HAMPTON UNIVERSITY

HUNET NAVIGATION GUIDE

HUNet REGISTRATION PROCESS

For course registration, Hampton University uses an automated system called HUNet. HUNet allows students to register for classes and to adjust their schedule by using a computer with internet access.

To complete the registration process you will need two numbers to identify yourself – your Hampton University Identification Number (HUID) and your Personal Information Number (PIN). Please keep both of these numbers confidential – the combination of the two will allow access to your personal records, and knowledge of these two numbers could allow unauthorized persons to add or delete classes in your schedule. The web system will ask for these two numbers each time you wish to access to your student account.

This registration guide will demonstrate each step of the course registration process. It includes photo representation for each step, tips that will assist you throughout the registration process, and a full list of registration errors (and corresponding codes) that you might encounter along the way.

Please view the information provided in this document, and the (2) links below, before registering for your classes. The links below provide specific information that will guide students through the entire registration process and identify the courses required for each major field of study.

New Student Orientation & Registration Guide:
https://home.hamptonu.edu/student-affairs/freshman-studies/registration/
Major Curricula Guides:
https://www.hamptonu.edu/studentservices/freshman/list.cfm

Once you have read all of the information provided in the links above and in this document, follow the steps on the next page to login to HuNet.

HOW TO ACCESS THE MAJOR CURRICULUM GUIDE

Step 1: **Go to the Office of Freshman Studies page on the Hampton University website using the following link**
https://home.hamptonu.edu/student-affairs/freshman-studies/

Step 2: **Click on Major Curriculum Guide**

Departments

Career Center

Educational Talent Search

Department of Freshman Studies

Office of Judicial Affairs

Office of Residence Life and Housing

Office of Student Activities and Student Center

Office of Compliance and Disability Services

The Pre-College Program

Ronald E. McNair Postbaccalaureate Achievement Program

Student Counseling Center

Student Health Center

Student Success Center

Student Support Services

Office of Testing Services

Upward Bound

Department of Freshman Studies

First Year Experience

The Department of Freshman Studies/First Year Experience is dedicated to providing a comprehensive core of support services that will influence academic achievement and retention.

In achieving its mission and adhering to the University's mission, the Department of Freshman Studies/First Year Experience assist freshman student's with transitioning from high school to college by providing assistance with advising, registration, academic support and social and adjustment counseling. In addition, we focus on the following areas; freshman merit scholars, freshman on academic probation and freshman on reduced workload. These areas are monitored with bi-weekly advisement and by monthly seminars.

New Student Orientation

Entering freshmen and transfer students are required to participate in an intensive orientation program one week before the beginning of classes. The primary goal of the orientation program is to assist new students in the transition from high school or from another institution of higher learning to Hampton University. Through a program of structured activities, students learn about the University and the University becomes more aware of and responsive to the needs of its new students. There is a deliberate accent on Hampton's values and traditions so that all new

Contact Information

Mailing Address
Department of Freshman Studies
Student Center, Second Floor
Hampton University
Hampton, Virginia 23668
Email:
freshmanstudies@hamptonu.edu
Phone: 757-727-5243

Staff

Major Curriculum Guides

Freshman Parent Tips

Registration Guide

Step 3: **Click on your major and view the courses required for your first year of study. Register for the courses that are listed for the first semester.**
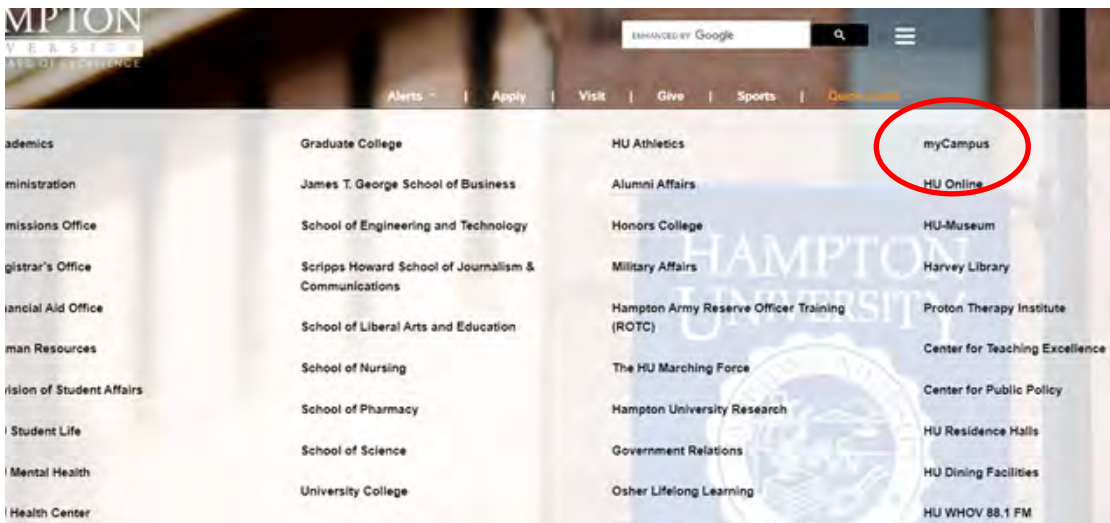
HOW TO ACCESS HUNet

