

# HOW TO REGISTER AT HGU



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**Talk Track – for New Students**

# INTRODUCTION

- Hello and welcome to **Herguan University**.
- The following slides will guide you to register your courses.
- The step-by-step instructions will illustrate the detailed course registration process.

# NEW STUDENTS

- Please contact the **Admissions** office directly. They can be reached at **(408) 481-9988 x118, x127**
- If you have already spoken with an Admission representative, please proceed.

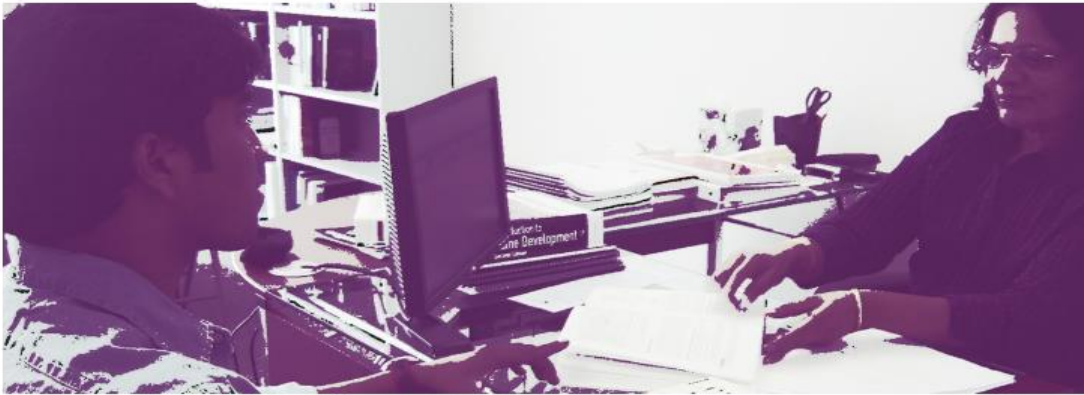
# INTRODUCTION TO CURRICULUM

- Please make sure you review the student curriculum.
- Please go to this website - <http://www.herguanuniversity.edu/academics/>
- Once you have reviewed the programs curriculum, please proceed with this term's “**Class Schedule**”.

# CURRICULUM CON'T

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## Academic Programs

After completing an undergraduate degree a student may continue his or her studies at a higher level in a graduate program. At HGU, we offer two Master degrees in Computer Science and two masters degrees in Business Administration.

### Master of Science in Computer Science (MSCS):

Herguan University's Master Degree in Computer Science provides a professional and practical computer science education to qualified students at the graduate level. Students learn software technological concepts and skills applicable in quality assurance and mobile computing arenas, with attendant hardware topics, aimed at enhancing students' career options.

### Masters in Business Administration (MBA):

Herguan University's Master Degree in Business Administration is dedicated to providing a professional and practical business education to qualified students at the graduate level. Students learn research-based theory and practical applications in business administration.



# CLASS SCHEDULE

- Students will need to review **this terms class schedule** to see what courses are being offered.
- Please go to this website.  
<http://www.herguanuniversity.edu/academics/schedule.php>
- Once you have the schedule, you need to contact an Academic Advisor (Slide No.:8).

# CLASS SCHEDULE

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## ACADEMICS

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### Registration

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## Class Schedule

The class schedule help students to choose their Courses of their choice and interest. The schedule also mentions the Professor assigned for the classes. And the Timings help the students to choose their classes with their suitability.

Term	View Schedule	Course
<b>Fall 2016</b> Begin 09-012-2016 End 01-08-2017	<a href="#">Click Here</a>	MSCS/MBA
<b>Summer 2016</b> Begin 05-09-2016 End 09-11-2016	<a href="#">Click Here</a>	MSCS/MBA
<b>Spring 2016</b> Begin 01-11-2016 End 05-08-2016	<a href="#">Click Here</a>	MSCS/MBA
<b>Fall 2015</b> Begin 09-01-2015 End 01-10-2016	<a href="#">Click Here</a>	MSCS/MBA
<b>Summer 2015</b> Begin 05-04-2015 End 08-31-2015	<a href="#">Click Here</a>	MSCS/MBA
<b>Spring 2015</b> Begin 01-05-2015 End 05-03-2015	<a href="#">Click Here</a>	MSCS/MBA
<b>Fall 2014</b> Begin 09-08-2014 End 01-04-2015	<a href="#">Click Here</a>	MSCS/MBA
<b>Summer 2014</b> Begin 05-05-2014 End 09-05-2014	<a href="#">Click Here</a>	MSCS/MBA
<b>Spring 2014</b> Begin 01-13-2014	<a href="#">Click Here</a>	MSCS/MBA

# Academic Assistance

- 1. Please read and follow these instructions for filling out your Registration Form online:
- Please contact one of the following Academic Advisors to discuss your courses (**regardless of the term you are attending**):  
[academic@herguanuniversity.edu](mailto:academic@herguanuniversity.edu)



# Registration Form

## 2. Submit your Registration Form:

- ❑ **Online:**
- ❑ A. Fill out the form online at:  
<http://www.herguanuniversity.edu/s-forms.php>
- ❑ B. Make sure you fill out all the fields with an **\* asterisk** next to it with the information that you have discussed with your academic advisor. If these fields are not filled out, it will delay your registration.
- ❑ C. Hitting the **SUBMIT** button, Registration Form will be sent to your email for record and our email for confirmation. It will give HGU the authority to register your classes.

# CHECKLIST

1. **Enrollment Agreement**
2. **Student Individual Learning Plan**
3. **Registration Form**
4. **Employment Letter & CPT Agreement Form**

If you are taking an internship, you will need to submit this employment letter and contract (you can download it from our website- Student Service- Online Requests - Forms / Regulations –CPT Agreement Form

Health Insurance Card

If you have your own insurance, when submitting your online Registration Form, please also submit your scanned Insurance card as an attachment.

# Registration Process

- Please complete all the documents in relation to your course requests and your Registration Form
- Students need to make sure they have filled out the Registration Form correctly. Otherwise, it will delay your registration process.
- Please make sure all the forms attached are **manually signed** and **dated**.

# Registration Process

- Students must contact Finance Dept to **make the payment for registration fees**. Your course registrations shall be confirmed only upon completing the payment.
- After you have made payment and approved by Academic Dept, **Registration Confirmation letter** will be sent to you to confirm that your courses for that semester have been registered.
- If you have not received the confirmation email within 3-5 business days after you have made the payment or you have any further questions, please contact Academic Dept via [academic@herguanuniversity.edu](mailto:academic@herguanuniversity.edu) or Ph: 408-481-9988 (Extn: 115)