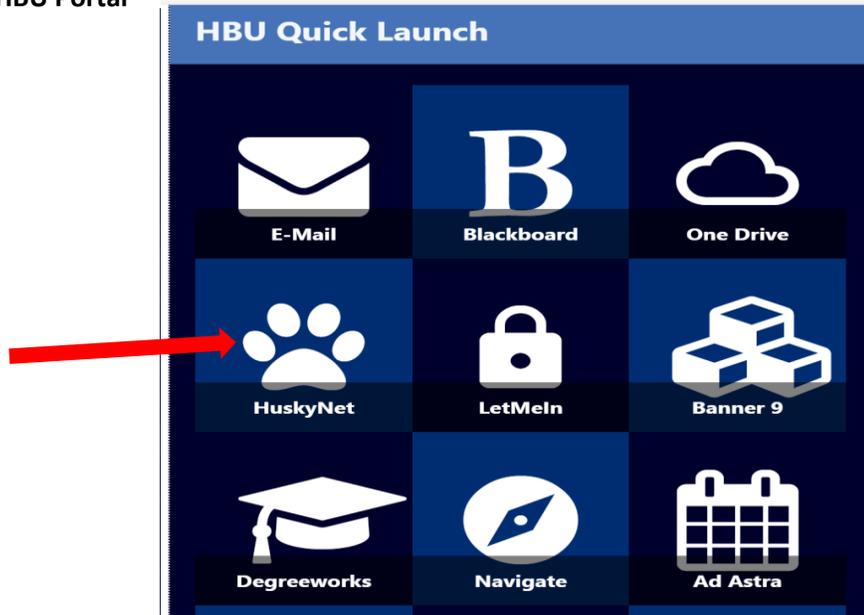


Step-by-Step Registration in HuskyNet

#1 From HBU Portal



#2

Main Menu

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student & Financial Aid](#) ←
Apply for Admission, Register, View your academic records and Financial Aid

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[Blackboard Support](#)
Audience: Students and Faculty

RELEASE: 8.8.1

#3

Student & Financial Aid

[Class Schedule](#)
*View A Listing Of Classes Offered By Term

[Registration](#) ←
*Register or Add/Drop Courses
*Check Registration Status
*View Override Course Approvals
*View Class Schedule

[Student Records](#)
*View Your Holds
*View Your Grades
*View Account Summary

[Optional Fees](#)
*Selection of Optional Fees to your Account

[HBU Payment Plan Sponsored by NBS](#)
* HBU Payment Plan Options

[Link to Office of the Registrar's Website](#)

RELEASE: 8.5.4

#4

Personal Information **Student** Financial Aid Employee

Search

Registration Term

Select a Term:

← Select upcoming semester

RELEASE: 8.4

#5

Registration

Select Term

*Select Term for Term-related functions.

Register or Add/Drop Courses

←

*Build or adjust your class schedule.

Registration Status

*View advisor approvals
*View items that may prevent registration.

Student Schedule

*View schedule in grid format

Student Detail Schedule

*View your schedule with additional information such as instructor and class room location.

Registration Fee Assessment

*Calculate your tuition and view activity related to your accounting information

Registration History

RELEASE: 8.5.4

#6

Alternate PIN Verification

Please enter your Alternate PIN to access registration. See your advisor to obtain your Alternate PIN.

Alternate PIN:

← Enter the 6-digit PIN number provided by your advisor

RELEASE: 8.5.1.2

#7

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Aug 22, 2013	<input type="text" value="None"/>	4963	MGMT	6364	70	Graduate 3.000	Standard	Letter		TRAINING AND DEVELOPMENT
Web Registered on Aug 22, 2013	<input type="text" value="None"/>	5036	MGMT	6389	70	Graduate 3.000	Standard	Letter		VALUE CREATION/INNOVATION&ENTR

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Oct 25, 2013 10:28 am

Add Classes Worksheet

Enter the CRN number, if you know it...

CRNs

← ...or click "Class Search" to find sections

#8

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select is complete.

