

Self-Service Student Quick User Guide

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Registration Process

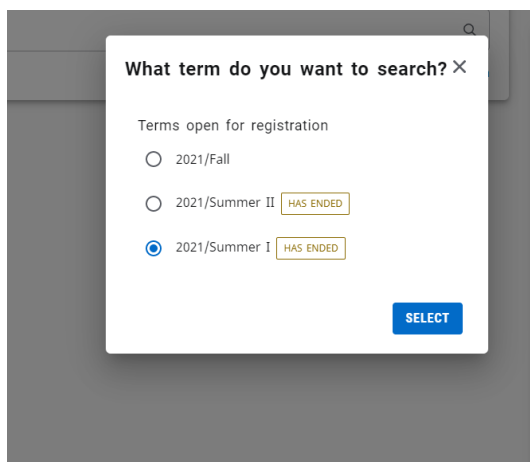
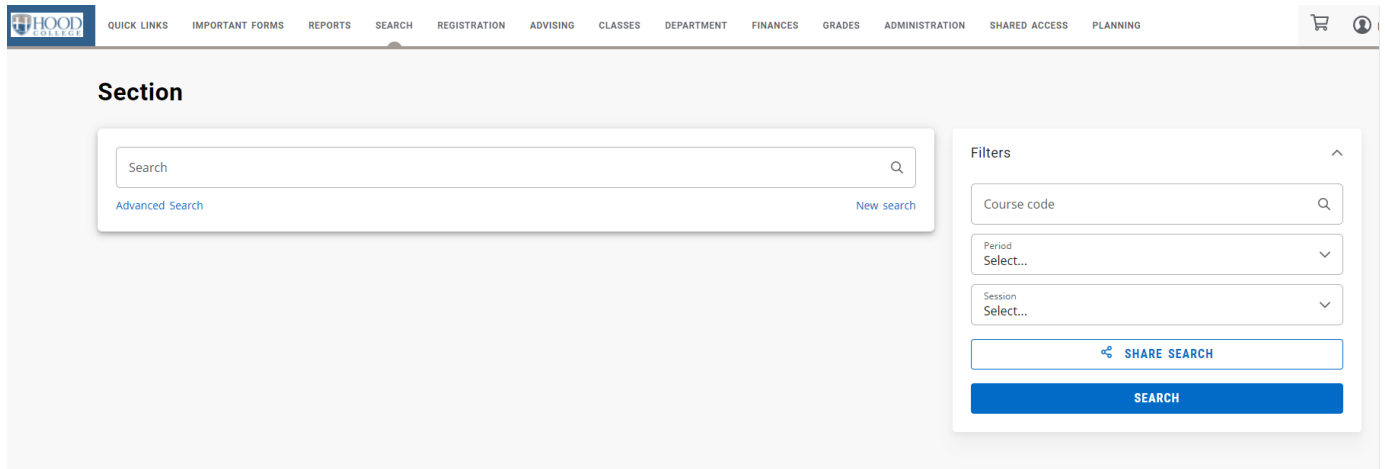
1.) Review the course schedules on Self-Service.

Log in to [Self-Service](#) and hover over the SEARCH tab. Click on SECTION in the list. Select the appropriate Period (year/term) and Session (Main Session) on the filter menu located on the right-hand side.

Enter a course code in the Search box and click the magnifying glass icon 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.

To see a full list of course offerings, select the appropriate Period and Session in the Filters menu. Once the filter is set, click the blue SEARCH button. Scroll to the bottom of the screen and click on the “Per page:” drop-down arrow. This will allow you to select the last number in the list which is the total number of sections. Please note that it may take a few moments for the list to populate.

For more detailed information on a specific course, click on the hyperlinked course number and title from the results.



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2.) Check Self-Service to see if you have any holds placed on your account.

Log in to Self-Service and hover over the REGISTRATION tab and click COURSES. If you have a hold, you will see a banner in red with a message “Account is on Stop list”. You will see the date that the hold was placed on your account as well as description of the hold.

