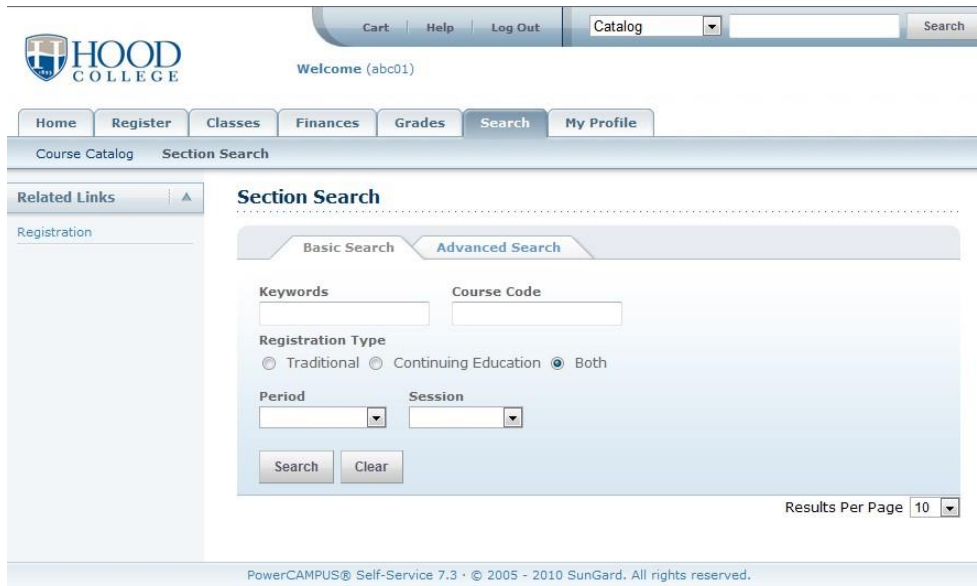


Registration Instructions for Undergraduate Students

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

Log in to Self-Service and click the **Search** tab next to Home. Click on **Section Search**. Select the appropriate term 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**.

2.) Check Self-Service to see if you have any holds placed on your account. [Accounting, Registrar, Health Center, Residence Life.]

Log in to Self-Service, select the “Register” tab and “Traditional Courses” and see if you have any STOP signs



Meet with the office responsible for placing the hold and make arrangements to fulfill your obligations and to have your hold released before you attempt to register. Codes and contact information can be found in the list below.

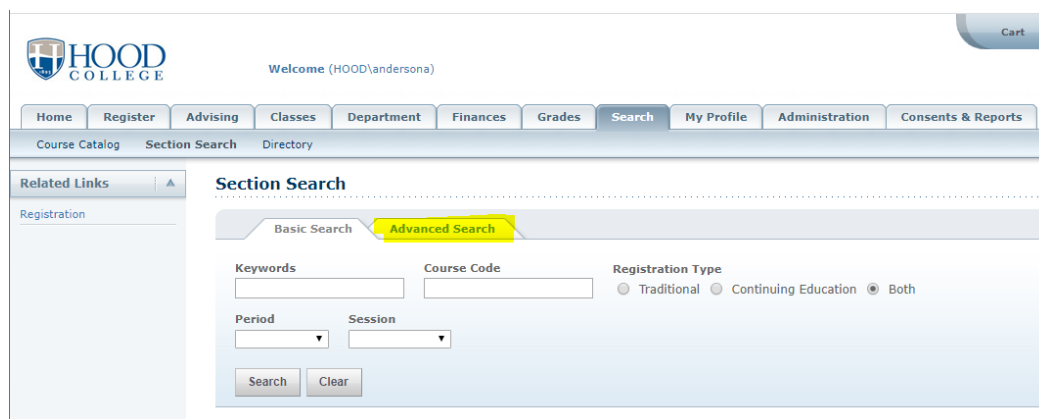
STOP CODE	CONTACT DEPARTMENT	PHONE NUMBER	EMAIL
Acctg Hold Reg & Tran	Accounting Office	(301) 696-3607	accounting@hood.edu
Disciplinary Hold	Resident Life	(301) 696-3577	residencelife@hood.edu
Res Life Gen Hold	Residence Life	(301) 696-3577	residencelife@hood.edu
Res Life Housing Contract Needed	Residence Life	(301) 696-3577	residencelife@hood.edu
Req Online Course(s)	Residence Life	(301) 696-3577	residencelife@hood.edu

STOP CODE	CONTACT DEPARTMENT	PHONE NUMBER	EMAIL
UG F1 VISA	International Student Services	(301) 696-3811	pdso@hood.edu
UG Immunization Hold	Wellness Center	(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 See Dean of Students	Dean's Office	(301) 696-3573	deanofstudents@hood.edu
Library Obligation	Library	(301) 696-3909	No emails- please call to resolve

3.) **Review your notes from your advising session as well as your Degree Progress Report.** Use this information to determine which classes you need to take for your intended major. You can access your Degree Progress Report on Self-Service. Please report any discrepancies to the Registrar's Office.