Subject:

- Accounting
- Apologetics
- Art
- Bilingual Education
- Biochemistry-Molecular Biology
- Biology
- Business Administration
- Chemistry
- Christianity
- Cinema & Media Arts

Choose a subject

Course Search Advanced Search

#9

Look Up Classes

Fall 2013

Accounting

2301	PRINCIPLES OF ACCOUNTING I	View Sections
2303	PRINCIPLES OF ACCOUNTING II	View Sections
3303	COST ACCOUNTING	View Sections
3304	INDIVIDUAL INCOME TAXES	View Sections
3311	INTERMEDIATE ACCOUNTING I	View Sections
4301	ADVANCED ACCOUNTING	View Sections
4302	AUDITING	View Sections
5260	ACCOUNTING PRINCIPLES	View Sections
5302	AUDITING	View Sections
5311	ADVANCED ACCOUNTING	View Sections
6313	INTERNATIONAL ACCT ISSUES	View Sections

Choose a course

#10

Look Up Classes

H01148

"C" means class is closed

Sections Found

Accounting

Select	CRN	Seq	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date
													Cap	Act	Rem	Cap	Act	Rem		(MM/DD)
<input checked="" type="checkbox"/>	4619	ACCT	2301	01	H	3.000	PRINCIPLES OF ACCOUNTING I	TR	11:00 am-12:15 pm	40	40	0	0	0	0	0	0	0	Jessie George	08/26-12/1 (P)
<input type="checkbox"/>	4647	ACCT	2301	02	H	3.000	PRINCIPLES OF ACCOUNTING I	MWF	10:00 am-10:50 am	40	39	1	0	0	0	0	0	0	Jessie George	08/26-12/1 (P)

Register Add to WorkSheet New Search

[Week at a Glance | Student Detail Schedule | View Fee Assessment]

RELEASE: 8/5/2.1

If course is available, check the box and click "Register"

#11

Current Schedule

Status	Action	CRN Subj	Crse Sec Level	Cred	Grade Mode	Title
Web Registered on Aug 22, 2013	<input type="text" value="None"/>	4963 MGMT 6364 70	Graduate 3.000	Standard Letter	TRAINING AND DEVELOPMENT	
Web Registered on Aug 22, 2013	<input type="text" value="None"/>	5036 MGMT 6389 70	Graduate 3.000	Standard Letter	VALUE CREATION/INNOVATION&ENTR	

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Oct 25, 2013 10:39 am

The class has been added (an error message will appear if registration was unsuccessful)

#12

Search

[RETURN TO MENU](#)

Student Detail Schedule

H011481

Total Credit Hours: 6.000

ENTREPRENEURSHIP - MGMT 6309 - 70

Associated Term: Fall 2012
CRN: 3252
Status: **Web Registered** on Apr 23, 2012
Assigned Instructor: Veena S. Pena 
Grade Mode: Standard Letter
Credits: 3.000
Level: Graduate
Campus: HBU Main Campus

Click "Return to Menu" to see what schedule looks like so far

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 10:00 pm	MW	Hinton Center 216 Oct 29, 2012 - Dec 11, 2012	Lecture	Veena Sardana Pena (P) 

#13

Registration

- Select Term
*Select Term for Term-related functions.
- Register or Add/Drop Courses
*Build or adjust your class schedule.
- Registration Status
*View advisor approvals
*View items that may prevent registration
- Student Schedule  Shows week at a glance
*View schedule in grid format
- Student Detail Schedule
*View your schedule with additional information such as instructor and class room location.
- Registration Fee Assessment
*Calculate your tuition and view activity related to your accounting information
- Registration History

#14

Week at a Glance

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked c

Go to (MM/

Previous Week

Week of Nov 04, 2013 (127 of 132)

Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6pm	MGMT 6364 70 4963 Class 6:00 pm-10:00 pm HINTON 207		MGMT 6364 70 4963 Class 6:00 pm-10:00 pm HINTON 207				
7pm							

IF REGISTERING FOR A SCIENCE COURSE, FOLLOW ABOVE STEPS # 1-8, THEN CONTINUE BELOW

#9

Fall 2013

Biology

1404	INTRODUCTORY BIOLOGY	View Sections
1414	INTRODUCTORY MICROBIOLOGY	View Sections
2004	HUM ANAT/PHYS I LAB	View Sections
2054	GENERAL BIOLOGY I LAB	View Sections
2055	GENERAL BIOLOGY II LAB	View Sections
2181	SPECIAL TOPICS	View Sections
2214	MEDICAL TERMINOLOGY	View Sections
2404	HUMAN ANAT/PHYS I	View Sections
2414	HUMAN ANAT/ PHYS II	View Sections
2454	GENERAL BIOLOGY I	View Sections

← **Lab**

If registering for a science, you will need both the lab and lecture. You can view sections for the lab first and then come back for the lecture.

