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

Welcome to STAR GPS! (Check out the video) Then click “Continue to Registration”
Checklist
Resolve any issues, then click “Continue”

Not allowed to register yet?
Then go through preview only mode

Joe, you are not allowed to officially register at this time but may still go through the steps of registration in preview mode.
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
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.

Repeat: Select a course from the filtered search then click “Continue”.

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1. Select the desired time and CRN.
2. Click on the course details to view more options.
3. Click “Q SEARCH” to narrow your search.
4. Click on the course to select it.
Then click “Submit Registration” button

Congratulations, you’re registered!
Special Features

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View full course details

Click expand icon for course

You can now see course details
Personal Choice

Scroll down and click “Add Personal Choice” to select a course

As can be seen a personal choice has been created
Waitlisting a Course

For Waitlist Only courses, click on the expand icon

Then click on “Waitlist This Class”
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.

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

University of Hawaii

Catherine Wong  New lab hours  8:46 am
Wakana Nishizato  New food truck on campus  8:02 am
Jessica Kiebler  Complimentary reader  Jan 17
Cami Nakasone  Skip the first two chapters  Jan 17
Cool Search Filters

Click “Show More Filters” for more filter options

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

After registering for classes, click on settings icon

Click on “Text Books”. If you registered for more than one campus, you’ll be provided links to them.
Parking (may not be on all campuses)

Click on settings icon

Click on “Parking Information”
Push Class to Google Calendar, my personal favorite

Click on settings icon

Click “Add to Google Calendar”
Click settings icon

Click on “Print”
Other General Features

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Time Ticket Information
Your time ticket is the **date and time** you’ll be able to start registration.

Click settings icon

Click on “Time Ticket Information”
And get your registration start date

My Registration Start Date (Time Tickets)
2016-11-28, 08:30AM at Manoa Spring 2017

CLOSE
Changing Grade Mode

Click expand icon for course  
Click “Change” under “Grade Mode”
Click on expand icon

Choose grade mode you want to change to, then click on “change” button
Change Credits for a Variable Credit Course

Click on expand icon for course

Click “Change” under “Credits”
Click on expand icon

Choose amount of credits you want to change to, then click on “change” button
Show Closed Courses

Click on the “Show Closed Courses” switch to view these courses.

You can now view the closed courses.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>M</th>
<th>T</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Internship</td>
<td></td>
<td></td>
<td>900a</td>
<td></td>
</tr>
<tr>
<td>Auditing</td>
<td></td>
<td></td>
<td>930a</td>
<td></td>
</tr>
<tr>
<td>418 TR 6:00 PM - 9:30 PM</td>
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<td></td>
<td>1000a</td>
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</tr>
<tr>
<td>Intro to Financial Accounting</td>
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<td>900a</td>
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<tr>
<td>Intro to Management Accounting</td>
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<tr>
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<td>ART 357 MTWR 9:00 AM - 11:45 AM UHM ART 213</td>
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</table>
Dropping a Course

Click “drop” button

Please note! You must click “Submit Registration” button
Making Payments

Click “Make Payment” button
This will lead you to the payment website.
Examples of Errors

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
Contact Us

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