Step 1: Go to the Hampton University Homepage using the following link www.hamptonu.edu.
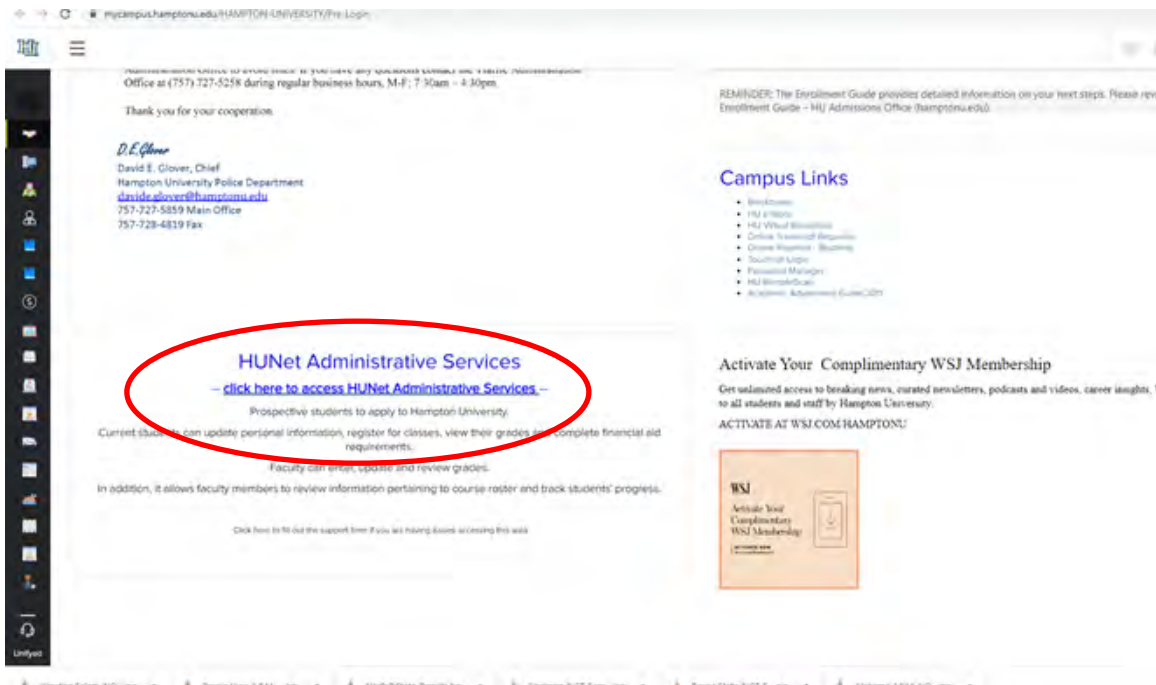
Step 2: Click on Quick links (to the top right of the page).
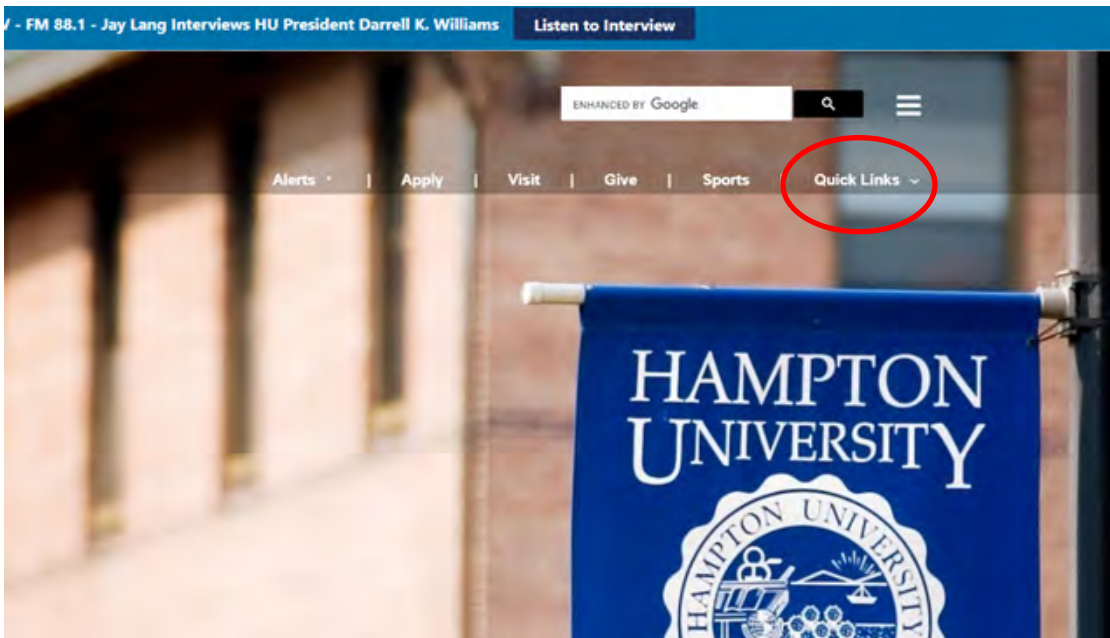
Step 3: Click on MyCampus.

Step 4: Click on the blue link under HUNet Administrative Services.

Step 5: Click on Enter Secure Area.

Step 6: Input your Hampton University Identification Number (User ID) and your 6-digit numerical Personal Information Number (PIN).

You are now successfully logged into the system!

Now let's pick your classes!

To register for courses, follow the (8) steps listed below.

Step 1: Click on Student.

