

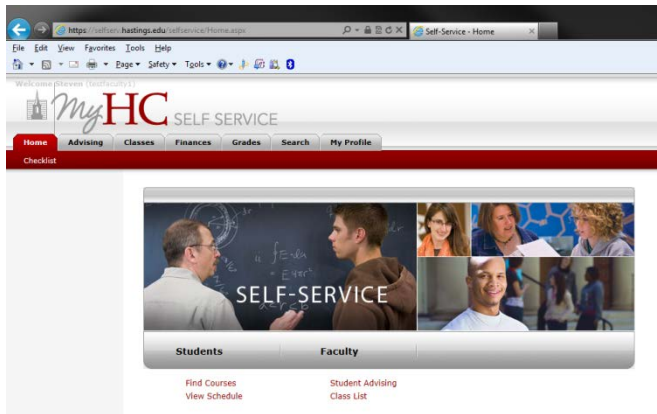
MyHC Faculty Guide- Approving schedules

logging in

1. Start Internet Explorer
2. Open <http://www.hastings.edu/>.
3. Click on “Self-Service” at the bottom of the Hastings college home page



4. In the *Windows Security* window, enter your **HC User Name**, the same user name you use to check your email.
5. Enter your **Password**.
6. Click **OK** and the following window will appear

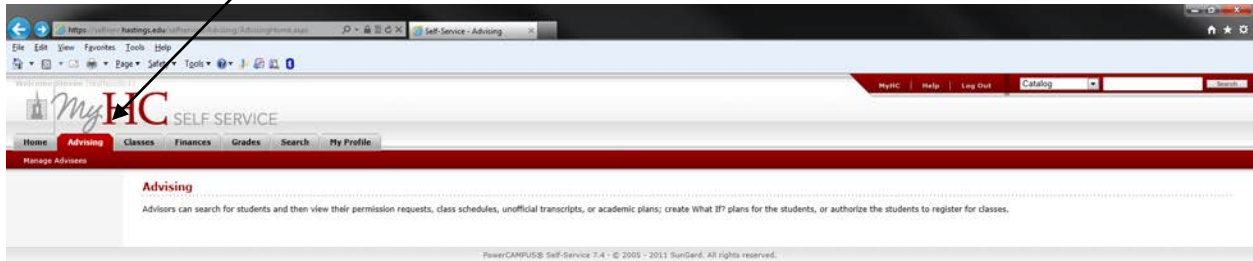


Approve Advisee Schedule Requests

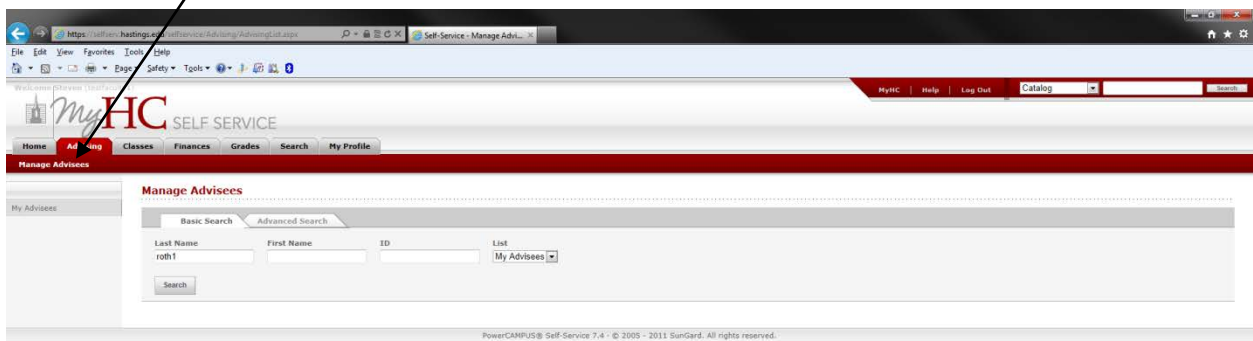
Your advisees will be able to meet with you to create their course schedule by adding courses to their shopping cart. They can then submit this schedule to you for your approval during their assigned open registration period. Once they have submitted the schedule to you, they are holding a seat in the class.

You can then approve or deny each course on their schedule.

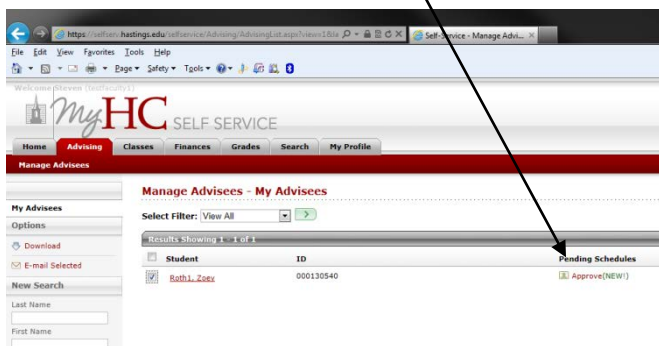
Start by selecting the *Advising* tab at the top menu



