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# **Hawk's Edge Registration User Guide**

**Revised Spring 2020**

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**Holy Names University**

**Student Resource Center**

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Phone: (510) 436-1133

Fax: (510) 436-1199

Location: Hester Administration Building, Room 11

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## Hawk's Edge Registration User Guide

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## Hawk's Edge Registration User Guide

### Online Class Schedule

The online Class Schedule is located on this page: [HNU Class Schedule](#)

Some courses have prerequisites that must be completed before enrolling in the next class. If there is a class you want to enroll in but you do not know if it has a prerequisite, you can always refer to the Holy Names [University Catalog](#) or you can consult with your advisor.

### Interpreting the Class Schedule

Each semester has a **regular semester** and **2 additional terms**. The semester runs the full 16-17 weeks, while each term runs 7 weeks at the beginning or end of each semester. **If you are enrolled in any Term classes, make sure you understand when each term starts and ends.**

Please refer to the HNU academic calendar to see the start and end dates for each semester and terms: [Academic Calendar](#)

### *Holy Names Course/Class Schedule*

*Textbook Information*  
*Start Over*  
*HNU Home*

*HNU Course/Class Schedules are Subject To Change. The Last Update Was: 5/31/2018 11:20:46 AM*

[View Other Semester Schedules](#)



*To view other terms, click on View Other Semester Schedules. Note that room assignments may change before classes begin.*

- Textbook Information – link to information about classes and what books are required
- Start Over – start your search all over again
- HNU Home – link to the HNU website: [www.hnu.edu](http://www.hnu.edu)



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### Hawk's Edge Registration User Guide

- [View Other Semester Schedules](#) – see a semester other than the one currently displayed

#### *Holy Names Course/Class Schedule*

[Textbook Information](#)  
[Start Over](#)  
[HNU Home](#)

*HNU Course/Class Schedules are Subject To Change. The Last Update Was: 5/31/2018 11:20:46 AM*

[\*View Other Semester Schedules\*](#)



*To view other terms, click on [View Other Semester Schedules](#). Note that room assignments may change before classes begin.*



## Hawk's Edge Registration User Guide

### Interpreting the Class Schedule

Course ID	Course Name	Section	Credits	Meets	Room	Instructor	Department	Enrolled/Size	Waitlist	Class Notes	Crosslisted	Academic Term
ARTS 151	Calligraphy	1	3	W 4:30-7:30 BW1	Kennedy 402	Patrick	School of Liberal Arts	5/20	0	Class meets BW1 Wednesdays: every other Wednesday beginning the first week of classes (8/22)		Fall Semester: 08/22/2018 – 12/08/2018
BIOL 001A	Principles of Biological Science	1	4	TR 1100-1215	Brennan 100	McLaughlin	School of Nursing, Health, and Natural Sciences	24/24	3	Students enrolled in this class must also attend Lab, Thursdays 1:30pm-5:30pm, Brennan 101.		Fall Semester: 08/22/2018 – 12/08/2018
BSAD 160	Principles of Marketing	A1	3	S 9:00-12:00	Brennan 75	Chen	School of Business and Applied Social Sciences	10/30	0			Fall Term 1: 08/22/2018-10/09/2018

**Course ID:** ARTS 151 is the course ID for “Calligraphy” 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. A section number that begins with “A” indicates an ABD class.

**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. BW1 means the class meets every other week beginning the first week of the semester or term. BW2 means the class meets every other week beginning the second week of the term or semester. TR means this class meets Tuesday and Thursday.

**Room:** Classroom assignments can change, so check the schedule again on the first day of class.

**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.

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

**Class Notes:** The notes column is **important** as this provides 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, BSAD 148W is cross-listed with PSYC 148W, meaning the same instructor is teaching both classes at the same time, day, and location.



### Hawk's Edge Registration User Guide

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.

Search by using the **drop down menu** to narrow your search by Department or Program

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

Filter Courses/Classes by ...