Step 2: Click on Registration.
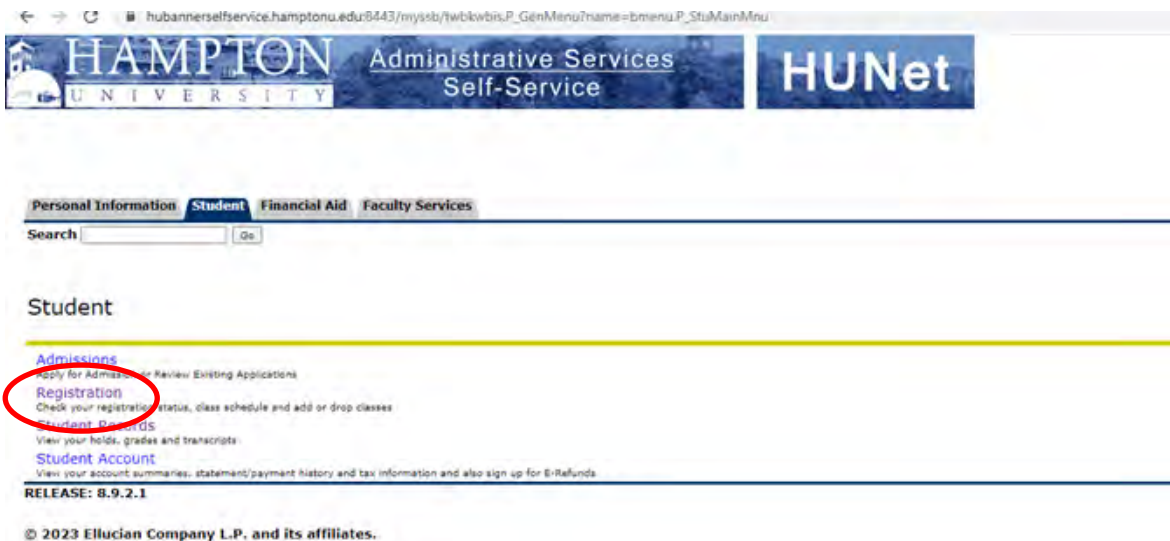
Step 3: Click on Look Up Classes.
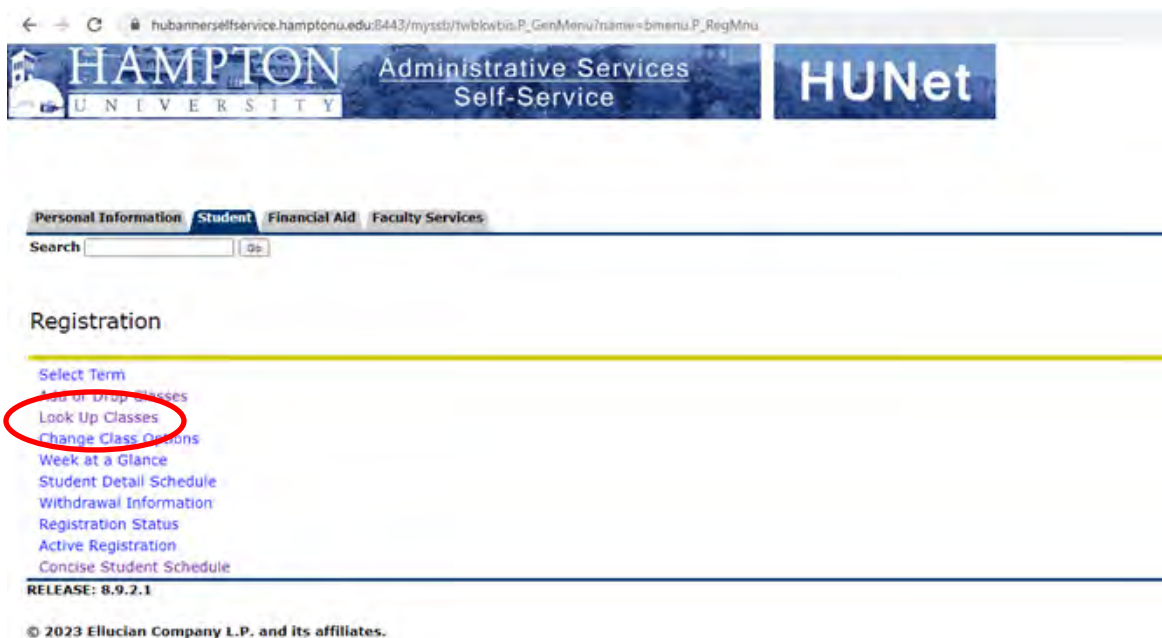
Step 4: Select the appropriate term (2025 Fall Main Campus).
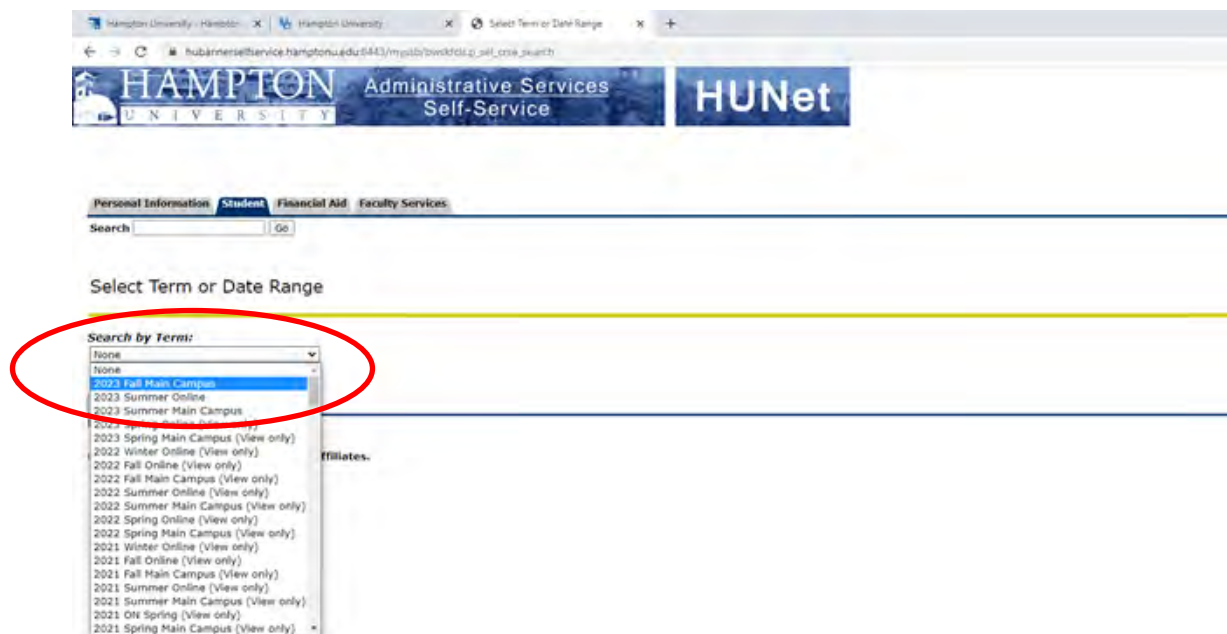
Step 5: Select the appropriate subject.