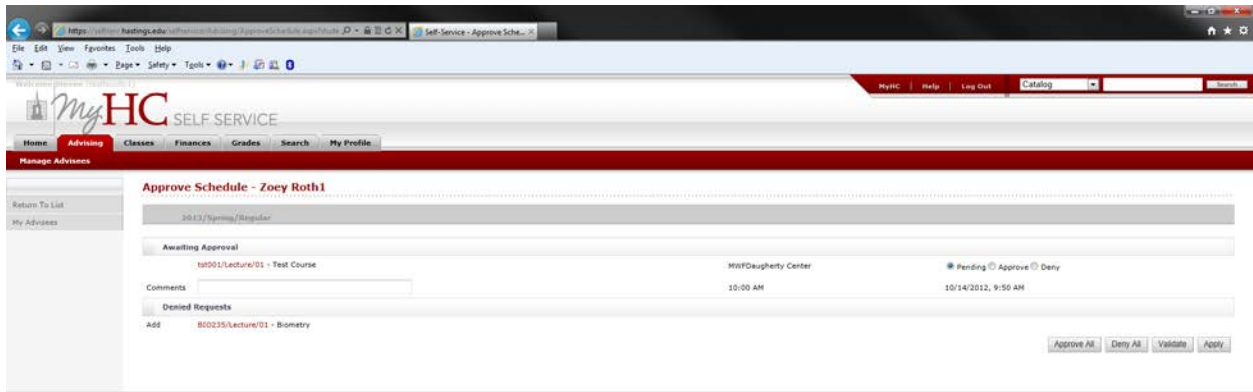
1. From the *Manage Advisees- My Advisees* page, find the name of the student whose course schedule you need to approve. You can also use the *Select Filter* to view the students with pending schedules.



2. Select Approve(NC: V) .The *Approve Schedule* page will open.
3. Review the course information.



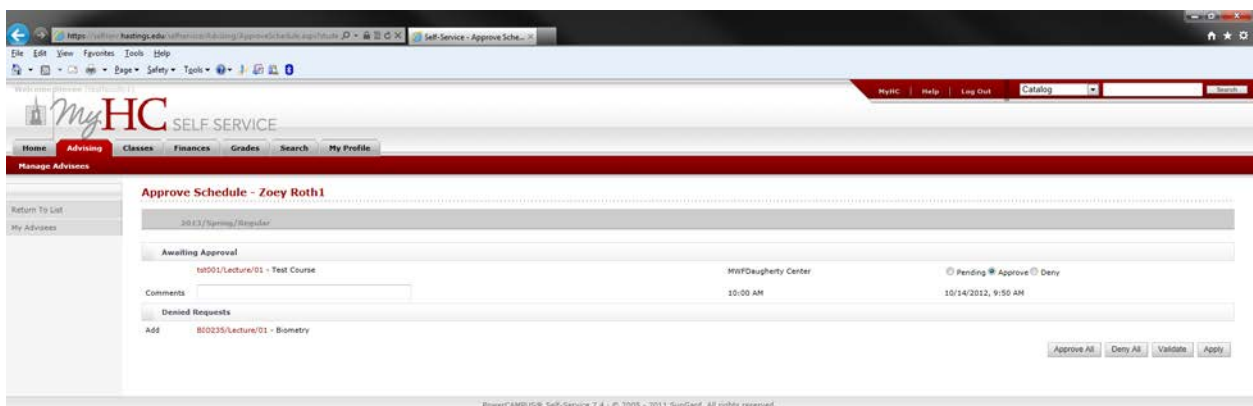
1. From the *Manage Advisees- My Advisees* page, find the name of the student whose course schedule you need to approve. You can also use the *Select Filter* to view the students with pending schedules.
2. Select **Approve(NC: V)** .The *Approve Schedule* page will open.
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4. For the courses that are **Awaiting Approval** approve or deny the changes. Click the **Pending, Approve or Deny** checkboxes for each course. If you scroll to the bottom of the page, notice the buttons to: **Approve All** and **Deny All**.

** Notice that you do have the option to enter comments, these comments will be visible to students. If you deny a course to for a student, the only way that they can enroll in the course is to contact the Registrar's office. **

5. Select **Validate** to verify the student's schedule and make sure that you have approved all of the required corequisites. Click **OK**.
6. Select **Apply** to make the changes to the student's schedule. Once you approve or deny the student's schedule changes:
 - The student will be sent an e-mail about your decision.



Below is the final screen after you select the Approve and Apply buttons. Once you receive this screen you have completed the registration process for the student.



Approve Student Permission Requests for a Class

When a student would like to register for a course which requires permission from the instructor, they can request this when they add the course to their shopping cart. The permission request is then sent to the instructor. They are not enrolled in the course until they receive permission from the instructor. When a student submits a permission request, you will receive an email similar to the email below.

1. Select the Classes tab.
2. Select the Enrollment menu item.
3. Select the Permission Requests option.
4. From the list of years, terms, and sessions, select the course
5. Select the enrollment Status of the students you want to view by clicking on the *Select Status* drop-down.
6. Select Go.
7. Select a student's name to display the following information:
 - Student comments
 - Instructor comments-you can enter information you would like the student to view.
8. You can change the Permission Status for any student in the list, except those for whom the Registrar has already granted approval. If the Registrar approved the student's request, the list will display the *Registrar's /D* and the *date* on which the override was recorded.
9. To change the status, click on the checkbox next to the student's name, click on the *Status* drop down and select a status. Click Save.



Hastings College

Registrar

The Registrar's Office is open from 8:00 am to 5:00 pm Monday thru Friday and we are located in Hurley McDonald room 109.

Students will always need to register using a Drop/Add slip for the following situations: registering for more than 16 credit hours, if you have permission to enroll in a closed course, and Variable credit courses. Students will be able to pick up Drop/Add slips at the Registrar's Office.

Students who are enrolling in Arranged or Direct study courses must complete a "[Request for Arranged course or Direct Study](#)" and a Drop/Add form. You will submit the completed copy of the form with the signature of the instructor of the course, the Department chair and include a copy of a syllabus to the Vice President for Academic Affairs or Associate Vice-President for Academic Affairs.

Student wishing to enroll in an independent study course must have junior or senior standing and go to the Registrar's Office to get an independent study form.

Phone: **402.461.7306**

hcregistrar@hastings.edu

Registrar

Hastings College

710 North Turner Avenue

Hastings, NE 68901