3.) Contact the office responsible for placing the hold and make arrangements to fulfill your obligations and have your hold released before you attempt to register for courses. The stop code and corresponding office can be found in the chart below.

STOP CODE	CONTACT DEPARTMENT	PHONE NUMBER	EMAIL
Acctg Hold Reg & Tran	Accounting Office	(301) 696-3607	accounting@hood.edu
Assault Prevention	Graduate School	(301) 696-3600	gofurther@hood.edu
Submit COVID Vax Status	Wellness	(301) 696-3439	wellness@hood.edu
Disciplinary Hold	Residence Life	(301) 696-3577	residencelife@hood.edu
EAP 500	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu

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Financial Aid Direct Loan	Financial Aid	(301) 696-3411	finaid@hood.edu
Grad F1 Visa	International Student Services	(301) 696-3811	pdso@hood.edu
Grad Fluency	Graduate School	(301) 696-3600	gofurther@hood.edu
Graduate International	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Graduate No Transcript	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad Pet for Readmit	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Library Obligation	Library	(301) 696-3909	No emails-please call to resolve
New Grad Adm Req	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Req Online Course(s)	Residence Life	(301) 696-3577	residencelife@hood.edu
Res Life Gen Hold	Residence Life	(301) 696-3577	residencelife@hood.edu
Res Life Housing Contract Needed	Residence Life	(301) 696-3577	residencelife@hood.edu
UG F1 VISA	International Student Services	(301) 696-3811	pdso@hood.edu
UG Health Records Hold	Health & Counseling Services	(301) 696-8374	healthservices@hood.edu
UG 2 or More Inc	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Need HS Transcr	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Need Grad App	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG See Dean of Students	Dean's Office	(301) 696-3573	deanofstudents@hood.edu

4.) Review the course offerings for the semester and write down courses that you think you may want to take and times that they meet before you meet with your advisor. You should choose more classes than you need in the event that a course or section is filled when you try to register. You may only register for courses for which you have met the required prerequisites.

Undergraduate students should also review their Degree Progress Report to determine program requirements which can be found in Self-Service.

5.) Place courses in your Cart in Self-Service. This is highly recommended as it will make the process of advising and registration much less stressful. You can also view what your schedule will look like by clicking on the List or Calendar icon in the "My Schedule" box on the right-hand side of the Courses screen.

Courses may be placed in your Cart but do not guarantee seats will be available once registration officially begins for your registration group.

PLEASE CHECK YOUR CART FOR ERRORS! You will be unable to register for the courses in your Cart if there is an error or a conflict. You can check for errors in Self-Service by navigating to and hovering over the REPORTS tab at the top and then select "Check My Cart".

If you are attempting to register for a course that requires permission (independent studies, theses, research projects, x-credits, departmental honors and any course in which you are required to have the permission of the instructor to enroll) registration for any of these course types must be processed by the Registrar's Office and may be submitted via the Registration Drop/Add form (undergraduate students) available on the "Services, Requests & Forms" section

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of hood.edu/registrar. Instructors may also submit their approval to registrar@hood.edu. Graduate students will complete the Graduate Permission to Enroll form (www.hood.edu/gradforms) for registration for such coursework.

6.) Schedule a meeting with your advisor. Undergraduate students are required to meet with their academic advisor. Please note that you will only be able to officially register for your courses once your registration group is eligible to register as per the dates listed on the academic calendar and your academic advisor has authorized you in Self-Service.

Do not leave your advising appointment until you confirm that your advisor has authorized you online through Self-Service.

7.) After your advising session and prior to registration, review your advising notes. Use this information to determine which classes you need to take for your intended major and adjust the courses in your Self-Service Cart accordingly.

8.) Before you officially register, be sure to click on the “READ AGREEMENT” button to review and accept terms and conditions of registering for classes.

9.) Register for your classes! The order of registration, both online and in-person, is determined by current class standing and/or degree level. Once registration is open for your class, it continues until classes begin. The class standing schedule will be announced by the Registrar via email and can be found on the Hood College website <https://www.hood.edu/offices-services/registrars-office/course-registration>.