For this registration guide, we have selected the subject "English" to register for Written Communication 101.

Step 6: Identify your desired course (*Written Communication 1 in the example*) and click view sections.

Step 7: **Look at all of the dates and times offered for your desired course. Once you have selected a date and time, place a check mark in the empty box next to the CRN number (circled below) and click register. If the letter "C" is next to a CRN number, that particular section of a course is closed and you cannot register for it.**
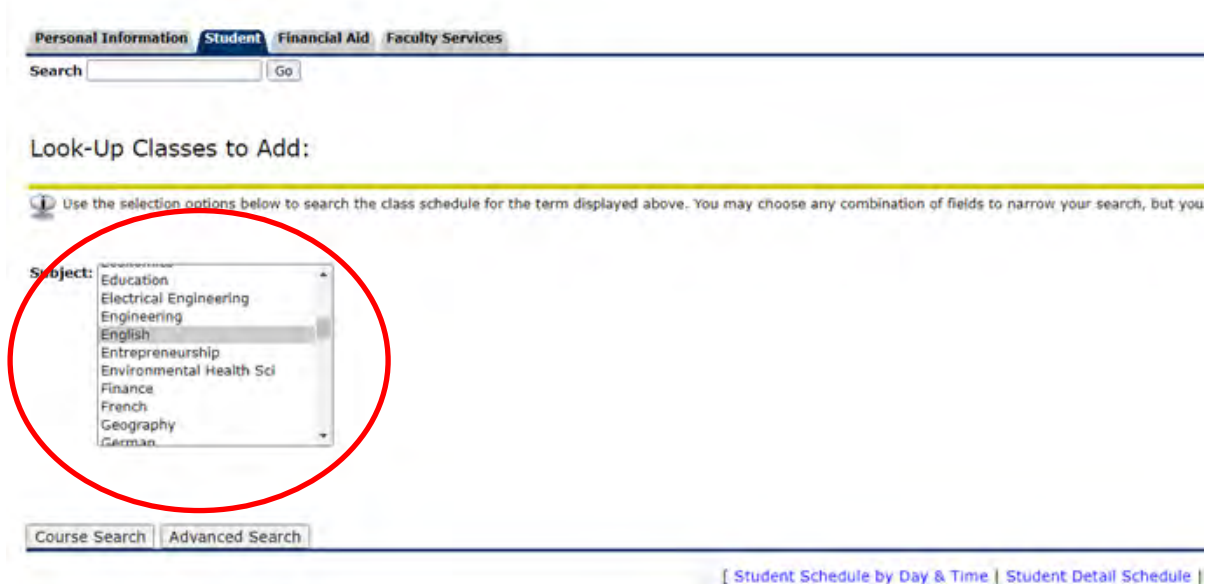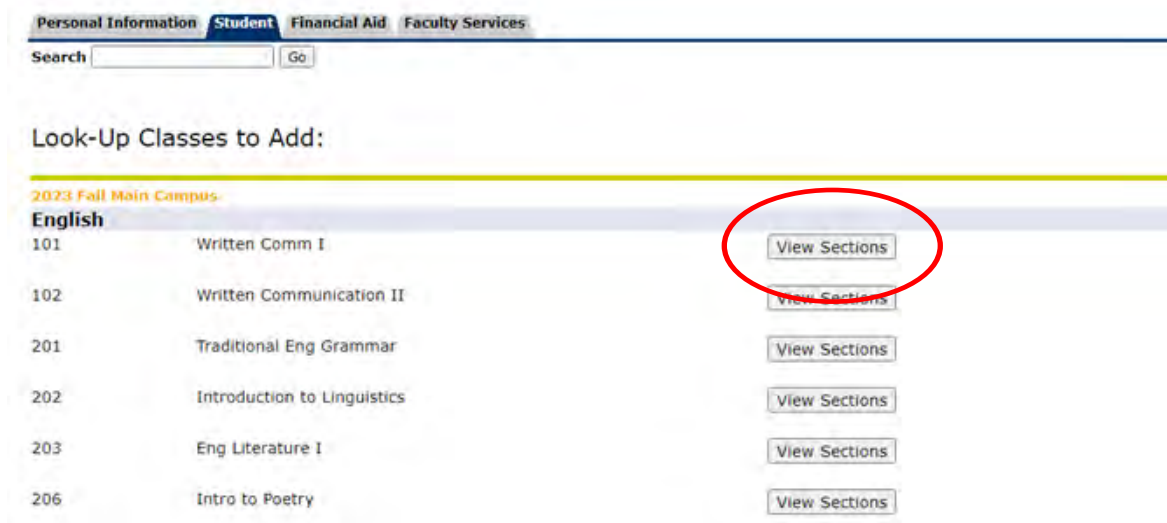
Special Note: When looking at the dates and times for your desired course, you will see that we do not offer classes every single day. The majority of our courses are offered on Monday, Wednesday, and Friday (MWF) or Tuesday and Thursday (TR). In a few cases you may only have class one day a week. This date will be indicated by one letter (Example: "W" for Wednesday, "R" for Thursday, etc.).

