

Online Registration Guide for New Students

1) Log into Self-Service.

Log in to Self-Service at <https://selfservice.hood.edu/> using your Hood username and password.

If you have any trouble, contact IT at helpdesk@hood.edu or call 301-696-3622. (Passwords require reset every 90 days)

2) Review your placement results (if taken) and degree progress report (DPR) through the links on your homepage.

You and your advisor will discuss placement results. Your degree progress report is an audit of required core courses to graduate, as well as major courses (once you have declared).



3) Get familiar searching for courses.

Click the **Search** tab next to Home. Click on **Section Search**. Select the appropriate term (e.g. Fall 2020) under the **Period** drop-down menu, enter a **Course Code**, and click **Search** to see all sections offered in that term. You can further narrow your search by using the Keywords or Course Code boxes, or using the Advanced Search tab. (For more detailed information on a specific course, just click on the course number.)

To see a full list of course offerings, pick the upcoming term in the drop-down menu under Period, set the Results per Page to 1000, then click Search.



How to search for specific CORE requirements.

Use the Advanced Search tab to find courses that fulfill a specific core curriculum requirement; select the desired CORE option from the General Education drop-down menu.

HOOD COLLEGE
Welcome (HOOD\andersona)

Home Register Advising Classes Department Finances Grades Search My Profile Administration Consents & Reports

Course Catalog Section Search Directory

Related Links
Registration

Section Search

Basic Search **Advanced Search**

Keywords Course Code Registration Type
 Traditional Continuing Education Both

Period Session

Search Clear

HOOD COLLEGE
Welcome (HOOD\andersona)

Home Register Advising Classes Department Finances Grades Search My Profile Administration Consents & Reports

Course Catalog Section Search Directory

Related Links
Registration

Section Search

Basic Search **Advanced Search**

Keywords Course Code Registration Type
 Traditional Continuing Education Both

Period Session

Starts From 12 Ends By 12

Starts From Ends By

Meeting Campus

Status Sub Type

Credit Type Instructor

Program Class Level

Department Population

College Nontraditional Programs

Curriculum **General Education**
 Art/Visual & Perf

Search Clear

4) Meet (or talk online) with your advisor to discuss your plans, major, and schedule.

You will already be “authorized” by the Registrar to register. Be prepared to discuss your interests and strengths, as well as challenges. It’s ok to be unsure of your major or future path!

Overrides during registration

Occasionally, the Registrar may need to register you directly for a course if our system isn’t recognizing that you meet requirements for the course. Usually, this is due to AP or prior college credit you’ve taken that hadn’t been entered yet. During your advising session, your advisor will reach out to the Registrar if needed.

5) Register for your classes!

AFTER you’ve talked with your advisor and you’re ready to register, begin adding courses to your “cart.” Click on the Cart link below the home tab and click “find courses to add.” Next to a desired course, click Add to your cart.

Check courses in your cart for errors

Once you have courses in your Cart, click “Check my cart for common registration errors.” These could be time/date conflicts, unmet prerequisites, etc.



[<--Back to Self-Service](#)

Cart check for common registration errors

Errors or unmet requirements are noted in **bold red**.

Errors displayed below MUST be addressed or those courses removed from your cart before you can complete online registration.

| Term | Course | Requirement | |
|-------------|-----------------|-------------|--------------|
| 2019 SPRING | HUM 599B LEC 01 | | No conflicts |

When ready, click the Register tab, then Traditional Courses and register for courses in your cart.

6) How to drop classes in self-service.

Click on Register, Click on Traditional Courses link, and Click on the term you want.

You will see Drop at the top of your courses with boxes below it. Put a check in the box next to the class you want to drop.

Click on the Next button 2 times and review your updated schedule.

7) View your Schedule.

Click on the Classes tab, Schedule, and then Student Schedule.

Note that schedules and room assignments may change, so check your schedule again in Self-Service right before classes begin!



8) For any followup advising needs and questions after your advising appointment, contact the Student Success Center.

Student Success Center

studentsuccess@hood.edu

301-696-3569

Schedule adjustments may be made up until the term begins. Once the term begins, you must visit the Registrar's Office with a Drop/Add form.

The advisor assisting you during Advising & Registration events may or may not serve as your permanent advisor once classes begin. Permanent advising assignments will be sent in the weeks prior to the beginning of the term, with an opportunity to meet your advisor during orientation.

Welcome to Hood College!!!