisite – you are trying to enroll in a class that has prerequisite(s) that has/have not been met. To know if a class has requirements, you can always refer to Holy Names University Catalog, the class prerequisite web page (www.hnu.edu/faculty-staff/scheduling-syllabi/course-schedules/prerequisite-list) or consult with your advisor.

- Example 1 - if you are trying to enroll in a Term 2 class that has a prerequisite and you are currently enrolled in a Term 1 class that fulfills the prerequisite, the **grade must come in** before you can enroll in the Term 2 class. Once the grade comes in, you simply need to complete the **Schedule Change Form**, unless registration is still open. www.hnu.edu/sites/default/files/schedule_change_form_special_circumstance.pdf.
- Example 2 – if you believe you have met all your prerequisites for the class you want to enroll in, consult with your advisor and complete the **Special Circumstances Form** under the “**Section I**” section with all the necessary signatures: www.hnu.edu/sites/default/files/schedule_change_form_special_circumstance.pdf

1 exception(s) for main - Course requires a year of ct. – you are trying to register for a “certificate” (ct.) class when you are NOT a certificate student. Consult with your advisor. If your advisor approves the certificate course, you need to complete the **Special Circumstances Form** under the “Prerequisite/Conflict Authorization” section with all the necessary signatures: www.hnu.edu/sites/default/files/schedule_change_form_special_circumstance.pdf

| Other codes: | | |
|-----------------------|-------------------|---------------------|
| (ug.) = undergraduate | (so.) = sophomore | (cr.) = credential |
| (gr.) = graduate | (jr.) = junior | (ct.) = certificate |
| (fr.) = freshman | (sr.) = senior | |



Hawk's Edge Registration Tutorial

Error Messages When Registering for Classes

Course could not be found, or duplicates exist – you are trying to register for a class that you have already taken. Consult with your advisor. If your advisor approves, you need to complete the Special Circumstances Form under the “**Section I**” section with all the necessary signatures:

(www.hnu.edu/sites/default/files/schedule_change_form_special_circumstance.pdf)

These are some common error messages. But if you encounter other errors and you are not certain what to do, please contact the Student Resource Center for more information.

Email: studentresourcecenter@hnu.edu

Phone: (510) 436-1133

Fax: (510) 436-1199

Location: Hester Administration Building, Room 11

Some reasons the “Register for Classes” button cannot be found*

- **Advising Notes Missing** – Advisors have not added the appropriate advising note to the students’ records. Please contact your advisor.
- **Holds** (Student Accounts, Financial Aid, or Registrar). Please make sure holds are removed before registering.
- You will see any holds on the left-side of the announcement area. Contact the appropriate office.
- **Starting a new program**, for example, from an undergraduate program to a graduate program – you should be able to register after you receive your acceptance letter and had your advising appointment with your program director.
- **Leave of Absence** – if you are returning from a Leave of Absence, please contact the Student Resource Center so we can update your record.



Hawk's Edge Registration Tutorial

Blackboard and other Resources

Blackboard

Hawk's Edge, the student system use for official class registration, is independent from Blackboard. They are two different systems!

Blackboard is an interactive site in which students can view course syllabi, assignments, and other material as provided by the instructor. If you have any questions about Blackboard or classrooms in Blackboard, please contact Help Desk at helpdesk@hnu.edu or (510) 436 1611. For more information about Blackboard for students, please visit:

www.hnu.edu/it/information-for-students/blackboard-instructions/

IMPORTANT: It is always essential to refer to your class schedule in Hawk's Edge as the "true" enrollment. Even if you are registered in Blackboard but your class(es) is/are not showing in Hawk's Edge, you are NOT enrolled for that particular semester(s). Always log in to Hawk's Edge to see your official class schedule.

Other Resources

Registrar's Office: www.hnu.edu/student-life/student-resource-center/registrar-office

Schedule Change Form: www.hnu.edu/sites/default/files/schedule_change_form_special_circumstance.pdf

Academic Calendar: www.hnu.edu/src/registar/academic_calendar

Hawk's Edge Student Portal: <https://community.hnu.edu/studentportal>

Academic Advising Staff: www.hnu.edu/student-life/academic-resources/advising