

### Frequently Asked Questions

#### 1. What is a registration waitlist?

The registration waitlist is an electronic list of students wanting to register for a class that is closed (i.e. has no available seats). Students may sign up for this electronic waitlist when they attempt to register for a class section that has reached its maximum enrollment. If a seat in the class becomes available, the first student on the registration waitlist for the class will be notified via email (notifications will only be sent to student's @my.hpu.edu email account). Once notified, the deadline for students to register for class will be 24 hours from date/time stamp of email notification.

**PLEASE NOTE:** This email will be the only notification if a student is the first on the waitlist. An example email is listed below for reference purposes:

#### Waitlist Notification for 1010

Registrar Mailbox

Tue 10/8/2019 8:30 PM

Aloha Sharky,

You have been moved to the top of the waitlist BIOL 2051 , 1010 , and there is now an open space.

If you wish to register, please follow these steps:

1. Go to <http://my.hpu.edu>

2. Click on the Course Registration Icon

3. Click on Register For Classes

4. Select the term and click on Submit

5. Go to the CRN that you are already waitlisted for and click on the drop down menu to change the action to "register". Press submit to save changes.

PLEASE NOTE: You will have 24 hours from the time/date stamp of this email to register for this course. If you do not register by the end of this 24-hour period, you will be dropped from the waitlist and the next student on the waitlist will be able to register for this course.

If you have any questions, please contact the Registrar's Office at (808) 544-0239 or [registrar@hpu.edu](mailto:registrar@hpu.edu). Mahalo.

#### 2. How do students get on a waitlist?

Click [here](#) for a brief tutorial.

#### 3. How can students check their position on a waitlist?

Click [here](#) for a brief tutorial.

#### 4. How will students know when a seat becomes available in the class they are waitlisted for?

If a seat in the class becomes available, the student will be notified via email (notifications will only be sent to student's @my.hpu.edu email account). Once notified, the deadline for students to register for class will be 24 hours from date/time stamp of email notification.

#### 5. Once a student has been notified of an available seat, how does he/she register for the course?

Click [here](#) for a brief tutorial.

**6. How can students tell if they were successful in getting on the waitlist?**

Click here for a brief tutorial.

**7. Will students be able to get on a waitlist for all offered courses?**

No, not all offered courses have waitlists. Students who wish to register for a closed course which does not have a waitlist should search for other open sections or consult their Academic Advisor to see what other options they may have.

**8. Will students be allowed time conflicts in waitlisted courses?**

Yes, students will be allowed to have time conflicts for waitlisted courses only.

**9. Will students be allowed to waitlist for multiple sections of the same course and/or Course Reference Number (CRN)?**

No, students will not be allowed to waitlist for the same course and/or CRN. They also cannot waitlist for another section of a course in which they are already registered.

**10. Will students be allowed to waitlist for a course once the term begins?**

Yes; however, waitlists close after the last day to register in each part of term. Students who have not yet been offered a seat in a course BEFORE the last day to register in each part of term will be removed from the waitlist. Students should review the [Academic Calendar](#) to view the last day to register in each part of term.

**11. Will students be allowed to drop waitlisted courses through the first week of classes?**

Yes, students will be allowed to drop waitlisted courses through the first week of classes. Waitlists close after the last day to register in each part of term- at which point students will be automatically dropped if still on a waitlist. Students should review the [Academic Calendar](#) to view the last day to register in each part of term.

**12. Will students be charged tuition and fees for signing up for a waitlist?**

No, if a student is on a waitlist for a course, the student is not officially registered for the course and therefore will not be charged tuition and fees for the waitlisted course. Tuition and fees are charged only for registered courses. If and when a student registers for the course, then charges will be applied.

**13. Will students be able to register with holds on their account?**

All holds that prevent registration must be cleared in order for students to register or waitlist for courses. Click here to view hold types and how to check for holds.

**14. How can students check their registration status?**

Click here for a brief tutorial.