← **Lecture**

#10

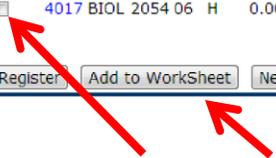
Look Up Classes

Sections Found

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor
<input type="checkbox"/>	4012	BIOL	2054	01	H	0.000	GENERAL BIOLOGY I LAB	M	01:00 pm-03:50 pm	22	20	2	0	0	0	0	0	0	Christopher Rene Lopez (P)
<input type="checkbox"/>	4013	BIOL	2054	02	H	0.000	GENERAL BIOLOGY I LAB	R	12:30 pm-03:15 pm	22	19	3	0	0	0	0	0	0	Brenda Whaley (P)
<input type="checkbox"/>	4014	BIOL	2054	03	H	0.000	GENERAL BIOLOGY I LAB	T	03:30 pm-06:15 pm	22	16	6	0	0	0	0	0	0	Christopher Rene Lopez (P)
<input type="checkbox"/>	4015	BIOL	2054	04	H	0.000	GENERAL BIOLOGY I LAB	W	01:00 pm-03:50 pm	22	19	3	0	0	0	0	0	0	Brenda Whaley (P)
<input type="checkbox"/>	4016	BIOL	2054	05	H	0.000	GENERAL BIOLOGY I LAB	T	12:30 pm-03:15 pm	22	13	9	0	0	0	0	0	0	Rachel M.P. Hopp (P)
<input type="checkbox"/>	4017	BIOL	2054	06	H	0.000	GENERAL BIOLOGY I LAB	F	02:00 pm-04:50 pm	22	18	4	0	0	0	0	0	0	Betty Thompson (P)

[Register](#) [Add to WorkSheet](#) [New Search](#)



If course is available, check the box and click "Add to Worksheet" - NOT "Register"

#11

Biology

1404	INTRODUCTORY BIOLOGY	View Sections
1414	INTRODUCTORY MICROBIOLOGY	View Sections
2004	HUM ANAT/PHYS I LAB	View Sections
2054	GENERAL BIOLOGY I LAB	View Sections
2055	GENERAL BIOLOGY II LAB	View Sections
2181	SPECIAL TOPICS	View Sections
2214	MEDICAL TERMINOLOGY	View Sections
2404	HUMAN ANAT/PHYS I	View Sections
2414	HUMAN ANAT/ PHYS II	View Sections
2454	GENERAL BIOLOGY I	View Sections

← Go back and select the corresponding lecture

#12

Look Up Classes

Sections Found

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor
<input type="checkbox"/>	4023	BIOL	2454	01	H	4.000	GENERAL BIOLOGY I	TR	08:00 am-09:15 am	33	24	9	0	0	0	0	0	0	Susan Wray C
<input type="checkbox"/>	4024	BIOL	2454	02	H	4.000	GENERAL BIOLOGY I	MWF	08:00 am-08:50 am	33	26	7	0	0	0	0	0	0	Christopher Re Lopez (P)
<input type="checkbox"/>	4025	BIOL	2454	03	H	4.000	GENERAL BIOLOGY I	MWF	10:00 am-10:50 am	33	26	7	0	0	0	0	0	0	Rachel M.P. Ho
<input type="checkbox"/>	4026	BIOL	2454	04	H	4.000	GENERAL BIOLOGY I	TR	09:30 am-10:45 am	33	30	3	0	0	0	0	0	0	Christopher Re Lopez (P)

[Register](#) [Add to WorkSheet](#) [New Search](#)

← Again, check the box and click "Add to Worksheet"

#13

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Aug 22, 2013	None	4963	MGMT	6364	70	Graduate 3.000	Standard Letter	TRAINING AND DEVELOPMENT
Web Registered on Aug 22, 2013	None	5036	MGMT	6389	70	Graduate 3.000	Standard Letter	VALUE CREATION/INNOVATION&EN

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Nov 01, 2013 05:07 pm

Add Classes Worksheet

CRNs

4013	4023								
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The two classes are automatically added to the CRN fields

Click "Submit Changes"
(Lab & lecture must be registered at the same time or you will get co-requisite error)