

MyHC Student Guide-Online Registration

This user guide focuses on how students can use MyHC for online registration.

If you need help with your course schedule or your academic information please e-mail hcregistrar@hastings.edu.

Logging in

QuickLinks

Included here are QuickLinks commonly used by students, faculty, staff and parents.

Have a link you'd like added? [Let us know](#).

Faculty, Staff & Student QuickLinks

- [Email](#)
- [MyHC](#)
- [Broncboard](#)
- [Self-Service](#)
- [Dining Menu](#)
- [Academic Calendar](#)
- [Housing Calendar](#)
- [Health Center](#)
- [IT Helpdesk](#)
- [Timecard Entry](#)
- [Campus Safety](#)

1. Log into the computer.
2. Click on Start, Programs, Internet Explorer.
3. Go to: <http://www.hastings.edu> and “**QuickLinks**” link at bottom of page
4. Click on the “**Self-Service**” link on “**QuickLinks**” page.
5. In the Windows Security window, enter your HC User Name, the same user name you use check your email.
6. Enter your Password.
7. Click **OK**

Registering for Classes

1. In **MyHC**, click on the **Self-Service Home** link on the right side of the screen.
2. Click the **Register** tab.
3. Click on the **Registration** link.
4. Click on a **Registration Period**.
 - If the status for the period is OK to Register, click the Period and continue with the registration process.
 - If the status for the period is not OK to Register, you are not authorized to register at this time.
 - The Progression bar indicates the current step in the registration process.

5. The Course Registration page displays:

- Courses to add
- Registered courses
- Denied courses

6. Click the Section Search link to search for courses to add to your shopping cart. The shopping cart will list all the course sections chosen for registration.

7. Enter a Course Code and click the Period drop-down menu to select a period.

- Do not include spaces in the Course Code- correct example, [CSC210](#)
- For more advanced search options, click on the Advanced Search tab.

8. Click **Search**.

9. The courses matching the entered criteria display.

- Courses that are open display with a green open icon.
- Courses that are closed display with a red closed icon.

10. To view open sections only, click the **Open Sections** Only quick link. Click **Show All Sections** to return to the previous view.

11. To add courses to your cart:

- Open Courses- Locate the desired open course and click Add. You will receive a notification that the course has been added to your cart.
- To continue adding courses to your cart, click the **Refine Search** quick link.

Adjust the search criteria as needed. Continue adding courses to your cart to complete your schedule. The maximum amount of credits you can enroll in is **18**.

Closed Courses

If a course you would like to add to your cart is closed, instead of an Add button, you will see a **Wait** button. Click on the **Wait** button to add yourself to the **waitlist** for the course. The course will be added to your cart. If an available seat in the course opens up, you will receive an email message letting you know that you have 24 hours to register for the class. If you do not register for the course within 24 hours the courses is offered to the next person. The **waitlist** process is based on a first come first serve process.

- Permission Request- If a course requires permission from the instructor, in the Courses Added window, *click* the **Request Permission** button. Complete the Comment: section and click **Send Request**. You will not be able to register for the course until the permission request has been approved by the instructor.
- To review requests, click on the Classes tab. Click on Permission Requests. You will not be able to register for the course until the instructor has approved your request.
- Once you have finished adding classes to your cart, click on the **Proceed to Registration** button in the Courses Added window.
- The courses display. Review your schedule for accuracy. There should be a checkmark next to the name of each course selecting it. If you do not want to register for a course, deselect it.
- To remove a course from the cart, click **Remove**.
- The updated schedule displays. You are now ready to finalize.

12. Scroll to the bottom of the page and click **Next**. You will receive notifications if there are any errors such as course conflicts or not meeting course prerequisites.

13. Click **Next** to complete your registration.

Registration - 2015/fall

- Modify your schedule for 2015/fall
- Select another Registration Period
- To add courses to the schedule which was just submitted, click the Modify your schedule for 2016/Spring link. You will not be able to remove any courses which are awaiting advisor approval. If you would like to remove a course from your schedule after it has been submitted, please contact your advisor. Your advisor can deny the course addition on your schedule. Once an advisor denies a course, you will have to go to the Registrar's office to add it.
- To register for another period, click the **Select another Registration Period** link.