CLASS STANDNG:

All Current Graduate Students and Seniors (*87 or more credits earned*)

Juniors (*56- 86 credits earned*)

Sophomores (*25-55 credits earned*)

First Years (*fewer than 25 credits earned*)

New and *Non-Degree Students: **Non-Degree students must complete a Non-Degree Registration form available [here](#). Please contact registrar@hood.edu for more information.*

Register Online via Self-Service, log into Self-Service and hover over the REGISTRATION tab and click COURSES. If you have courses in your Cart, you will see them on the left-hand side of the screen.

If you do not have courses in your Cart, you must search for a course, and then click the “ADD” button. Once the course has been added to your Cart, you can click register. Please note that you will not be able to register if there are errors or conflicts in your Cart.

If you are attempting to register for a course that requires permission (independent studies, theses, research projects, x-credits, departmental honors and any course in which you are required to have the permission of the instructor to enroll) registration for any of these course types must be processed by the Registrar’s Office and may be submitted via the Registration Drop/Add form (undergraduate students) available on the “Services, Requests & Forms” section of hood.edu/registrar. Instructors may also submit their approval to registrar@hood.edu. Graduate students will complete the Graduate Permission to Enroll form (www.hood.edu/gradforms) for registration for such coursework.

10.) If the class section that you want is not available:

Review Self-Service to see if that class is offered at a different time that fits your schedule

Review the courses that you need for your program and determine if there another course that you need that could replace this course

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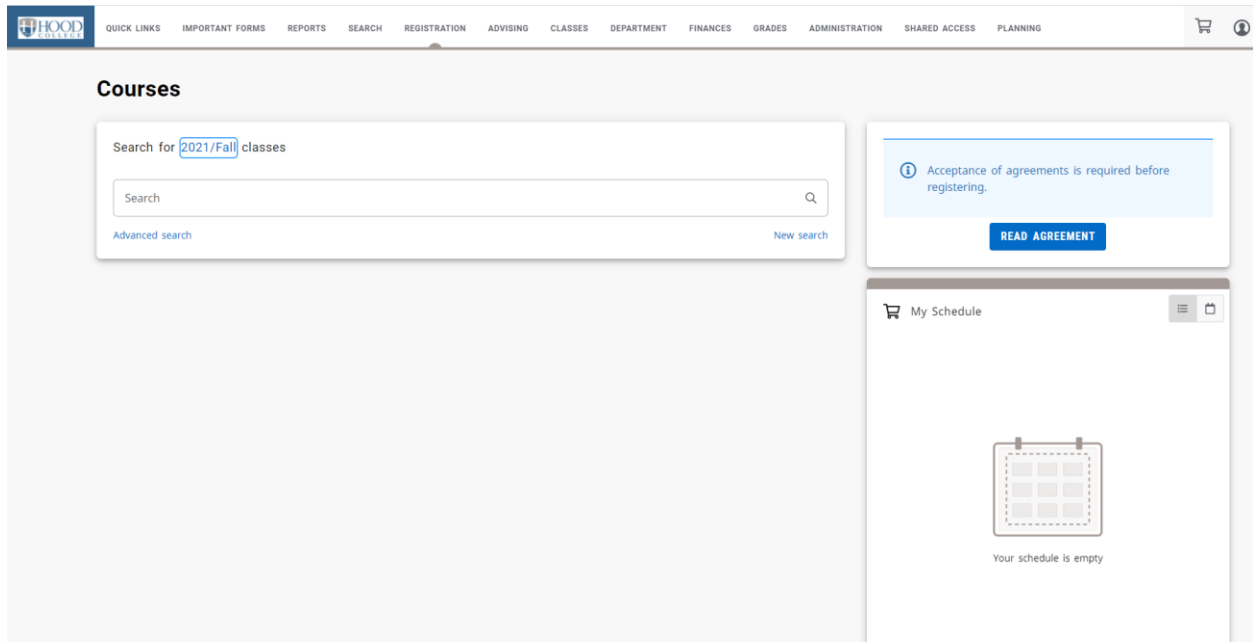
You may waitlist yourself for the course by clicking “Wait”

