

How to Add/Drop Classes

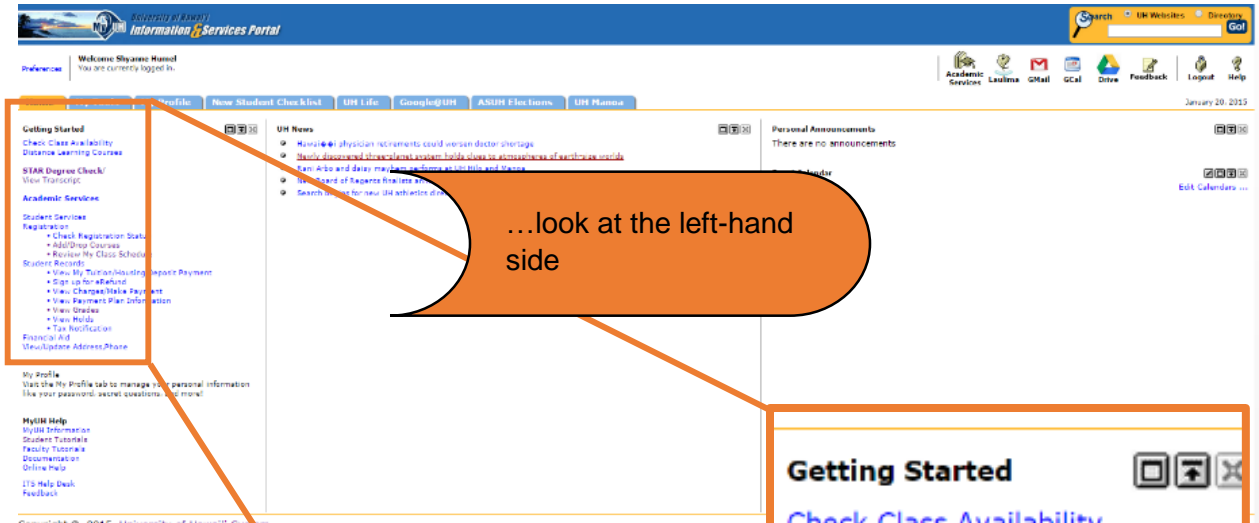
Go to myuh.hawaii.edu

The screenshot shows the MyUH Portal homepage. A red box highlights the 'Secure Access Login' form on the left side. The form includes fields for 'UH Username' and 'UH Password', a 'Login' button, and links for 'Get a UH username', 'Forgot my password', and 'Having problems logging in?'. The main content area contains a 'Welcome to the MyUH Portal' message, a 'NEWS' section with a link to 'Spring registration activities', an 'Unmet Prerequisites Disenrollment Notice', and a '15 to Finish' program advertisement. At the bottom, there are sections for 'Add MyUH Site to Your Trusted List', 'Sign up for eRefund!', 'UH Student Health Insurance for Spring 2015', and 'Student Registration' with a list of links.

Login with UH username and Password

This is a close-up of the 'Secure Access Login' form. It features a header with 'University Directory | UH Home | Links | Help'. Below the header is the 'Secure Access Login' title and a lock icon. The form contains two input fields: 'UH Username:' and 'UH Password:'. A 'Login' button is positioned below the password field. Underneath the button are four links: '* Get a UH username', '* Forgot my password', '* Having problems logging in?', and '* Parents and Authorized Payment Users'.

Once at your Homepage...



...look at the left-hand side

Click on Add/Drop Courses

Getting Started

- Check Class Availability
- Distance Learning Courses

STAR Degree Check/View Transcript

Academic Services

- Student Services
- Registration
 - Check Registration Status
 - Add/Drop Courses**
 - Review My Class Schedule
- Student Records
 - View My Tuition/Housing Deposit Payment
 - Sign up for eRefund
 - View Charges/Make Payment
 - View Payment Plan Information
- View Grades
- View Holds
- Tax Notification

Financial Aid
View/Update Address,Phone

Were you able to log in?

YES

Great! Follow the next steps to learn more about adding and dropping classes.

NO

You may have holds on your account such as TB, MMR, or New Student Orientation holds, you will not be able to add classes. If you need help clearing the holds, please contact the First-Year Experience Office if you need help. Phone: (808) 734-9245
Email: kapstart@hawaii.edu

You will be sent to this page.

The screenshot shows the MyUH website interface. At the top, there is a navigation bar with 'MyUH' and 'Academic Resources' logos, and links for 'Home' and 'Exit'. Below this is a secondary navigation bar with 'Personal Information', 'Student', and 'Financial Aid' tabs. The main content area is titled 'Select Term' and includes a list of bullet points: 'Accelerated terms are for HonCC classes held on military bases.' and 'Extension terms are for Manoa Outreach College classes.' Below the list is a dropdown menu labeled 'Select a Term:' with 'Spring 2015' selected. A 'Submit' button is located below the dropdown. In the top right corner, the user's name '13622051 Robert T. Yamashita' and the login time 'Jan 20, 2015 11:29 am' are displayed. At the bottom left, there is a copyright notice: '© 2015 Elucian Company, L.P. and its affiliates.' and 'Release: UH:8.4:2'. At the bottom right, 'University of Hawaii' is visible.

Select the term you want to register for then hit submit.

Select Term

- Accelerated terms are for HonCC classes held on military bases.
- Extension terms are for Manoa Outreach College classes.

Select a Term:

Submit

Release: UH:8.4:2

Then this page will pop up.

The screenshot shows the 'Add / Drop My Classes' page. At the top, there are navigation links: 'Personal Information', 'Student', and 'Financial Aid'. Below that are 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Add / Drop My Classes:'. A notice states: 'By registering for classes, you accept financial responsibility for payment of charges for educational services. View My Account (charges and payments) for Each Term'. A list of instructions follows: 'Any registration errors appear BELOW your current schedule. Scroll down to view them.', 'Add classes using Add Classes Worksheet below or Search for Classes.', 'Drop a class using the menu in the Action column. If a refund is due, it will be processed approximately 4 weeks after the end of the 50% refund period for the semester. View Payment Deadlines and policies for each Institution.', 'Once the semester begins, you will not be able to drop your LAST class at your home institution via the web. If you cannot drop a class via the web, please check with your registration office.', and 'Click on highlighted links, if available for the class, to change variable credits or grade mode. Remember to Logout before closing your browser window.' The 'Add Classes Worksheet' form is highlighted with an orange box. It contains a table with four columns: 'Institution', 'CRNs', 'Institution', and 'CRNs'. Each row has a 'Select' dropdown menu for the institution and an empty text box for the CRN. Below the table are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. At the bottom of the page, there are links: '[Select Term | Print My Class Schedule | Review My Class Schedule | View My Charges/Make A Payment | View Holds | Change Variable Credit or Grade Mode]' and the text 'University of Hawai'i'.

Add Classes Worksheet

Institution	CRNs	Institution	CRNs
Select ▼		Select ▼	
Select ▼		Select ▼	
Select ▼		Select ▼	
Select ▼		Select ▼	
Select ▼		Select ▼	

Submit Changes Class Search Reset

- Select the institution you would like to register for.
- Input the CRN for the class that you would like to register for.
- Repeat for all you classes.
- Hit **Submit Changes**.

If everything went well, you should see that you are registered for classes.

If you received a registration error, please click here:

