HOW TO REGISTER AT HGU

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.org/programs.php

• Once you have reviewed the programs curriculum, please proceed with this term’s “Class Schedule”.

CURRICULUM CON’T

Academic Programs

Master of Science in Computer Science (MSCS)
To provide advanced computer training to those who wish to practice with increased competence in high technology and IT industries.

For previous curriculums click here.

Master of Business Administration (MBA)
To develop students' skills in a chosen concentration of study for future careers and also to develop students' decision-making capabilities.

For previous curriculums click here.
CLASS SCHEDULE

- Students will need to review **this term’s class schedule** to see what courses are being offered.

- Please go to this website. [http://www.herguanuniversity.org/schedule.php](http://www.herguanuniversity.org/schedule.php)

- Once you have the schedule, you need to contact an Academic Advisor (Slide No.:8).
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.org
Registration Form

2. Submit your Registration Form:

- **Online:**
  - 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 –Internship Manual) together with your Registration Form
5. 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. Otherwise you will be automatically charged the insurance fee which is **not refundable**.
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 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.org or Ph: 408-481-9988 (Extn: 115)