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Check Self Service for Holds

- Log into Self Service
- Hover over Registration in the top toolbar 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 a description of the hold.

QUICK LINKS	IMPORTANT FORMS	REPORTS	SEARCH	REGISTRATION	ADVISING	CLASSES	DEPARTMENT	FINANCES	GRADES	ADMINISTRATION	SHARED ACCESS	Ë	() Kaitlyn	≡
Course	s													
🕚 Accou	nt is in Stop list											,	^	
5/20/2017 UG Hood Gi	raduate (Stop registra	ation)												
() You c	annot register at th	nis time beca	use your	academic inforr	nation is m	issing or is	invalid.							
Search fo	r 2021/Summer I	classes							(!)	You are unable to at this time. Try a) register in this pa mother period or (eriod come		
Search								٩		back later.				
Advanced se	arch						Nev	v search	Å	My Schedule		:=	ö	

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	NOTES	DEPARTMENT	PHONE	EMAIL
Acetg Hold Reg & Tran	Stops registration, transcript/grade viewing, transcript order processing, release of diploma/certificate	Accounting Office	(301) 696-3607	accounting@hood.edu
Assault Prevention	Stops transcript/grade viewing, transcript order processing, release of diploma/certificate	Graduate School	(301) 696-3600	gofurther@hood.edu
Disciplinary Hold		Residence Life	(301) 696-3577	residencelife@hood.edu
EAP 500		Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad Acad Warning		Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad F1 Visa	Stops registration	International Student Services	(301) 696-3811	pdso@hood.edu
Grad Fluency	Stops registration	Graduate School	(301) 696-3600	gofurther@hood.edu
Graduate International	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad May Not Enroll	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Graduate No Transcript	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu

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Grad Pet for Readmit	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Library Obligation	Stops transcript/grade viewing, transcript order processing, release of diploma/certificate	Library	(301) 696-3909	No emails-please call to resolve
Req Online Course(s)	Stops transcript/grade viewing, transcript order processing, release of diploma/certificate	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	Stops registration	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	Stops registration	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Need Grad App	Stops registration	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Pet for Readmit	Stops registration	Registrar's Office	(301) 696-3616	registrar@hood.edu

Registering for courses:

- Log into Self Service.
- Hover over Registration in the top toolbar and click Courses.
- The search screen that appears will default to the current term, which is hyperlinked.
- Click on that term to open the options for future terms; select the term in which you want to register for coursework. If you want to register for coursework in different terms, you have to follow these steps for each term separately:

Courses

Search for 2023/Spring classes	
Search	Q
Advanced search	New search
What term do you want to search? $ imes$	
Terms open for registration	
O 2023/Fall NOT ABLE TO REGISTER	
O 2023/Summer I NOT ABLE TO REGISTER	
O 2023/Spring NOT ABLE TO REGISTER	
Terms not currently open You will not be able to register in these terms.	
O 2023/Winter	
SELECT	

• After you select the term you want to register, your search screen will show that term:

Courses

Search for 2023/Fall classes	
Search	Q
Advanced search	New search

• Before you can complete your registration process, you must read the financial responsibility agreement:

(i) Acceptance of agreements is required before registering.	
READ AGREEMENT	
	×
(i) Acceptance of agreements is required before registering.	
egistration Agreement	
Financial Responsibility	
By Wait listing/Registering for classes, a student acknowledges responsibility for payment of tuition and fees generated by the registration. Failure to make payment by the specified due date will result in late fees.	
For more information on Hood College's late fee policy, <u>click here</u> . Dropping coursework before the start of a term will result in a 100% refund/credit on tuition and	•
☑ I accept that I have read and understand the agreement*	1
SAV	E

- You can either type a specific course number in the search field or click on "Advanced Search" to narrow down your options. If you want to view all courses with a particular prefix, like PSY, just type PSY in the Course field of the Advanced Search option, and all courses with that prefix will appear. It is recommended that you filter on the Program type as well (GR = graduate coursework; UG = undergraduate coursework) to narrow your results. Click Search to view your results.
- The course number and title for each result is hyperlinked so you can view the course description. For any course you wish to register, click the ADD button to add it to your cart:

PSY 500: Human Development as a Lifelong Process	8	3.00	25	ADD
Year: 2023 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Credit Duration: 8/21/2023 - 12/12/2023	Instructor has not yet been assigned	Credits	Seats Left	
12:01 AM - 12:02 AM To Be Announced Hood College				

• On the right-hand side, you will see a box titled, "My Schedule". Any course that you add to your cart will appear there. At the bottom of that box, you will see the number of courses in your cart and how many you are actually registered for.

