GPS-Registration Guide



www.star.hawaii.edu

"We want to walk the walk, not just talk the talk" Just call us at (808) 956-4036





Welcome to STAR GPS

Click "Register" button

Spring 2017	Register [Add/Drop] 115 🐼
POLS Capstone	
Physical or Biologi	ical Scie
Elective	
Elective	
Elective	
Academic Events	
Add Academic E	Event

Welcome to STAR GPS! (Check out the video) Then click "Continue to Registration"







Checklist Resolve any issues, then click "Continue" Then go through preview only mode

Spring 2017 Registration Checklist < My Registration Start Date (Time Tickets) 2016-12-21 at UH Manoa Fall 2016 Pre-Registration V (UH Manoa) (x) Joe, you are required to pay for your parking fees before you are allowed to register for your classes. Joe, please don't forget to purchase your lunch card. a Joe, you are required to update your Emergency Contact Information and other Academic-related Records prior to ล Registration. Please click the button below. Upon completion, please click here to proceed to Registration. CLICK TO COMPLETE EMERGENCY CONTACT INFO

Not allowed to register yet?





Great! Now select a requirement



Then select a course for that requirement





Once you've chosen your course, click on the next requirement





After selecting your next requirement...



Repeat: Select a course for this requirement

	2.0	< Back to Require	ments	Physical	or Biol	ogical Science (DP
-	×	From	0	Time Conflict	ATMO 101	Introduction to Meteorolog MWF 11:30 AM - 12:20 PM UHM MSB 100
Start Date (o	n or a	after)		0	ATMO 101	Introduction to Meteorolog TR 12:00 PM - 1:15 PM UHM MSB 100
Hide class > SHOW MORE	ses w RE FIL	ith prereqs TERS		0	ATMO 302	Atmospheric Physics TR 10:30 AM - 11:45 AM UHM HIG 310
	Q SI	EARCH		Time Conflict	ATM0	Meteor Instruments



Oops, can't choose...too many choices? Then narrow your choices with Search filters such as time, day, CRN, etc. and then click Search button

	15 FINISH. v2.0	< Back to Requirements	Physical	or Biol	ogical Science (DP
	□ MON	CRN	Time Conflict	ATMO 101	Introduction to Meteorolog MWF 11:30 AM - 12:20 Pi UHM MSB 100
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Repeat: Select a course from the filtered search then click "Continue"







Then click "Submit Registration" button

5to Back to Pathway	Spri	ng 2017 GPS-Registration	Rem	aining Balance Total Charges MAKE PA \$0.00 \$0.00
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Physical or Biological Science (DP or DB) PENDING REGISTRATION RESET C EDIT	ASTR 110	Survey of Astronomy TR 10:30 AM - 11:45 AM UHM MSB 114	~	(MAN) AMST 201 SUBMIT REG
Elective PENDING REGISTRATION D RESET PEDIT	ACC 201	Intro to Financial Accounting WF 3:00 PM - 4:15 PM UHM CR 115	~	
PENDING REGISTRATION RESET	AMST 201	American Exp: Inst & Movemnts TR 9:00 AM - 10:15 AM UHM MOORE 328	~	930a 1000a 1030a 1100

Congratulations, you're registered!



Special Features



View full course details p 9



Personal Choice p 10



Waitlisting a course p 11



Cool search filters p 13







Push class schedule to Google Calendar p 16





Click expand icon for course

5 to Back to Pathway		Spring 2017 GPS-Registra	atio	on		Remain
	Course	Title	Cr	Instructor	Dates	Expand
POLS Capstone	POLS 406	Senior Sem in Political Sci W 9:30 AM - 12:00 PM UHM SAUND 624	3	Krishna Sankaran	01/09/2017-05 /12/2017	(\mathbf{x})
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✓ EDIT ■ DROP						-
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You can now see course details

5to Back to Pathway	Spring 2	2017 GPS-Registra	atic	on		Ren
	Course Title		Cr	Instructor	Dates	Expand
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	Instructor:	Krishna Sankaran				
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E Personal Choice

Scroll down and click "Add Personal Choice" to select a course

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For Waitlist Only courses, click on the expand icon



Then click on "Waitlist This Class"

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When a seat becomes available, you will be notified through your hawaii.edu email. Once you receive the waitlist email, head back to the GPS Registration App

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Back on the GPS Registration App page, click "Add to Schedule" and then click on "Submit Registration" button

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Click "Show More Filters" for more filter options

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You can filter by instructor, location, instructional type (such as online), and attributes





After registering for classes, click on settings icon

510 Spring 2017 GPS-Registration	Rem	aining Balar \$0	ce Ti 00 \$	otal C 0.00	harge	M	AKE PA	YMEN	=
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Click on "Text Books". If you registered for more than one campus, you'll be provided links to them





Click on settings icon

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Click on "Parking Information"

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Push Class to Google Calendar, my personal favorite

Click on settings icon

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Click "Add to Google Calendar"

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Click settings icon

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Click on "Print"

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Physical or Biological Science (DP or DB)			- Plan
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Other General Features



Time ticket information p 19







Examples of errors p 27



Making payments p 28



CR

Change credits for a variable credit course p 23



Show closed courses p 25

Time Ticket Information

Your time ticket is the **date and time** you'll be able to start registration

Click settings icon

Title	Cr	Instructor	Dates	Expand	Registra	ation	Summ	ary				1	I
enior Sem in Political Sci	3	Krishna	01/09/2017-05	~	Registe	red C	ourses			4	C	re	ľ
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Click on "Time Ticket Information"

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POLS Capstone — PENDING REGISTRATION			Adding	Cours	es	0	Time	Ticket	Inform	nation
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			1200p							