You may monitor your waitlist status through Self-Service. The Registrar’s Office will contact you if a space becomes available before the beginning of the term

Undergraduate students only - If you are still waitlisted when the term begins, you must attend the first class and speak to the instructor to see if you can be added to the class. If admitted, the instructor must sign the Registration Drop/Add form and it should be submitted to the Registrar’s Office as soon as possible, and by the drop/add deadline published in the Academic Calendar

11.) If you need to drop a registered course from your schedule, you must be on the Courses page of the Registration tab. In the “My Schedule” box on the right-hand side, click the trash can icon which will drop the course from your schedule.

If the course is in your Cart but not yet officially registered, you can remove the course by clicking the “X”.



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Course Details

Status Select... ▼	Subtype Select... ▼
Credit type Select... ▼	Instructor Select... ▼
Program Select... ▼	Class level Select... ▼
Department Select... ▼	Population Select... ▼
College Select... ▼	Non-traditional Programs Select... ▼
Curriculum Select... ▼	General education Select... ▼
Course type Select... ▼	

[CLEAR](#) [SEARCH](#)

✓ Congratulations! You have completed your Registration.

Search for 2021/Fall classes


PSY 511 X

[Advanced search](#) [New search](#)


1 Result

PSY 511: Theories and Principles of Counseling

Year: 2021 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Graduate Credit | Credits: 3.00
Duration: 8/23/2021 - 12/14/2021
5:00 PM - 7:45 PM
We
Hood College, Tasem Hall, Floor 2, Room 226

 Shoemaker, Shannon

3.00 Credits

1  Seats Left

My Schedule

PSY 511: Theories and Principles of Counseling

REGISTERED

Year: 2021 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Graduate Credit | Credits: 3.00
Duration: 8/23/2021 - 12/14/2021
5:00 PM - 7:45 PM We
Hood College, Tasem Hall, Floor 2, Room 226
Instructor: Shoemaker, Shannon

1 Registered

[REGISTER](#)

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My Schedule

My Schedule



Print

Period
2021/Fall

☐ Courses in cart ☐ Waitlist courses ☐ Continuing Education

Int Studies in Human Behavior
GR, Master of Arts
Advisor(s): Graves, Diane

[VIEW CART](#)

Session Main Session

PSY 511: Theories and Principles of Counseling

Subtype: Lecture | Section: 01
Type: Course | Credit type: Graduate Credit
Duration: 8/23/2021 - 12/14/2021

Shoemaker, Shannon

3.00
Credits

REGISTERED

5:00 PM - 7:45 PM
We
Hood College, Tatem Hall, Floor 2, Room 226

Traditional courses

Registered: 1
Registered credits: 3.00

My Schedule

My Schedule



Print

Period
2021/Fall

☐ Courses in cart ☐ Waitlist courses

Int Studies in Human Behavior
GR, Master of Arts
Advisor(s): Graves, Diane

[VIEW CART](#)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM			PSY 511: Theories and Principles of Counseling		
6:00 PM					
7:00 PM					

Courses

9

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Changing Preferred Name, Gender Identity or Pronouns

In the new Self-Service you can update your preferred or display name*, your gender identity and your preferred pronouns. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

Midway across the screen is a tab called “Preferred Name”.

Clicking it looks like:

The screenshot shows the top navigation bar with links: QUICK LINKS, IMPORTANT FORMS, REPORTS, REGISTRATION, ADVISING, CLASSES, DEPARTMENT, FINANCES, GRADES, SEARCH, SHARED ACCESS, ADMINISTRATION, and a shopping cart icon. On the right, there is a user profile icon labeled 'Kelsey'. Below the navigation bar is a dark blue header with a user profile icon and the text 'Stottlemeyer, Kelsey' and 'MA Humanities'. Below the header is a horizontal menu with tabs: Profile, Account, Addresses, Phone Numbers, Emergency Contact, Preferred Name (highlighted with a blue underline and a purple arrow), Demographic, Ethnicity and Race, and Agreements. Below the tabs is a white box titled 'Preferred name' containing a table with the following information:

Display name	Kelsey
Gender identity	Female
Pronoun	She/Her/Hers

A pencil icon is visible in the top right corner of the 'Preferred name' box.

Clicking the pencil icon in the top right will open an editing window like below:

The screenshot shows the same interface as the previous one, but with an editing window open. The window is titled 'Preferred name' and has a close button (X) in the top right corner. It contains three input fields: 'Display name*' with the value 'Kelsey', 'Gender identity' with a dropdown menu showing 'Female', and 'Pronoun' with a dropdown menu showing 'She/Her/Hers'. At the bottom of the window are two buttons: 'CANCEL' and 'SAVE'.

Once you click save, a message will appear that states “Changes Saved”.

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Changing Addresses

In the new Self-Service you can update your address information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The third tab is called “Addresses”

Type	Address	Effective Date
Permanent PREFERRED	[Redacted]	11/19/2015
Permanent PREFERRED	[Redacted]	12/15/2020

Add Address

Billing (selected)
Local
Parent
Permanent
Study Away or Abroad
Address line 3

House number

Address line 4

Postal code

City *

State/Province
Select...

You can update Self-Service with a billing, local, parent, permanent and Study Away or Abroad address. These changes have to be approved, and you will receive an email when you submit the request, and when the request has been approved or denied.

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Changing Phone Numbers

In the new Self-Service you can update your phone number information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The fourth tab is called “Phone Numbers”

The screenshot shows the user interface for a student's profile. At the top, a dark blue header bar contains a profile icon and the name "Stottlemeyer, Kelsey" with "MA Humanities" below it. Below the header is a navigation bar with tabs: Profile, Account, Addresses, Phone Numbers (highlighted in blue), Emergency Contact, Preferred Name, Demographic, Ethnicity and Race, and Agreements. The main content area is titled "Phone Numbers" and features a table with columns: Type, Description, Number, Country, and Do not call reason. There are three rows of phone numbers, all from the United States of America. The first row is a Dayphone marked as "PRIMARY". The second and third rows are also Dayphones and a Cell phone, respectively, with "Make primary" links. A blue "+" button is in the top right corner of the table.

Type	Description	Number	Country	Do not call reason
DAYPHONE	PRIMARY	[REDACTED]	United States of America	
DAYPHONE		[REDACTED]	United States of America	Make primary
CELL		[REDACTED]	United States of America	Make primary

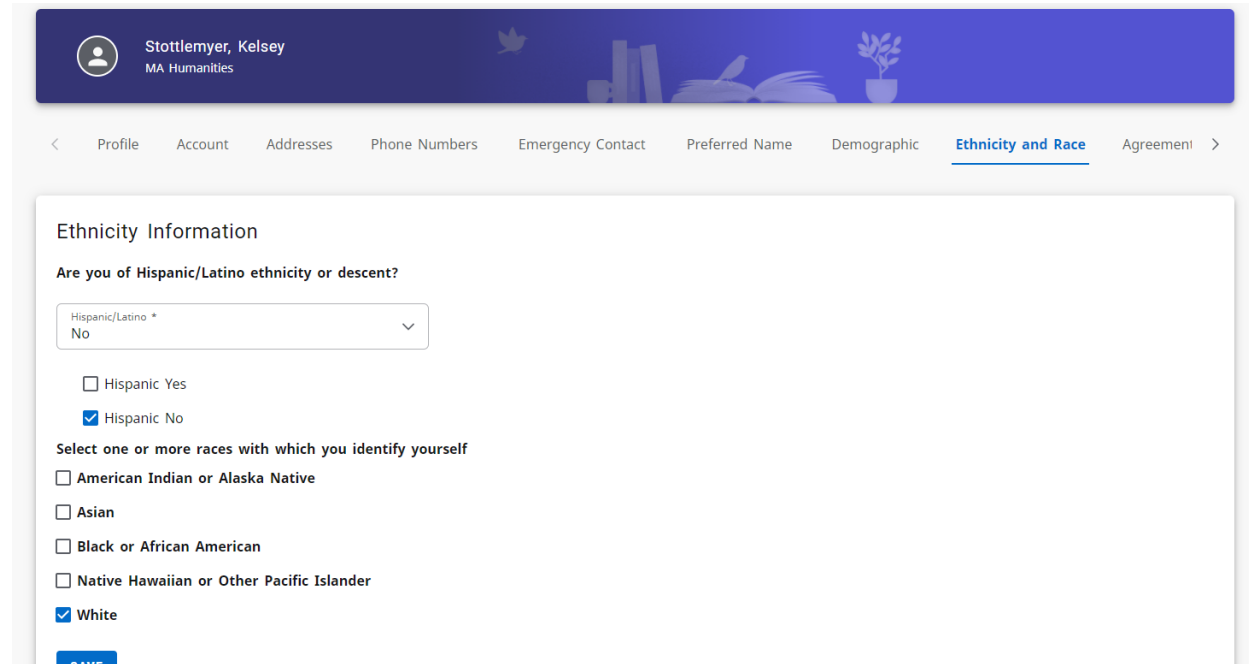
You can submit Day phone, Evening phone, and Cell phone

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Changing Ethnicity and Race

In the new Self-Service you can update your ethnicity and race information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The eighth tab is called “Ethnicity and Race”



The screenshot displays the user interface of the Self-Service Student portal. At the top, a dark blue header bar contains a user profile icon and the name 'Stottlemeyer, Kelsey' with 'MA Humanities' below it. To the right of the header is a navigation menu with tabs: Profile, Account, Addresses, Phone Numbers, Emergency Contact, Preferred Name, Demographic, **Ethnicity and Race** (which is underlined and highlighted), and Agreement. Below the header, the 'Ethnicity Information' section is visible. It starts with the question 'Are you of Hispanic/Latino ethnicity or descent?'. Below this is a dropdown menu currently showing 'No'. Underneath the dropdown are two radio button options: 'Hispanic Yes' (unchecked) and 'Hispanic No' (checked). The next section is titled 'Select one or more races with which you identify yourself'. It lists five options with checkboxes: 'American Indian or Alaska Native' (unchecked), 'Asian' (unchecked), 'Black or African American' (unchecked), 'Native Hawaiian or Other Pacific Islander' (unchecked), and 'White' (checked). At the bottom left of the form is a blue 'SAVE' button.

This is the same as the Ethnicity and Race form found on the former Self-Service

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Changing Emergency Contact Information

In the new Self-Service you can update your address information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The fifth tab is called “Emergency Contacts”

The screenshot shows the 'Emergency Contact' section of a student's profile. At the top, a blue header bar contains the student's name 'Bolton-Blevins, Kaitlyn' and their major 'BS Computer Science'. Below the header is a navigation menu with tabs: Profile, Account, Addresses, Phone Numbers, **Emergency Contact**, Preferred Name, Demographic, Ethnicity and Race, Agreements, and Shared Access. The 'Emergency Contact' tab is active. The main content area is titled 'Emergency Contact' and includes a note: 'There can be up to 2 emergency contacts registered.' Below this, there are two side-by-side panels for 'Primary Contact*' and 'Secondary Contact*'. Each panel has an edit icon in the top right corner. The 'Primary Contact*' panel shows a contact with a person icon, the relationship 'Parent', a phone number, and an email address, all of which are redacted with black bars. The 'Secondary Contact*' panel shows a similar form with a person icon, the relationship 'Parent', a phone number, and an email address, also redacted with black bars.

At least one emergency contact is required, and you can submit phone number and email address.