Process	
IN CART Year: 2023 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Credit Credits: 3.00 Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM To Be Announced Hood College Instructor has not yet been assigned	

- If you have added coursework to your cart that you don't want to take, you can simply click the X in the top right corner of that class in your cart to remove it.
- Before the registration period opens, you can add courses to your cart, but the REGISTER button is greyed out, which means you cannot complete the registration process. Once registration opens, that REGISTER button will change to blue, and you can complete the registration process.

Development as a Lifelong Process IN CART Year: 2023 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Credit Credits: 3.00 Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM To Be Announced	PSY 500: Human	×
IN CART Year: 2023 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Credit Credits: 3.00 Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM To Be Announced	Development as a Lifelong Process	
Year: 2023 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Credit Credits: 3.00 Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM To Be Announced	IN CART	
Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM To Be Announced	Year: 2023 Term: Fall Session: Main Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Cr Credits: 3.00	Session redit
	Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM To Be Announced	
Hood College Instructor has not yet been assigned	Hood College	

• Once you are registered for your coursework, your My Schedule box will show the courses for which you are registered and the Registered tally field at the bottom will indicate how many classes you are registered for:

Self-Service Student Quick User Guide

PSY 500: Human	⑪
Development as a Lifelong	
Process	
REGISTERED	
Year: 2023 Term: Fall Session: Main S	ession
Subtype: Lecture Section: 01	
Type: Course Credit type: Graduate Cre	edit
Credits: 3.00 Duration: 8/21/2023 - 12/12/2023	
12:01 AM - 12:02 AM To Be Announced	
Hood College	
Instructor has not vet been assigned	

1 Registered

REGISTER

Reminders:

- If you are trying to register for coursework for which you have not met the prerequisite, you must obtain written instructor permission to be added to the course.
 - Undergraduate students should submit registration approvals/prerequisite override approvals to registrar@hood.edu
 - Graduate students should submit registration approvals/prerequisite override approvals to <u>hoodgrad@hood.edu</u>
- 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 in the following ways:
 - Undergraduate students submit the Registration Drop/Add form, which is available under the Services, Requests & Forms page of the registrar website (<u>www.hood.edu/registrar</u>).
 - Undergraduate students who wish to register for an internship, must complete the internship process and application with the <u>Career Center staff</u>.
 - Graduate students submit the Graduate Permission to Enroll form, for independent studies, theses, and research projects, which is available online at <u>www.hood.edu/gradforms</u>.
 - Graduate students who wish to register for an elective internship must follow the process and submit the Internship Application form online at <u>www.hood.edu/gradinternship</u>.

Viewing your Schedule

- Log into Self Service
- Hover over Registration in the top tool bar and click on My Schedule
- This screen will provide information about all of the courses you are registered for and give you the option to view what courses are still in your cart and what courses you may be waitlisted for. This screen will also give you the option to view your schedule in List View or Calendar View:

My Schedule

My Schedule					≣ 0 /
					🔒 Print
Period 2023/Fall	~	Courses in cart	Uwaitlist courses	Continuing Education	
Counseling GR, Master of Science					VIEW CART

Another way to view your schedule:

• Click on the Cart icon in the top right corner next to your name

ADM	Ä	Traci	≡

- The Courses search screen will appear, and you'll have to click the current hyperlinked term to select the future term schedule you wish to view
- The My Schedule box will appear on the right side of your screen, and will show all courses for which you are registered and/or waitlisted for that term.

Dropping a Course

- Log in to <u>Self Service</u>
 - Hover over Registration at the top of the screen
 - Click on Courses link
- Your schedule will appear on the right side of your screen. If you're registered for more than one course, each course will show separately.
- Click on the Trashcan icon to drop the course you'd like to remove from your schedule.

