



International Visiting Student
COURSE REQUEST FORM

Please see the back of this form for important instructions on how to find courses and complete this form correctly. Incorrectly filled out form may delay registration.

Family/Last Name	Given/First Name	Country of Citizenship	HPU Student ID#
			@

PRIMARY COURSE REQUESTS

Please list 4 or 5 courses, depending on the number of credits you need. **Please note, that this list does not guarantee a seat in the course.** Registration is done on first come first serve basis, and is based on course and section availability.

	Advisor Approval	Course Title	Course Alpha (i.e. WRI1100)	CRN #	Section	Campus	Days	Times
1								
2								
3								
4								
5								

Remarks:

ALTERNATE COURSE REQUESTS

Please list 5 alternate courses, in case your primary choices are not available.

	Advisor Approval	Course Title	Course Alpha (i.e. WRI1100)	CRN #	Section	Campus	Days	Times
1								
2								
3								
4								
5								

Remarks:

Examined by:	Date and Time:
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HPU Course Request Form






For past course syllabi: <http://apps.hpu.edu/cis/web/index.php/search>

How to find courses:

1. To find subject specific class schedule, open this link:
https://bweb.hpu.edu:4443/hpud/bwckschd.p_disp_dyn_sched
2. Select 'Fall 2015'
3. Select the subject you are interested in
4. Under course level, select '**Undergraduate***' or '**Graduate***'
5. Hit 'class search' button
6. You will see a list of all classes offered in Fall 2015 under the subject searched.

IMPORTANT (please read carefully!):

- **Undergraduate (Bachelor) students should ONLY select classes on 1000-3999 level (E.g. COM 3200). 6000 level classes and higher (e.g. COM 6100) are for Graduate (Masters) level students only.**
- Please choose your classes carefully. Once we register you for a full course load, you will only be able to make changes to your schedule in person with an HPU academic advisor. Please note that there is a \$30 add/drop fee to make changes after you have been registered.
- **If there are classes that your home institution requires you to take while studying abroad, please indicate it in the "Remarks" section under the Primary Course Requests. We might ask you to provide program/faculty confirmation about this in the form of a letter or learning agreement.**
- All international students are required by U.S. regulations to be enrolled full-time.
 - **Undergraduate* minimum: 12 credits (4 courses)**
 - **Graduate* minimum: 9 credits (3 courses)**
- Students may not register for more than 16 credits (5 courses) on undergraduate or more than 12 credits (4 courses) on graduate level.
- Students may not choose more than one online class per semester (Indicated as Online WEB, O, or EO).
- If you are receiving government support (e.g. Lanekassen), please make sure the classes you are requesting fulfill their requirements.
- International students may not choose in-person Military Campus Classes (Indicated as Off-Campus Site, or on Camp Smith, Hickam, Schofield Barracks, Kaneohe Bay, Pearl Harbor, or Tripler).
- Pay attention to the location of the class! We have several campuses: Downtown, Hawaii Loa Campus (HLC), the Oceanic Institute, and Online. There is an HPU shuttle available between Downtown and HLC, however please give yourself at least 30 minutes to commute between the different campuses when selecting classes.

Title	CRN	Course	Section
			
Introduction to Visual Arts - 1650 - ARTS 1000 - A			
Associated Term: Fall 2014 Registration Dates: Apr 07, 2014 to Sep 08, 2014 Levels: Graduate, Undergraduate Attributes: Lower-Level Satellite, Undergraduate Downtwn/HI Loa/Ocean Inst Class Campus Lecture Schedule Type 3.000 Credits View Catalog Entry			
			Class location
			
Scheduled Meeting Times			
Type	Time	Days	Where
Class	9:10 am - 10:35 am	TR	Model Progress 315

Please note the class locations for each campus.

DOWNTOWN
 MP = Model Progress building
 FC = Frear Center
 FS = Fort Street Hawaii Pacific University building
 LB = Lower Bishop
 UB = Upper Bishop
 KK = Kukui Plaza

HAWAI'I LOA CAMPUS
 AC = Academic Center
 NA1 = Nursing Annex 1

OCEANIC INSTITUTE
 OI= Learning Center

For questions, please email Miina Huotari (mhuotari@hpu.edu).

***Undergraduate**= Bachelor level courses
 ***Graduate**= Master level courses