Personal Information | Student | Financial Aid | Faculty Services

Search [   ] Go

Look-Up Classes to Add:

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
English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
☐	25806	ENG	101	04	M	3.000	Written Comm I	MWF	10:00 am-10:50 am	20	0	20	0	0	0
☐	25823	ENG	101	05	M	3.000	Written Comm I	MWF	11:00 am-11:50 am	20	0	20	0	0	0
☐	25807	ENG	101	07	M	3.000	Written Comm I	TR	09:30 am-10:45 am	20	1	19	0	0	0
☐	26237	ENG	101	14	M	3.000	Written Comm I	TR	11:00 am-12:15 pm	20	0	20	0	0	0
☐	26244	ENG	101	17	M	3.000	Written Comm I	TR	09:30 am-10:45 am	20	0	20	0	0	0
☐	26272	ENG	101	19	M	3.000	Written Comm I	MWF	11:00 am-11:50 am	20	0	20	0	0	0
☐	26432	ENG	101	26	M	3.000	Written Comm I	MWF	01:00 pm-01:50 pm	20	0	20	0	0	0
☐	26843	ENG	101	28	M	3.000	Written Comm I	TR	12:30 pm-01:45 pm	20	0	20	0	0	0
☐	26465	ENG	101	32	M	3.000	Written Comm I	MWF	09:00 am-09:50 am	20	0	20	0	0	0
☐	27135	ENG	101	33	M	3.000	Written Comm I	MW	05:00 pm-06:15 pm	20	0	20	0	0	0
☐	26844	ENG	101	35	M	3.000	Written Comm I	TR	11:00 am-12:15 pm	20	0	20	0	0	0
☐	26723	ENG	101	36	M	3.000	Written Comm I	MWF	10:00 am-10:50 am	20	0	20	0	0	0
☐	27138	ENG	101	38	M	3.000	Written Comm I	TR	03:30 pm-04:45 pm	20	0	20	0	0	0
☐	26874	ENG	101	44	M	3.000	Written Comm I	TR	06:30 pm-07:45 pm	20	0	20	0	0	0
☐	26875	ENG	101	45	M	3.000	Written Comm I	TR	05:00 pm-06:15 pm	20	0	20	0	0	0
☐	27112	ENG	101	46	M	3.000	Written Comm I	TR	03:30 pm-04:45 pm	20	0	20	0	0	0
☐	27124	ENG	101	47	M	3.000	Written Comm I	TR	12:30 pm-01:45 pm	20	0	20	0	0	0
☐	27126	ENG	101	48	M	3.000	Written Comm I	TR	02:00 pm-03:15 pm	20	0	20	0	0	0
☐	27266	ENG	101	49	M	3.000	Written Comm I	MWF	01:00 pm-01:50 pm	20	0	20	0	0	0
☐	27267	ENG	101	50	M	3.000	Written Comm I	TR	08:00 am-09:15 am	20	0	20	0	0	0
☐	27268	ENG	101	51	M	3.000	Written Comm I	MW	02:00 pm-03:15 pm	20	0	20	0	0	0
☐	27269	ENG	101	52	M	3.000	Written Comm I	W	05:00 pm-07:30 pm	20	0	20	0	0	0
☐	25818	ENG	101	H2	M	3.000	Written Comm I-Honors	TR	11:00 am-12:15 pm	20	0	20	0	0	0

New Search

You are now registered for a course!

Special Circumstance: There are some courses that require a lab or supplemental instruction component that you must also register for (science courses, math courses, university 101, etc.). In these cases, you will look at all of the dates and times offered for your desired course and lab. Once you have selected a date and time, place a check mark in the empty box next to the CRN numbers for both the course and the lab (circled below) and click register. See examples below.

← → C 🔒 hubannerselfservice.hamptonu.edu:8443/myssb/bwskfcls.P_GetCrse

HAMPTON UNIVERSITY   Administrative Services Self-Service   **HUNet**

Personal Information | **Student** | Financial Aid | Faculty Services

Search [_____] [Go]   RETURN TO MEN

Look-Up Classes to Add:

ⓘ 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
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	Date (MM/DD)
☐	26407	BIO	103	07	M	4.000	General Biology	MWF	11:00 am-11:50 am	80	8	72	0	0	0	0	0	0	Tunde Michael Adebola (P)	08/28-12/04
☐	26126	BIO	103	62	M	0.000	Laboratory	T	01:00 pm-02:50 pm	30	3	27	0	0	0	0	0	0	Tunde Michael Adebola (P)	08/28-12/04
☐	26128	BIO	103	65	M	0.000	Laboratory	R	01:00 pm-02:50 pm	30	0	30	0	0	0	0	0	0	Tunde Michael Adebola (P)	08/28-12/04
☐	26408	BIO	103	68	M	0.000	Laboratory	W	01:00 pm-02:50 pm	30	5	25	0	0	0	0	0	0	Tunde Michael Adebola (P)	08/28-12/04
☐	26428	BIO	103	H1	M	4.000	General Biology-Honors	MWF	11:00 am-11:50 am	10	0	10	0	0	0	0	0	0	Tunde Michael Adebola (P)	08/28-12/04

[New Search]

