

## Registration Instructions, 2009

1. Make sure you have a copy of your degree plan readily available.
2. From <http://www.harding.edu>, click on **Pipeline** (under Students & Employees). Use your Harding user name and password at the **Secured Access Login**, to log on to Campus Pipeline.
3. After logging into **Campus Pipeline**, click on **My HU Info**.
4. At this screen, select (click on) the **Student & Financial Aid** menu.
5. To register for classes, select the **Registration** menu.
6. Under the full Registration menu, select the **Look-up Classes to Add** option. You will select the correct term to register for and then press Submit. You may then search by subject, course number, title, instructor time, days of the week, etc. Click on **Class Search** at the bottom of the page.

*Note: It would be most time effective (both your time and computer time) to review the available classes on Pipeline or the printed schedule and decide the courses you want BEFORE you begin the registration process. If you know which courses you want, the actual registration process should take less than 10 minutes.*

7. When these courses appear, check the box in front of the CRN (Course Reference Number) to register for a course. "C" indicates a closed class. **Click Register** or **Add to Worksheet**. *Your classes are not registered until you choose the Register option.*
8. If there are errors with your desired schedule, a stop sign or message will appear with an explanation of the error.
9. To view or print the schedule, select the **Student Schedule by Day & Time**. It is wise to view the schedule to confirm that you actually completed the registration process for each course desired.

**Note:** It is best to enter only the subject and course number. Adding additional information (narrowing the search) may result in no class listings.

Please email Patti Jo White, Information Assistant to the Registrar, if you have experience any difficulties with registration. --- [pwhite@harding.edu](mailto:pwhite@harding.edu). Pipeline account questions need to be addressed to Student Computing, 279-4545 or 279-4567.