14. You have completed registration.

Logging in

- Log into the computer
 - Click on Start, Programs, Internet Explorer.
- Go to: <http://www.hastings.edu> and “QuickLinks” link at bottom of page
- Click on the “Self-Service” link on “QuickLinks” page.
 - In the Windows Security window, enter your HC User Name, the same user name you use check your email.
 - Enter your Password.
 - Click OK.

QuickLinks

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Have a link you'd like added? [Let us know.](#)

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https://selfserv.hastings.edu/selfservice/Home.aspx

Self-Service - Home

Welcome Zoey (laststudent1)

MyHC SELF SERVICE

Home Register Classes Finances Grades Search My Profile

Checklist

SELF-SERVICE

Students

Find Courses
Register
View Schedule

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Registering for Classes

1. In MyHC, click on the *Self-Service Home* link on the right side of the screen.
2. Click the *Register* tab.
3. Click on the *Registration link*

https://selfserv.hastings.edu/selfservice/Registration/Registration.aspx

Self-Service - Registration

Welcome jzwey (teststudent1)

MyHC SELF SERVICE

Home Register Classes Finances Grades Search My Profile

Cart Registration Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule
- Textbook and Supply List - Fall 2012
- Textbook and Supply List - JTerm 2013

Registration

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
2013/Spring	OK to register.

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4. **Click on a Registration Period.**

- If the status for the period is OK to Register, click the Period and continue with the registration process.
- If the status for the period is not OK to Register, you are not authorized to register at this time.
- The Progression bar indicates the current step in the registration process.

The screenshot shows a web browser window with the URL <https://selfserv.hastings.edu/selfservice/Search/SectionSearch.aspx?Type=Trad>. The page header includes a navigation menu with links for Home, Register, Classes, Finances, Grades, Search (highlighted), and My Profile. A secondary menu contains Cart, MyHC, Help, Log Out, and a Catalog dropdown. The main content area is titled "Section Search" and features a search form with tabs for "Basic Search" and "Advanced Search". The form includes input fields for "Keywords" and "Course Code", a "Registration Type" section with radio buttons for "Traditional" (selected), "Continuing Education", and "Both", and dropdown menus for "Period" (set to "2013 Spring") and "Session". "Search" and "Clear" buttons are located at the bottom of the form. A "Back to Registration" link is positioned in the top right corner of the search area. A "Results Per Page" dropdown is set to "10". The footer of the page reads "PowerCAMPUS® Self-Service 7.4 · © 2005 - 2011 SunGard. All rights reserved."

5. The Course Registration page displays:
 - a. Courses to add
 - b. Registered courses
 - c. Denied courses
6. Click the Section Search link to search for courses to add to your shopping cart. The shopping cart will list all the course sections chosen for registration.

Section Search

Found 1 results for Course Code = 'tst001' and Registration Type = 'Traditional' and Period = '2013 Spring' and Session = 'Regular'.

Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Test Course tst001/Lecture/01	1/30/2013 - 5/16/2013	2013 Spring Regular	3.00		MWF 10:00 AM - 10:50 AM; Hastings College, Daugherty Center, Room 06	Dr. Steven Test Baker	5 of 5

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7. Enter a Course Code and click the Period drop-down menu to select a period.
 - a. Do not include spaces in the Course Code- correct example,CSC210
 - b. For more advanced search options, click on the Advanced Search tab.
8. Click Search.
9. The courses matching the entered criteria display.
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Section Search

Course Added

Course **tst001/Lecture/01** was added to your shopping cart for period **2013/SPRING/Regular**.

View Cart | Proceed to Registration

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Test Course tst001/Lecture/01	1/30/2013 - 5/16/2013	2013 Spring Regular	3.00		MWF 10:00 AM - 10:50 AM; Hastings College, Daugherty Center, Room 06	Dr. Steven Test Baker	5 of 5

My Cart

Cart Items

tst001/01 3.00 Cr.
1/30/2013 - 5/16/2013
MWF, 10:00 AM - 10:50 AM
Dr. Steven Test Baker

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11. To add courses to your cart:

- Open Courses- Locate the desired open course and click Add. You will receive a notification that the course has been added to your cart.

Registration - 2013/Spring

Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Test Course -1st001 /Lecture /01	1/30/2013 - 5/16/2013	Regular	3.00	Letter	MWF, 10:00 AM - 10:50 AM	Hastings College, Daugherty Center, Room 06	Dr. Steven Test Baker	Awaiting advisor approval

Previous Next

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13. Click Next to complete your registration.



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