Waitlists

• If you want to register for a course that is full, you will have the option to put yourself on the waitlist, by clicking the ADD to Waitlist button:

Courses

Search for 2023/Fall classes					₩ My Schedule	= Ö
THAN 521				×		
Advanced search				New search		
1 Result THAN 521: Grief, Mourning and Bereavement Year: 2023 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Credit Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM ONLINE Hood College, ONLINE, Room ASYNCH	C Instructor has not yet been assigned	3.00 Credits	1 Sears Left	ADD To waitlist	Your sch emp	edule is try
					0 Registered	REGISTER

• Once you've done that, your My Schedule box will show a status for the course as Pending - On Waitlist:



View your waitlisted courses:

- Hover over Registration in the top toolbar and click My Schedule
- Make sure your schedule view is set on List View and click the Waitlisted Courses box
- Any courses for which you are waitlisted will appear in the results

My Schedule

	1		- Pr
Period 2023/Fall	Courses in cart 🗹 Waitlist	courses 🔲 Continuing Education	.
nt Studies in Human Behavior 3R, Master of Arts			VIEW CART
Session Main Session			
Session Main Session (HAN 521: Grief, Mourning and Bereavement	۵	3.00	PENDIN
Session Main Session THAN 521: Grief, Mourning and Bereavement ubtype: Lecture Section: 01 ype: Course Credit type: Graduate Credit unstains: 8/21/2023 - 12/12/2023	Instructor has not yet been assigned	3.00 Credits	EFNON On wait

Waitlist Management:

- Undergraduate students 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, which can be submitted to the Registrar's Office via email (<u>registrar@hood.edu</u>) or in person (Apple Resource Center; 2nd floor). Any registration changes, even adding from a waitlist, must be submitted to the Registrar's Office by the drop/add deadline published in the Academic Calendar.
- Graduate students Any students who are waitlisted for coursework once the term begins and have not received prior approval to add to the course before the first class meeting, will be dropped from the waitlist by the Registrar's Office. Graduate students may not attend the first class meeting to try to be added to the course.

Drop from waitlisted courses:

- Hover over Registration in the top toolbar and click Courses.
- Click on the hyperlinked current term to select the desired term schedule you wish to view.
- Click the X in the top right corner of the waitlisted course to remove yourself from the waitlist:



Schedule Terminology

Schedule Days:

- M Monday
- T Tuesday
- W Wednesday
- R Thursday
- F Friday
- S Saturday
- N Sunday

Campus Buildings:

- AD Alumnae Hall (Administration)
- AR Apple Resource Center
- BR Brodbeck Music Hall
- CH Coffman Chapel
- HT Hodson Technology Center
- LB Beneficial Hodson Library and Learning Commons
- NH New Hall (Blazer Hall dormitory, 1st floor)
- RO Rosenstock Hall
- TA Tatem Hall
- TH Tollhouse (7th Street behind the College for School of Behavioral Health and Sciences)
- WC Whitaker Campus Center

Online, Bimodal and Hybrid Coursework:

- BIMO Bimodal; A single course section that allows students to attend either in person on campus or online synchronously. Instructors may appear in person or online and are required to enter attendance in Self Service every class meeting.
- HYB Hybrid; a combination of on-campus (in person) and online meetings. Online sessions may be synchronous at the standard meeting day/time; or asynchronous with no set meeting. At least 51% of the course is in person.
- S-OL Synchronous Online; 100% online class meetings with set meeting days and times.
- A-OL Asynchronous Online; 100% online class meetings with no set meeting days and times, nor required weekly meeting. There are still deadlines for exams and assignments, but no set meeting days and times for lectures.
- *Online coursework/meetings are administered through Blackboard. Review all student guidelines for online and hybrid coursework in the college catalog (www.hood.edu/catalog).

Changing Preferred Name, Gender Identity or Pronouns

In 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:

MA Humanitie	25			-			
Profile Accoun	t Addresses	Phone Numbers	Emergency Contact	Preferred Name	Demographic	Ethnicity and Race	Agreements >
referred name				1			P
splay name	Kelsey						
ender identity	Female						
onoun	She/Her/Hers						

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

Stottlemy MA Humani	r er, Kelsey ^{ities}	*		he "	je I		
< Profile Accou	int Addres	Preferred name			×	nicity and Race	Agreements >
Preferred name	Kelsey	Display name * Kelsey					Ø
Gender identity Pronoun	Female She/Her/H	Gender identity Female	~				
		Pronoun She/Her/Hers			1		
				CANCEL	SAVE		

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

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"