4.) **Review CORE Course Requirements.** Check Self-Service for the most updated list of CORE courses being offered and check **your** Degree Progress Report on Self Service to see what you have completed and what areas you still need to fulfill. Core fulfillment areas are indicated for each course in Self-Service under the course's title. Alternatively, may use the **Advanced Search** in Self-Service to find courses that fulfill a specific core curriculum requirement. Select the desired CORE option from the General Education drop-down menu.



The screenshot displays the 'Section Search' page on the Hood College website. At the top, there is a navigation bar with tabs for Home, Register, Advising, Classes, Department, Finances, Grades, Search, My Profile, Administration, and Consents & Reports. Below this is a secondary navigation bar with links for Course Catalog, Section Search, and Directory. The main content area is titled 'Section Search' and features two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is active, showing a complex search form with multiple fields and dropdown menus. The fields include: Keywords, Course Code, Registration Type (with radio buttons for Traditional, Continuing Education, and Both), Period, Session, Starts From, Ends By, Starts From, Ends By, Meeting, Campus, Status, Sub Type, Credit Type, Instructor, Program, Department, College, Curriculum, Class Level, Population, and Nontraditional Programs (with 'General Education' highlighted in yellow). At the bottom of the form are 'Search' and 'Clear' buttons.

5.) **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.

6.) **Schedule a meeting with your advisor.** The advising period is announced each term and can be found on the [Academic Calendar](#). Your advisor will usually have a schedule posted outside of his/her door.

7.) **Meet with your advisor to determine your schedule and be authorized for registration.**

Bring along your list of courses that you are interested in taking. Your advisor will sign your Registration form. Only your assigned academic advisor may authorize you for registration. Registration forms must be completed and signed by the advisor for both online and in-person registration.

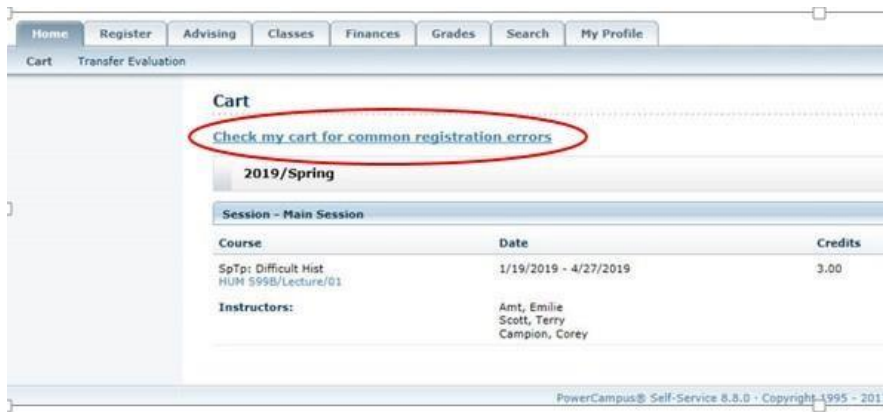
MOST IMPORTANTLY: Your advisor must authorize you for online registration. Do not leave your advising appointment until you confirm that your advisor has authorized you online through Self-Service.

Instructor signatures are needed for independent studies, 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 available on the "Services, Requests & Forms" section of hood.edu/registrar. Instructors may also submit their approval to registrar@hood.edu.

8.) **Register for your classes!**

The order of registration, both online and in-person, is determined by current class standing. 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>.

Important Tip: You may add your list of courses to your cart at any time by clicking on the Cart link on the Home tab of Self-Service or by clicking the Add button next to a course in the Section Search. You can also view what your schedule will look like according to the courses in your cart by clicking the View Schedule button. This is highly recommended as it will make the process of registering below much less stressful. **Once the courses are in your Cart, please be sure to click the link "Check my cart for common registration errors" to review the errors for your selected schedule. These errors may include time/date conflicts, 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

Register Online via Self-Service:

Once your advisor has cleared you to register in the system, you can register by clicking the **Register** tab, then **Traditional Courses** in Self-Service. At that time, you can choose your courses, add them to your cart, and register; or register for courses already in your cart. **Keep your approved registration form as a back-up. If you are registering for any courses that need faculty approval, you will need your registration form to process these course registrations in the Registrar's Office.**

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.
- 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.
 - 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.

Adjust your schedule in Self-Service up until the term begins. Once the term begins, you will have to visit the Registrar's Office or submit a Registration Drop/Add form to registrar@hood.edu before the end of the Drop/Add period as indicated in the [Academic Calendar](#).

How to Drop Courses via Self-Service:

- Log in to Self-service
- Click on **Register**
- Click on **Traditional Courses** tab
- Click on the appropriate term

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 wish to drop. Click on the next button 2 times and review your updated schedule.

9.) Check Self-Service to confirm your schedule by clicking on the **Classes** tab, **Schedule**, and then **Student Schedule**.

- Please keep in mind that schedules and room assignments are subject to change.
- Be sure to check your schedule on Self-Service right before classes begin.



Schedule

Schedule

Student Schedule 

Technical problems: Contact helpdesk@hood.edu or call ext. 3622.

Other problems/questions: Contact the Registrar's Office: registrar@hood.edu; ext. 3616; Monday-Friday 8:30 a.m. -5:00 p.m.