

## Top Ten Tips for Advising and Registration for summer/fall 2019

1. Watch for communication from your advisor on signing up and preparing for an advising session during the **advising period Monday, March 25- Friday April 5, 2019**. 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. Refer to core and program requirements as needed in the [Catalog](#). Click the upper right corner of the page for an earlier Catalog.
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.
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 draft of your fall (and summer, if desired) schedules. 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).
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 for summer and fall 2019 on the date according to your current class standing:**

Non-graduating Seniors (87 or more credits earned): Monday, April 8, 12:01 a.m.

Juniors (56- 86 credits earned): Monday, April 8, 12:01 a.m.

Sophomores (25-55 credits earned): Tuesday, April 9, 12:01 a.m.

Freshmen (fewer than 25 credits earned): Monday, April 15, 12:01 a.m.

New undergraduate and non-degree student registration begins Monday, April 15th.

*Please contact the Registrar's Office to learn more: Registrar@hood.edu or 301-696-3616*