



HOOD
COLLEGE

STUDENT SUCCESS CENTER

Quick Guide to Advising and Registration

Summer/Fall 2022

1. **Watch for communication from your advisor on signing up and preparing for an advising session during the two-week advising period Mon. April 4th - Fri. April 15th.** You and your advisor can determine the best way to meet, such as in-person vs Zoom, or other. Your advisor is listed in Self-service on your course schedule.
2. If you're ready to declare, complete a [Declaration of Major/Minor/Certificate Form](#).
3. **Review your transcript and Degree Progress report (DPR) in Self-service, and the [Catalog](#)** for specific core and program requirements.
4. Check for any holds preventing registration in Self-Service; hover over the Registration tab and click Courses. If you have a hold you will see a red banner with a message "Account is on Stop list" along with a description.
5. Courses may only be taken at other institutions with [prior approval](#), if not offered at Hood during that semester/session. View approved transfer course equivalencies in Self-Service by clicking the Planning tab, Hood Transfer Equivalencies.
6. Undergraduate degrees require a minimum of **124** credit hours, completion of core and major requirements, and minimum 2.0 cumulative and major GPAs. Your major gpa is listed on your DPR. (Certain majors may have higher cumulative/major gpa requirements). The final 30 credit hours must be completed at Hood.
7. **Prepare a list of tentative courses and save to your cart in Self-service for review with your advisor.** Be sure to check your cart for common registration errors such as time/date conflicts, prerequisites, etc. In Self-Service, hover over the Reports tab and click "Check My Cart".
8. Should you need instructor signature to waive a pre-requisite, register for departmental honors/independent study, or are unable to register in Self-service, complete a [Registration & Drop/Add Form](#) and submit to Registrar's office (2nd floor Apple Resource Center), or email registrar@hood.edu.
9. **Come to advising prepared with questions, and be open to discussing recent challenges, alerts, or low midterm grades!** Your advisor will authorize you to register.
10. **Register in self-service for summer (if desired) and fall 2022 on the date according to your current class standing.** View the Student User Guide registration overview in Self-service under Quick Links.

Juniors/non-graduating Seniors (over 55cr. earned), Grad. students: Mon. April 18th, 12:01 a.m.

Sophomores (25-55 credits earned): Tue. April 19th, 12:01 a.m.

First year (<25 credits earned): Wed. April 20th, 12:01 a.m.

General advising questions? Contact Dr. Jen Schum, Dean of Student Success, at schum@hood.edu