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
- Broncoboard
- 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 "Quick-Links" 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.

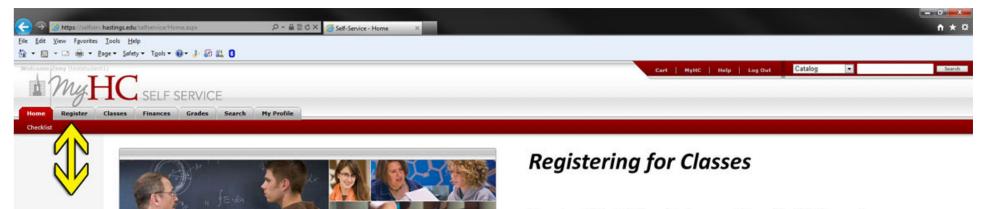
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1. In MyHC, click on the Self-Service Home link on the right side of the screen.

- 2. Click the Register tab.
- 3. Click on the Registration link

PowerCAMPUS® Self-Service 7.4 - © 2005 - 2011 SunGard. All rights reserved.

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

SELF-SERVICE

Students

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4. Click on a Registration Period.

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HastingsCollege

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