CourseID	CourseName	Section	Credits	Meets	Room	Instructor	Department
CPSY 204	Career Development, Theory and Practice	1	3.00	R 4:30- 7:00	Heafey 650	Sprott	Counseling Psychology, School of Business and Applied Social Sciences

#### Web Browser Requirements

When registering for classes on [Hawk's Edge](#) 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/>

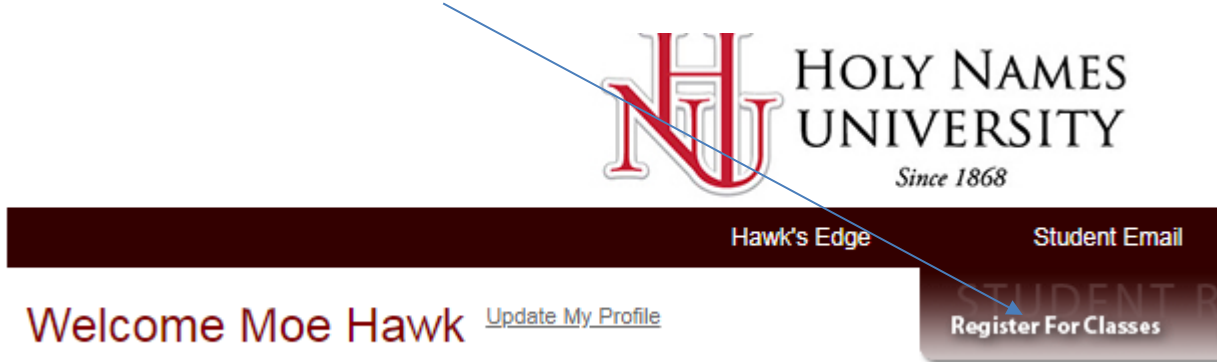


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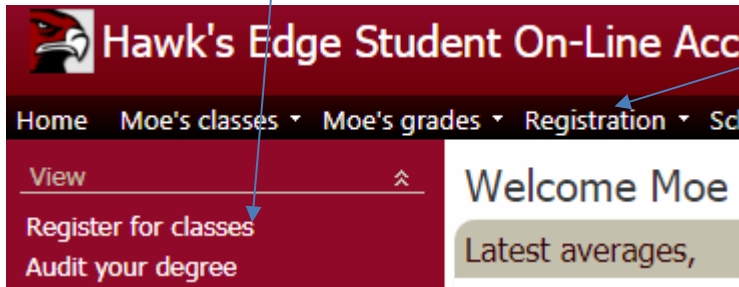
## Hawk's Edge Registration User Guide

### Log in to Hawk's Edge

- 1) Log in to [Hawk's Edge](#). (Go to the MyHNU portal and click on the Hawk's Edge link.) If you don't remember your user name or password, you need to contact Help Desk at [helpdesk@hnu.edu](mailto: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.



- 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. Or, click on [Enroll in Classes](#) under the [Registration](#) menu.



If you do not see [Register for Classes](#) on this page, it could be for one or more of the following reasons:

- You have not met with your advisor (or your advisor has not yet added the advising note to your profile)
- You have not signed the financial agreement for that academic year
- You are returning from a Leave of Absence and need to notify the Registrar's office that you are returning
- You have a hold on your account

If you are unsure why you cannot register for classes, contact the Student Resource Center at [registrar@hnu.edu](mailto:registrar@hnu.edu) or 510-436-1133



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### Hawk's Edge Registration User Guide

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

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## Schedule for Summer 2018, Summer Session Session

Academic Year:  Session:

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[Edit Registration](#)





## Hawk's Edge Registration User Guide

### How to Add Classes

Click [Edit Registration](#) to begin registration.

The screenshot shows the Hawk's Edge Student On-Line Access interface. At the top is a dark red header with the Hawk's Edge logo and the text "Hawk's Edge Student On-Line Access". Below this is a navigation bar with links: Home, Moe's classes, Moe's grades, Registration, School calendar, and My settings. On the left is a sidebar with "Announcements" and "None currently available." The main content area is titled "Schedule for Summer 2018, Summer Session Session". It features two dropdown menus: "Academic Year: Summer 2018" and "Session: Summer Session". Below these is a blue button labeled "Edit Registration", which is highlighted with a blue box and an arrow pointing to it from the text above. Underneath the button is the section "Enrolled Classes:" followed by a table with columns: Course, Class, First Meeting, Teacher, and R. At the bottom right of the table area, it says "Total Credits: 0.0000".