Stottlemyer, Kelsey MA Humanities		ال *	Le				
Profile Account Addr	Phone Numbers	Emergency Contact	Preferred Name	Demographic	Ethnicity and Race	Agreements	
lress Information							+
e	Address				Effective Date		
manent			•		11/19/2015		
manent	C				12/15/2020		
		2					
< Profile Account	Addresses Phone Num	bers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>
< Profile Account Add Address Billing	Addresses Phone Num	bbers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>
< Profile Account Add Address Billing Local	Addresses Phone Num	ibers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>
< Profile Account Add Address Billing Local Parent	Addresses Phone Num	ibers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>]]
< Profile Account Add Address Billing Local Parent Permanent	Addresses Phone Num	ibers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>]]
< Profile Account Add Address Billing Local Parent Permanent Study Away or Abroad	Addresses Phone Num	ibers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>
< Profile Account Add Address Billing Local Parent Permanent Study Away or Abroad Address line 3	Addresses Phone Num	bers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>]]]
< Profile Account Add Address Billing Local Parent Permanent Study Away or Abroad Address line 3 Address line 4	Addresses Phone Num	ibers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>]]]]
Profile Account Add Address Billing Local Parent Permanent Study Away or Abroad Address line 3 Address line 4 Postal code	Addresses Phone Num	ibers Emergency Contac	t Preferred Name	e Demographic	Ethnicity and Race	Agreement	>]]]]

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.

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"

elsey			de			
Addresses -	Phone Numbers	Emergency Contact	Preferred Name	Demographic	Ethnicity and Race	Agreements
						+
Description	Number	Country		Do not call reason		
		United States of A	merica			
		United States of A	merica		۵ M	ake primary
		United States of A	merica		۵ M	ake primary
	Addresses	Addresses Phone Numbers Description Number	Addresses Phone Numbers Emergency Contact Description Number Country United States of Addresses United States of Addresses United States of Addresses	Addresses Phone Numbers Emergency Contact Preferred Name Description Number Country United States of America United States of America United States of America United States of America	Addresses Phone Numbers Emergency Contact Preferred Name Demographic Description Number Country Do not cell reason United States of America United States of America United States of America United States of America United States of America United States of America	Addresses Phone Numbers Emergency Contact Preferred Name Demographic Ethnicity and Race Description Number Country Do not call reason United States of America United States of America United States of America M. United States of America M.

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

Changing Ethnicity and Race

In 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"

Stottlemyer, Kelsey MA Humanities	* .11	40			
C Profile Account Addresses Phone Numb	pers Emergency Contact	Preferred Name	Demographic	Ethnicity and Race	Agreement
Ethnicity Information Are you of Hispanic/Latino ethnicity or descent? Hispanic/Latino *					
 ☐ Hispanic Yes ✓ Hispanic No Select one or more races with which you identify yourse 	əlf				
🗌 American Indian or Alaska Native 🗌 Asian					
Black or African American					
 Native Hawaiian or Other Pacific Islander White 					
PANE					

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

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"

Bolton-Blevins, Kaitlyn BS Computer Science	* .11 .4	No.
Profile Account Addresses Phone Numbers Emergency Contact	Preferred Name Demographic Ethnicity and Race	Agreements Shared Access
Emergency Contact There can be up to 2 emergency contacts registered.		
Primary Contact*	Secondary Contact*	Ø
•	0	
은일 Parent	S Parent	
J	I	

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

Viewing your Degree Progress Report (undergraduate students)

Hover over the Reports tab, click on the "Undergraduate Degree Progress Report" link, and then sign in using your regular Hood login information. The report may take a few minutes to open.

Viewing your Academic Plan (graduate students)

Your academic plan, or degree audit system, is available under the Registration link on your Self Service account.

- The green check next to a course signifies it's been fulfilled
- The hourglass next to a course signifies it's in progress
- If you are enrolled in a concentration, focus area, or secondary program, those course requirements will appear under the "Other Plans" button
- Any non-course related program requirements, like comprehensive exams and exitfolios are tracked by the registrar's office and not available for view on this academic plan.

If you wish to change your degree program or add a program, you can use the "What If" tool under this Registration link, which will enable you to evaluate what coursework is required and may have already been fulfilled. It's important to review all policies in the catalog pertaining to Simultaneous Enrollment in Two Graduate Programs and Transfer Credit.

Viewing your Unofficial Transcript

Hover over the Grades tab and click on Unofficial Transcript. This may take a moment to open. You can download/print this document, but remember that it is an unofficial transcript. If you need an official transcript, please go to <u>www.getmytranscript.com</u> to order.