[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

RELEASE: 8.7.2.4

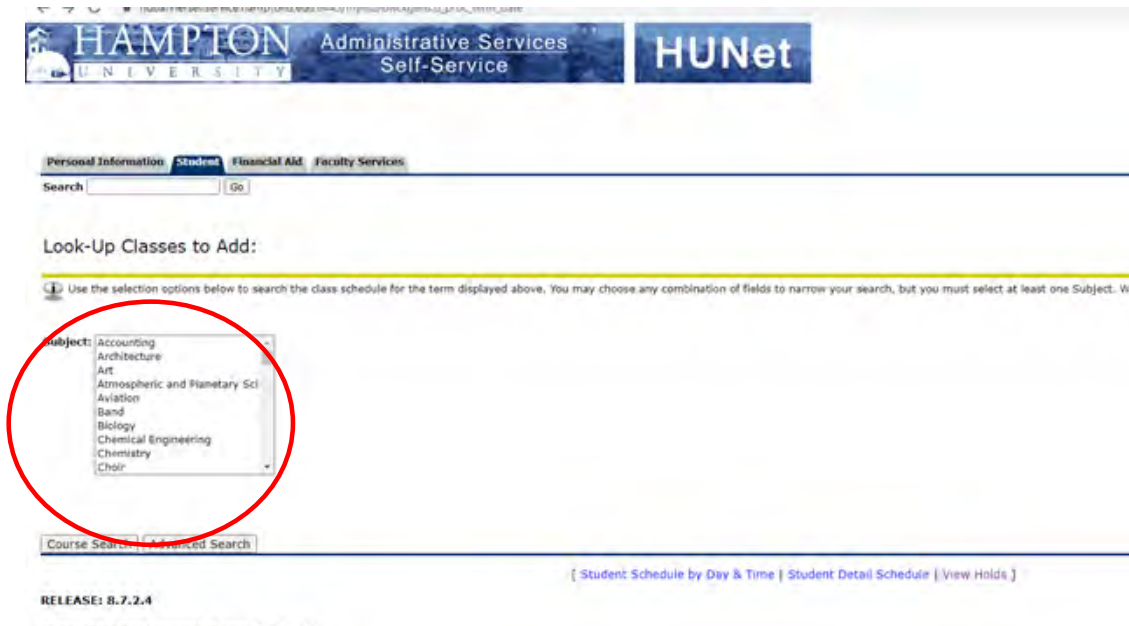© 2023 Ellucian Company L.P. and its affiliates.

Look-Up Classes to Add:

ⓘ 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
University-Wide Course

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	Date (MM/DD)	
☐	26191	UNV	101	01	M	1.000	Indv & Life (Pharmacy Majors)	T	03:30 pm-04:20 pm	30	0	30	0	0	0	0	0	0	Vera C Campbell (P)	08/28-12/04	!
☐	26192	UNV	101	02	M	1.000	Indv & Life-Architecture	T	03:30 pm-04:20 pm	55	0	55	50	0	50	0	0	0	Robert Landon Easter (P)	08/28-12/04	!
☐	26193	UNV	101	03	M	1.000	Indv & Life-Sch of Jour Majors	R	03:30 pm-04:20 pm	55	0	55	0	0	0	0	0	0	Tamara M.B. Williams (P)	08/28-12/04	!
☐	26195	UNV	101	05	M	1.000	Indv & Life-Sch of Nurs Majors	T	02:00 pm-02:50 pm	0	0	0	0	0	0	0	0	0	TBA	08/28-12/04	!
☐	26196	UNV	101	06	M	1.000	Indv & Life-Sch of Nurs Majrs	W	03:00 pm-03:50 pm	0	0	0	0	0	0	0	0	0	TBA	08/28-12/04	!
☐	26423	UNV	101	08	M	1.000	Indv & Life-Sch Lib Arts Majr	M	03:00 pm-03:50 pm	55	0	55	0	0	0	0	0	0	Shaun A Stokes (P)	08/28-12/04	!
☐	26340	UNV	101	09	M	1.000	Indv & Life (Male Only)	T	03:30 pm-04:20 pm	100	0	100	0	0	0	0	0	0	Joe Anthony King (P)	08/28-12/04	!
☐	26341	UNV	101	10	M	1.000	Indv & Life-Sch of Nurs Majrs	W	03:00 pm-03:50 pm	88	1	87	0	0	0	0	0	0	Stella M Nelms (P)	08/28-12/04	!
☐	26342	UNV	101	14	M	1.000	Indv & Life-Sch of Bus Majors	W	02:00 pm-02:50 pm	100	0	100	0	0	0	0	0	0	Sylvia Woody Rose (P), Ziette A Hayes , Jessica A O'Neill	08/28-12/04	!
☐	26343	UNV	101	16	M	1.000	Indv & Life-Sch Lib Arts Majrs	F	04:00 pm-04:50 pm	55	0	55	0	0	0	0	0	0	Karen T Ward (P)	08/28-12/04	!
☐	26344	UNV	101	18	M	1.000	Indv & Life-Sch Lib Arts Majrs	R	02:00 pm-02:50 pm	55	1	54	0	0	0	0	0	0	Joe Anthony King (P), Ralph R Charlton	08/28-12/04	!
☐	26190	UNV	101	19	M	1.000	Individ & Life-Sch of Engnrg	T	11:00 am-11:50 am	55	0	55	0	0	0	0	0	0	Joyce T. Shirazi (P)	08/28-12/04	!
☐	26185	UNV	101	21	M	1.000	Indiv & Lif-Sch of Egr Majors	F	12:00 pm-12:50 pm	55	0	55	0	0	0	0	0	0	Jessica A O'Neill (P)	08/28-12/04	!
☐	26345	UNV	101	22	M	1.000	Indv & Life-Undecided Majrs	W	03:00 pm-03:50 pm	55	0	55	0	0	0	0	0	0	Heath C Scott (P)	08/28-12/04	!
☐	26187	UNV	101	23	M	1.000	Individ & Life-Sch of Science	W	10:00 am-10:50 am	55	1	54	0	0	0	0	0	0	Terrell R Jones (P)	08/28-12/04	!
☐	26188	UNV	101	26	M	1.000	Indv & Life (Sch of Sci)	F	10:00 am-10:50 am	55	0	55	0	0	0	0	0	0	Terrell R Jones (P)	08/28-12/04	!
☐	26304	UNV	101	36	M	1.000	Individ & Life-Sch of Lib Arts	W	02:00 pm-02:50 pm	55	1	54	0	0	0	0	0	0	Stella M Nelms (P)	08/28-12/04	!
☐	26476	UNV	101	60L	M	0.000	Plenary	M	02:00 pm-02:50 pm	1000	5	995	0	0	0	0	0	0	Joe Anthony King (P), Stella M Nelms	08/28-12/04	(

Final Step: Do it all again! Complete Steps 5-7 until you have registered for all of the first semester courses listed on your major curricula guide. If a course is closed (maximum capacity for the course has been reached), contact the Office of Freshman Studies at (757) 727-5243 or freshmanstudies@hamptonu.edu for assistance.

