REGISTRATION PROCESS

HUNet

HUNet is the Online Registration Process

Go to the Hampton University Home Page (www.hamptonu.edu) and click on HUNet

The system will prompt you through the registration process.

FAST AND EASY

ALL REGISTERED COURSES WILL APPEAR ON THE SCREEN

ALL OPEN AND CLOSED SECTIONS WILL BE DISPLAYED

ALL HOLDS WILL BE IDENTIFIED
GO TO HAMPTON UNIVERSITY HOMEPAGE: WWW.HAMPTONU.EDU

CLICK WHERE INDICATED BY ARROWS

- CLICK ON CURRENT STUDENTS TAB
ON THE LEFT SIDE OF THE SCREEN, CLICK ON HAMPTONYOU (HUNET)
• ON THE LEFT OF THE SCREEN, CLICK ON HUNET ADMINISTRATIVE SERVICES
• CLICK ON THE FIRST OPTION “ENTER SECURE AREA”
• TYPE IN YOUR STUDENT ID# IN THE BOX LABELED “USER ID”

• TYPE IN YOUR PERSONAL PIN CODE IN THE BOTTOM BOX.
• **CLICK ON “STUDENT”.**
• SELECT THE CURRENT TERM (2012 FALL) FROM DROP DOWN BOX.

• (DO NOT CLICK ON ANY TERM WITH “CE” or “ON” NEXT TO IT)
• CLICK ON ADD/DROP CLASSES
YOU ARE NOW READY TO TYPE IN THE CRN NUMBERS OF YOUR DESIRED COURSES IN THE BLOCKS LABELED “CRNs”.

HOWEVER, IF YOU DO NOT KNOW THE CRN NUMBERS, YOU MAY CLICK ON CLASS SEARCH TO SEARCH FOR THE ACTUAL COURSES.
IN THE SUBJECT BOX, SCROLL TO FIND A SUBJECT YOU WANT TO TAKE, CLICK ONCE AND CLICK CLASS SEARCH.

(DO NOT FILL IN COURSE TITLE, CREDIT RANGE, ETC. YOU ONLY NEED TO CLICK ON THE SUBJECT OF YOUR COURSE)

(DO NOT CLICK ON ANY TERM WITH “CE” OR “ON” NEXT TO IT)
To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

**Sections Found**

**COMMUNICATION**

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[Register]  [Add to Worksheet]  [Class Search]

**ABOVE IS A SAMPLE OF WHAT YOU MIGHT SEE AS YOU DO YOUR CLASS SEARCH**

- When you find your desired course, click in the open block by the course, scroll to the bottom of the screen and click **REGISTER**. (If there is no open box or there’s a “C” to the left of the course, then the class is closed.

- Repeat this procedure for each class.

- When you have completed your schedule, it is strongly recommended that you print a copy for your records.