You should see a welcome message with important information about the registration and financial agreement.



### Schedule for Summer 2018, Summer Session Session

Advisor:

Year Advisor:

Major Advisor: (MACP) Perri Franskoviak

Welcome to registration for Summer 2018! We wish you the best of luck as you prepare for your next academic term.

When registering for classes make sure to choose the class section in the dropdown menu. Please review your schedule after you submit to make sure you are registered for all of your desired classes.

By completing the registration process (either electronically or on paper) you have entered into a contract with Holy Names University. You are responsible for payment of all charges incurred by you at the University. If payment is not made by the published deadlines, unpaid balances are subject to a late fee and a finance charge of 1.5% per month. You are responsible for attorney's fees, interest charges up to 10%, and reasonable collection costs. If you are not in good financial standing with the University, your grades, transcripts, and all campus services will be withheld and you will not be able to register.

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



## Hawk's Edge Registration User Guide

### How to Add Classes

Use the binoculars to search for the class and add it.

The Course Search window will appear. You can search by Course ID by typing either the full course ID (ISAC 001) or by the Department by typing just the course ID prefix (ISAC). You can also search by Department using the drop-down list.

Course ID	Course Name	School Description	Length In Term
BIOL 001A	Principles of Biological Science	Holy Names University	1
BIOL 015	Human Biology	Holy Names University	1
BIOL 017	Human Anatomy	Holy Names University	1
BIOL 140	Immunology	Holy Names University	1

If a class that is listed on the course schedule is not found here when you search by Department, it likely means that **class is Paper Registration Only**. You will not be able to register online for that class and instead need to fill out a Schedule Change Form through the Registrar's office. (The form is available in the MyHNU portal and can be submitted by email.)

BIOL 115	Advanced Human Physiology	1	3.00	MW 930-1045	Brennan 100	Apollon	Biological Science, School of Nursing, Health, and Natural Sciences	22/35	0	Paper Registration Only
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## Hawk's Edge Registration User Guide

### How to Add Classes

Add the class you want by simply clicking the course.

**Course Search**

Course ID:  Year:

Course name:  Course type:

Department:  School:

Course ID	Course Name	School Description	Length In Term
<a href="#">BIOL 001A</a>	Principles of Biological Science	Holy Names University	1

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! Even if a course only has one section, you are not enrolled until you choose the section.**

1. Additional classes:

Course	Class	Exceptions	Credits
BIOL 001A	1 - MW 800-915 - Laura McLaughlin, Sarah King - Brennan 100		4.0000
	2 - MW 1100-1215 - Laura McLaughlin - Brennan 100		

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

You are not done until you have selected a section!

To add another class, click New to create another row. Repeat the steps above until you have selected all your desired classes.

1. Additional classes:

Course	Class	Exceptions	Credits
BIOL 001A	1 - MW 800-915 - Laura McLaughlin, Sarah King - Brennan 100		4.0000

When finished, click SUBMIT to complete your registration. (You are not registered until you click Submit.)



### Hawk's Edge Registration User Guide

You will receive an exception error if a class cannot be added because of the following reasons:

- **Conflict:** You cannot register for two classes whose meeting times overlap, even by 10 minutes. If the conflict is a false conflict (for example, a Saturday class that only meets on certain dates that do not conflict) you will need to register by paper. (Fill out a Schedule Change Form and submit it to the Registrar's office.)
- **You do not have the required prerequisite:** See your advisor to find out if you need to get the prerequisite waived, if the prerequisite was met by transfer credit, or if you need to wait to take the course until the prerequisite is met. If you are currently enrolled in the class that meets the prerequisite requirement, you will have to wait until grades are submitted before registering for this class.
- **Course requires a year of \_\_\_\_\_:** You do not have the correct enrollment year for this class (for example, an undergraduate student cannot register for a graduate class). Contact your advisor or the Registrar's office.
- **Class is Full:** You can register for the waitlist. (See the following section on waitlists.)

To delete the class with an error and continue with your registration, click on the brown rectangle to the left of the course ID to highlight the row. Then click Delete. Be sure to hit SUBMIT again.

Course	Class	Exceptions	Credits
BIOL 001A	1 - MW 800-915 - Laura McLaughlin, S		4.0000
BIOL 195W	1 - W 4:30-7:30 - Michael Limm - Bren	1 exception(s) for main - You do not have the required prerequisite.	0.0000

When you have successfully registered, you will see this screen with your final schedule. You can still Edit Registration or Edit Waitlists until the add/drop date.

#### Schedule for Fall 2018, Fall Semester Session

Academic Year:  Session:

[Edit Registration](#)

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
BIOL 001A	1	MW 800-915	Laura McLaughlin, Sarah King	Brennan 100	4.0000
ISAC 001	1	MW 930-1045	Laura Truxler	Brennan 77	3.0000

Total Credits: 7.0000

[Edit Waitlists](#)

Waitlisted Classes:

Course	Class	Status	First Meeting, Teacher, Room	Credits	Drop If Enrolled
PSYC 132	1	Ready to enroll	TR 1100-1215, Martin Lampert	3.0000	

Total Credits: 3.0000

After your registration is complete, be sure to Log out.



## Hawk's Edge Registration User Guide

### How to Drop a Class

- 1) Log in to Hawk's Edge: enter the MyHNU student portal and click the link for Hawk's Edge. If you don't remember your user name or password, you need to contact Help Desk at [helpdesk@hnu.edu](mailto: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 the correct semester is selected before continuing.

Home Mickey's classes Mickey's grades Registration Billing School calendar My settings

Announcements  
Spring 2013 Term 3 Report Cards are now available. Click the Student's Grade tab, then 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.

Schedule for Summer 2014, Summer Session Session  
Academic Year: Summer 2014 Session: Summer Session

Edit Registration

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
BSADA010C	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

Edit Waitlists  
Waitlisted Classes:  
<No class waitlisted>

- 3) Click Edit Registration and then your screen should look like this:

1. Additional classes:

New Delete

Course	Class	Exceptions	Credits
BSADA010C	1 - M 6:30-8:30 - Patrick Bender - Heafe		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

Potential Schedule Calculate Conflicts Submit

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

- 4) Click the brown rectangle next to the course you want to delete. That will highlight the entire row.

1. Additional classes:

New Delete

Course	Class	Exceptions	Credits
BSADA010C	1 - M 6:30-8:30 - Patrick Bender - Heafe		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

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



## Hawk's Edge Registration User Guide

### How to Drop a Class

5) Click the Delete button above

1. Additional classes:

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

A smaller window will appear. Click OK to confirm.

attorney's fees and reasonable collection costs. If you are not in good financial standing with the University, your grades, transcripts, and all campus services will be withheld and you will not be able to register.

When registering for classes, make sure to choose the class section in the dropdown menu. If you do not choose a class section, you will not be registered for the class. Once you've registered please review your registration to ensure it is correct.

Are you sure you want to delete the selected row?

1. Additional classes:

Course	Class	Exceptions	Credits
BSADA010C	1 - M 6:30-8:30 - Patrick Bender - Heafe		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

6) Click Submit to finalize your schedule. Your changes are not saved until you click on Submit.

7) Click Edit Registration to add/delete more class(es) or click Logout to exit.

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
BSADA010C	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>

Wednesday, April 02, 2014



## Hawk's Edge Registration User Guide

### How to Add and Remove Classes from the Waitlist

- 1) If a class you wish to register for is full, you will need to add yourself to the waitlist. When you click Submit to finalize your registration, you will receive a message that the class is full.
- 2) You will be prompted to another screen. Make sure you click Submit at the top of the screen to be added to the waitlist.

Student On-Line Access

Submit

grades ▾ Registration ▾ School calendar My settings ▾

### Waitlist for Fall 2018, Fall Semester Session

Academic Year:  Session:

#### Current Waitlists

SOCI 163 1 MW 1100-1240 Charles Sarno Heafey 653

Credits: 4.0000

Status:  Drop if enrolled:

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

### Schedule for Fall 2018, Fall Semester Session

Academic Year:  Session:

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
Total Credits: 0.0000					

Waitlisted Classes:

Course	Class	Status	First Meeting, Teacher, Room	Credits	Drop If Enrolled
SOCI 163	1	Ready to enroll	MW 1100-1240, Charles Sarno, Heafey 653	4.0000	
Total Credits: 4.0000					



### Hawk's Edge Registration User Guide

#### How to Add and Remove Classes from the Waitlist

4) If you decide you no longer want to be on the waitlist, you need to remove your class(es) from the Waitlisted Classes section.