Special Tip: Write down the dates and times of your selected courses as you register for them. To get your schedule just right, you may have to make a few changes along the way. Keeping track of your selected courses will make it easier to identify where a change is needed.
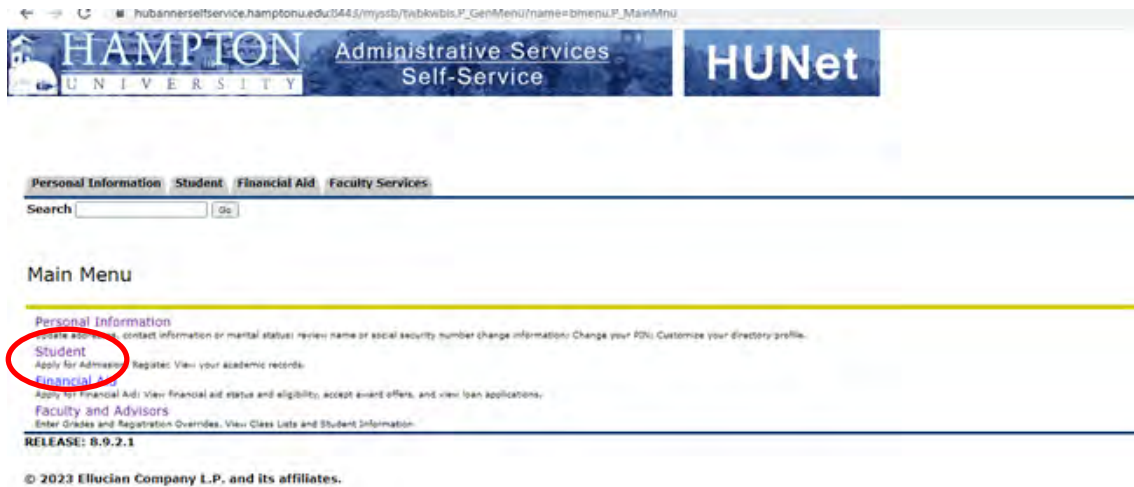
Congratulations!

**You are now registered for your first semester!
If you wish to view your completed course schedule,
continue reading the remainder of this guide.**

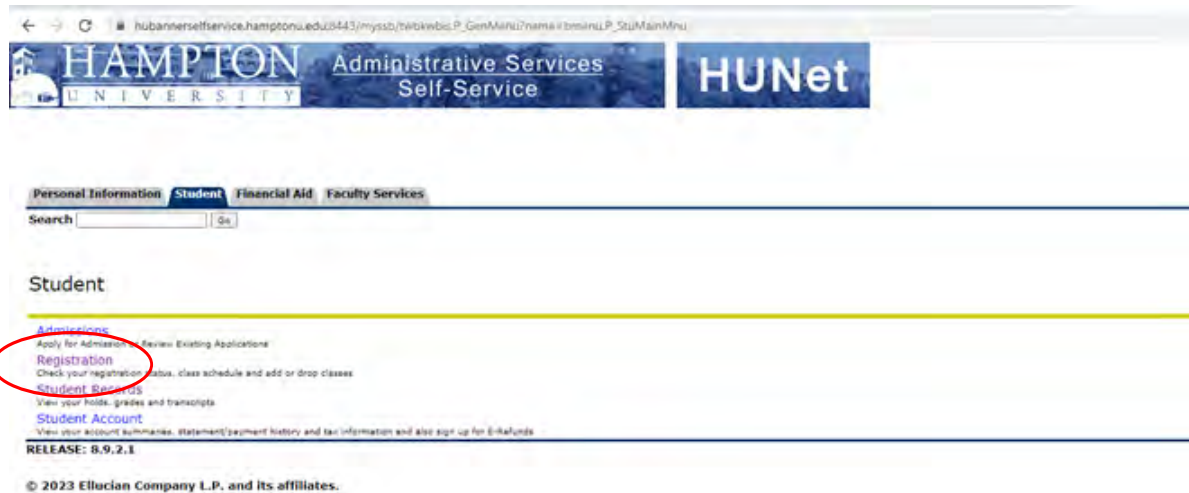**To view your completed schedule, follow the (4) steps below.**
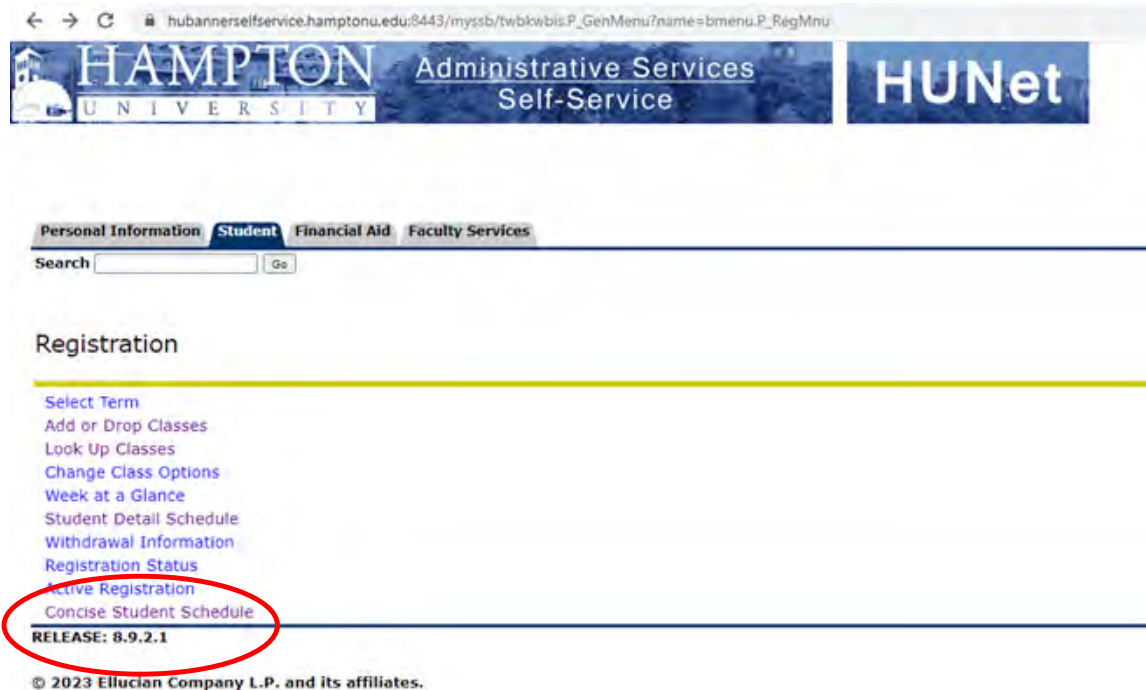
<u>Step 1</u>: Click Return to Main Menu.