And get your registration start date





Click expand icon for course

5 to Show A Back to Pathway		Spring 2017 GPS-Registra	atio	on		Remai
	Course	Title	Cr	Instructor	Dates	Expand
POLS Capstone	POLS 406	Senior Sem in Political Sci W 9:30 AM - 12:00 PM UHM SAUND 624	3	Krishna Sankaran	01/09/2017-05 /12/2017	(\cdot)
✓ EDIT ■ DROP						JD
Physical or Biological Science (DP or DB) Ø REGISTERED	ATMO 101	Introduction to Meteorology TR 12:00 PM - 1:15 PM UHM MSB 100	3	Griswold Jennifer	01/09/2017-05 /12/2017	7
EDIT B DROP						-
Elective S REGISTERED	ACC 201	Intro to Financial Accounting WF 3:00 PM - 4:15 PM UHM CR 115	3	Seabolt Duane	01/09/2017-05 /12/2017	~
✓ EDIT						
Elective	AMST	American Exp: Inst & Movemnts	3	Wray Taylor	01/09/2017-05	~

Click "Change" under "Grade Mode"

	Course Title		Cr	Instructor	Dates	Expand
POLS Capstone	POLS Senior Ser 406 W 9:30 A SAUND 62	m in Political Sci M - 12:00 PM UHM 24	3	Krishna Sankaran	01/09/2017-05 /12/2017	~
	Dates: Starts in:	01/09/2017-05/12/2017				
	Instructor:	Krishna Sankaran				
	Instructional Type:	standard				
	Campus:	MAN				
	Semester:	Spring 2017				
	CRN:	81688				
	Grade Mode:	Standard Letter AF (Cha	nge))		
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	Section:	001				
EDIT DROP			Г	ÌΝ.	1	
Physical or Biological Science (DP or DE	ATMO Introduction	on to Meteorology		1 J	01/09/2017-05	~

Click on expand icon



Choose grade mode you want to change to, then click on "change" button



CR Change Credits for a Variable Credit Course

Click on expand icon for course

5 to Sack to Pathway		Spring 2017 GPS-Registra	atio	on		Remain
	Course	Title	Cr	Instructor	Dates	Expand
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Physical or Biological Science (DP or DB) © REGISTERED	ATMO 101	Introduction to Meteorology TR 12:00 PM - 1:15 PM UHM MSB 100	3	Griswold Jennifer	01/09/2017-05 /12/2017	Υ.
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Elective Ø REGISTERED	ACC 201	Intro to Financial Accounting WF 3:00 PM - 4:15 PM UHM CR 115	3	Seabolt Duane	01/09/2017-05 /12/2017	~
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Elective	AMST	American Exp: Inst & Movemnts	3	Wray Taylor	01/09/2017-05	~

Click "Change" under "Credits"



Click on expand icon

Spring	017 GPS-Registration	Remaining Balance \$5,866.00
course Chang	e Credits	× Registration
POL: 406 1		MAN] POLS
Dates: Starts		CHANGE CLOS
Instructor:	Krishna Sankaran	
Instructional Type:	standard	
Campus:	MAN	
Semester.	Spring 2017	
CRN:	81688	
Grade Mode:	Standard Letter A-F (Change)	M
Credits:	3	900a
Section:	001	930a

Choose amount of credits you want to change to, then click on "change" button





Click on the "Show Closed Courses" switch to view these courses



You can now view the closed courses

	VISH_ v2.0	Back to Elective Requirements Elective	Q Sea	arch Co	ntinu	e >
) Show Cl	osed Courses		Requi	reme ive	nts
	Course	e Title	Expand	Electi	ive	
0	ART 225	~	Elective 300+ Elective 300+			
0	ART 242	Introduction to Ceramics MTWRF 9:00 AM - 11:45 AM UHM ART 111	~		м	т
0	ART 356	Sculpture-Metal Fabrication MTWRF 12:00 PM - 2:45 PM UHM ART 119	~	900a	IVI	
0	ART 357	Sculpture-Small Scale MTWRF 9:00 AM - 11:45 AM UHM ART 213	~	930a 1000a		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1



Click "drop" button

Course POLS	Title Senior Sem in Political Sci	Cr	Instructor	Dates	Expand
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ACC 201	Intro to Financial Accounting WF 3:00 PM - 4:15 PM UHM CR 115	3	Seabolt Duane	01/09/2017-05 /12/2017	~
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Please note! You must click "Submit Registraton" button

5 FINISH . V2.0	< Back to Pathway	Spring 2017 GPS-Registration							
		Course	Title	Cr	Instructor	Dates	Expand		
POLS Capstone PENDING DELETE REGISTRATION		POLS 406	Senior Sem in Political Sci W 9:30 AM - 12:00 PM UHM SAUND 624	3	Krishna Sankaran	01/09/2017-05 /12/2017	*		
Physical or Biolog	gical Science (DP or DB)	ATM0 101	Introduction to Meteorology TR 12:00 PM - 1:15 PM UHM MSB 100	3	Griswold Jennifer	01/09/2017-05 /12/2017	~		
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Click "Make Payment" button

Title	Cr	Instructor	Dates	Expand	Registra	ation	Summ	ary				
Senior Sem in Political Sci W 9:30 AM - 12:00 PM UHM SAUND 624	3	Krishna Sankaran	01/09/2017-05 /12/2017	~	Registe [MAN] I [MAN] J [MAN] J	ATMC ACC 2 AMST	405 101 01 201		Ş		Π	
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Intro to Financial Accounting	3	Seabolt Duane	01/09/2017-05	~	900a		AMST 201		AMST 201			
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115					1000a							
					1030a							

Click "Make Payment" button This will lead you to payment website





Error: Instructor Approval Please consult with your instructor for approval



Error: Prerequisite Error

You must meet course/test score requirements. If you don't, you'll get a prerequisite error



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