5) Click Edit Waitlists

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
Total Credits: 0.0000					

Waitlisted Classes:

Course	Class	Status	First Meeting, Teacher, Room	Credits	Drop If Enrolled
SOCI 163	1	Ready to enroll	MW 1100-1240, Charles Sarno, Heafey 653	4.0000	
Total Credits: 4.0000					

6) For the class you want to drop, switch the status drop-down from Ready to enroll to Dropped from waitlist.

#### Current Waitlists

SOCI 163 1 MW 1100-1240 Charles Sarno

Credits: 4.0000

Status:  Drop if enroll

#### Current Waitlists

SOCI 163 1 MW 1100-1240 Charles Sarno

Credits: 4.0000

Status:  Drop if enr

7) Click the Submit button near the top of the screen.

Student On-Line Access

grades ▾ Registration ▾ School calendar My settings ▾

### Waitlist for Fall 2018, Fall Semester Session

Academic Year:  Session:

#### Current Waitlists

SOCI 163 1 MW 1100-1240 Charles Sarno Heafey 653

Credits: 4.0000

Status:  Drop if enrolled:





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## Hawk's Edge Registration User Guide

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

8) If you change 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. Change the status back to Ready to enroll and click Submit.

#### **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. The same process applies if a professor decides to raise the cap on a class.

Waitlist moves can be done at the instructor's discretion after the semester begins but before the add deadline. You need to fill out a Schedule Change Form, get it signed by the instructor, and submit it to the Student Resource Center before the last day to add.

Find the Schedule Change Form on the Registrar Forms page in MyHNU student portal.

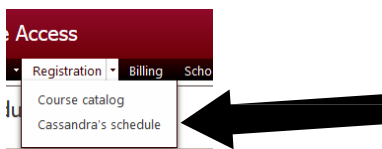


## Hawk's Edge Registration User Guide

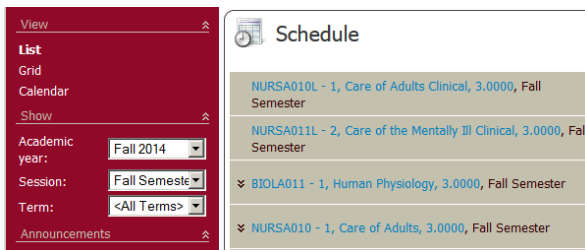
### Where Do I Find My Final Class Schedule for the Semester?

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
- 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 the 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](mailto: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 or Canvas**, you will need to contact the Help Desk at [helpdesk@hnu.edu](mailto: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 Handler - Brenn	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 Salzezer - 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.

- If the classes have a true conflict, even for only 10 minutes, you cannot register for both classes. If the classes have a false conflict, such as they are scheduled to meet on different dates, complete the **Schedule Change Form** and turn it into the Student Resource Center.

**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 the [Holy Names University Catalog](#) 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 can register for the Term 2 class online.
- 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 **Schedule Change Form** under the Section I section with all the necessary signatures:

**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 a **Schedule Change Form** under the “Prerequisite Taken” section with all the necessary signatures:

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



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## 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 **Schedule Change Form** under the Section I section with all the necessary signatures.

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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](mailto:studentresourcecenter@hnu.edu)

Phone: (510) 436-1133

Fax: (510) 436-1199

Location: Hester Administration Building, Room 11



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## Hawk's Edge Registration Tutorial

### Other Resources

Registrar's Office: <https://hnu.edu/academics/registrars-office/>

Registrar Forms, including Schedule Change Form: MyHNU portal > Registrar's Office > [Forms](#)

Academic Calendar: <https://hnu.smartcatalogiq.com/current/Catalog/Academic-Calendar>

Holy Names University Academic Catalog: <http://hnu.smartcatalogiq.com/en/current/Catalog>

MyHNU Student Portal: <https://myhnu.sharepoint.com/sites/MyHNU>

Video tutorials on Registering for Classes: [www.youtube.com](http://www.youtube.com) and search for Holy Names University Registrar