<u>Step 2</u>: Click on Student.

Step 3: Click on Registration.

Step 4: Click on Concise Student Schedule.

REGISTRATION ERROR MESSAGES & CODES

LINK ERROR **–** When registering on HUNet for a lecture that has an accompanying lab, you must submit the lecture portion and the lab portion at the same time because these are ***linked*** classes**.** They cannot be acquired independently of each other.

PREREQ **–** If you see this message, it is a **prerequisite error**. It means that you are not eligible to take this course until you successfully complete either a required test or a lower level course first.   For instance **MAT 117 has a prerequisite course, MAT 105 or a S.A.T math score of 450.**
(In order to override a prerequisite, you must be manually input into the desired course by the Dean of the school offering the course. It is at the Dean's discretion.)

"SR" **-** When you search for courses to add to your schedule and you see **"SR"** to the left of every course, then there is a **block** or **flag** on your ID#. It may be due to any or all of the following reasons: *(Contact the Registrar's Office for a more thorough explanation.)*

- **Unpaid traffic ticket(s)**
- **Not Financially Clear**
- **No Local and/or Permanent Address**
- **Not admitted to term/need readmission**
- **Active academic probation or dismissal flag**

"NR" **-** When you search for courses to add to your schedule and you see "**NR"** to the left of every course, then it's because registration has not begun yet, or it's not your particular time to register. All students have a particular time and day when their registration begins based on their last name. Once your registration time has arrived, you should be able to register from that time until the end of registration.

COREQ **-** Like labs and lectures, **corequisite**s are linked courses that must be taken at the same time. If you get this message, then you must submit (register) the courses together. In some cases (i.e. Nursing), there may be a series of 3 courses that are connected.

DUPLICATE **–** The system will give this message if a student submits a CRN# for a course that he has already registered for. On other occasions, a course may have become "**stuck**" on the schedule because someone attempted to manually drop it but didn't complete the process. If you see the course on HUNet but there is no drop-down box, then that course has become stuck in a drop status on your schedule, and the computer is reading it as if you are still registered in the course. At this point, if you try to add another section of that course, the system will show "**duplicate**" because it see the dropped course as if you were actively registered for it. If this happens, the only way to get it rectified is to have the Registrar's Office perform a manual drop to completely remove the course from your schedule.

RESTRICTION - Certain courses each semester may be reserved for certain groups of students. These courses may be reserved for a particular major or level. To make sure that these courses cannot be accessed by everyone, a code is placed on the course that will allow only the desired group of students to register for the courses. You might see the following messages when you try to register for a course that is restricted to a certain student population:

- **CAMPUS RESTRICTION**
- **MAJOR RESTICTION**
- **LEVEL RESTRICTION**
- **CLASS RESTRICTION**
- **PROGRAM RESTRICTION**

(In order to register for a restricted course, you must obtain a signed override form from the Department offering the course during the add/drop period. ** _In regard to level restriction, Graduate students may take undergraduate level courses. The courses must be manually input into the system by Registrar's Office personnel. However, Undergraduate students may not take Graduate level courses._)

PROCESSING ERROR – This is an internal computer error that must be addressed by Registrar's Office personnel when it occurs. If you get this error when registering for a course, write down the course prefix, number and crn and contact the Registrar's Office at (757)727-5324.

<div style="border:1px solid black; padding:10px">

IMPORTANT NOTE: ALWAYS MAKE SURE THAT YOU _DO NOT_ GO INTO ANY "_CE_" OR "ON" TERMS BY MISTAKE. "_CE_" OR "ON" ARE FOR A SPECIFIC GROUP OF CONTINUING EDUCATION OR ONLINE/DISTANCE LEARNING STUDENTS. THESE TERMS ARE NOT INTENDED FOR MAIN CAMPUS STUDENTS. DO NOT CLICK ON ANY TERM OR COURSE WITH "_CE_" OR "_ON_" BESIDE IT.

</div>