

Top Ten Tips for Students Advising and Registration—Summer/Fall 2020

1. **Watch for email communication from your advisor on signing up and preparing for an advising session during the extended, four-week spring advising period Monday, March 23rd-Friday April 17th.** You and your advisor will determine the best way to meet if not in person, such as by phone, Skype, or other technology. Your advisor is listed in Self-service, click on class schedule and advisor is listed at the bottom.
2. If you are a sophomore (or later) and still undeclared, complete a [Declaration of Major/Minor/Certificate Form](#).
3. **Review your transcript and Degree Progress report in Self-service, and the Catalog** for core and program requirements. See the [Catalog](#) for the year you entered Hood.
4. Check for any holds preventing registration in Self-Service; click the Register tab, then Traditional Courses to see if you have any STOP signs (holds preventing registration).
5. Courses may only be taken at other institutions with [prior approval](#), if not offered at Hood during that semester/session. Access the [transfer evaluation](#) tool in Self-service to see approved transfer course equivalencies; [ARTSYS](#) can also be used for MD community colleges and schools.
6. Undergraduate degrees require at least 124 credit hours, completion of core and major requirements, and minimum 2.0 cumulative and major GPAs. (Certain majors may have higher cumulative/major gpa requirements). The final 30 credit hours must be completed at Hood College.
7. Prepare a list of tentative fall (and summer, if needed) courses. While searching for courses in Self-service, it may be useful to create a [draft](#). **Save courses to your cart in Self-service for review with your advisor.**
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 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 clear you to register.
10. **Register in self-service for summer and fall 2020 on the date according to your current class standing.** Need guidance? Review the Registration guide on the main page of self-service: https://selfservice.hood.edu/SelfService/CustomHelp/Online_Registration_Help_Undergraduate.pdf

Juniors and non-graduating Seniors (Over 55 credits earned): Monday, April 20th, 12:01 a.m.

Sophomores (25-55 credits earned): Tuesday, April 21st, 12:01 a.m.

First year (<25 credits earned): Wednesday, April 22nd, 12:01 a.m.