After you have seen your adviser and discussed the courses you intend to take, please follow the click by click instructions below to register.

Login to Self-Service at https://selfserve.huntingdon.edu/SelfService/Home.aspx

1. Click the Register tab
2. Click Cart.
3. Click Find Courses.
4. From the “Basic Search” tab, click the “Search” button
   a. Wait for the entire College schedule to load then select 100 under Results Per Page and click Show so that you have fewer pages to view
   b. If you would like to narrow your search, find the bold Section Search heading and use the following drop down menus.
      i. Period
      ii. Session (select Main for Traditional Day Program)
      iii. Department
      iv. Subtype (choices are lab and lecture)
      v. Class Level
5. You may also narrow your search by clicking “Find Courses” then “Advanced Search”
   a. Click Advanced Search Tab
   b. Click one of the fields listed below:
      
      | Keywords | Course Code |
      |----------|-------------|
      | Starts From | Ends By |
      | Starts From | Ends By |
      | Mealing | Campus |
      | Status | Sub Type |
      | Credit Type | Instructor |
      | Program | Department |
      | Curriculum | |
   c. Click selection from the dropdown menu
   d. Click "Search" to find classes that match search criteria. The courses will be listed in alphabetical order by course code.
6. Find the course(s) you would like to add and click the "Add" button on the far right.
7. Click the "Cart" tab at the very top (beside "Help" and "Log Out")
8. Double check the classes you added to your cart.
9. If not correct, you can click "Empty Cart" to start over, or you can use the "Remove" and/or "Add Section" buttons.
10. When you are comfortable with all courses listed for your schedule, click the "Register" button.
11. Click the "Next" button, then you should see that your course(s) status is "Awaiting advisor approval."
12. Click the "Next" button, then you should see, "You have successfully submitted your schedule for Advisor approval." After your Advisor approves your schedule, you will be registered for the courses and notified.

13. You can check your schedule at any time by clicking the "Classes" tab at the top of the screen, then "Schedule," then "Student Schedule." You must select the "period" or term to view.

14. If any courses are "Awaiting Advisor Approval," you are not registered for those courses yet. At the bottom of your schedule, please review the number of "Total Registered Courses" and "Total Awaiting Approval."

15. If you need to change your schedule (add/drop), you will do so through the "Register" tab following the same instructions.

16. If you receive a message stating that the course requires permission from a professor, simply remove that course from your "shopping cart" and submit the rest to save your seat in those classes that do not require permission.

   a. Then, go back and put the course(s) that you had to remove back in your "shopping cart" and wait for approval. Don't worry if you are full-time and need to add another course, you don't have to wait until the first week of classes to add or drop.

   b. It is important that you register for the courses that do not require permission so that you can save your seat in that class. Please do not be stressed about the "permission request" courses as they are typically not the classes that close out.

17. Please note that Self-Service will be checking for prerequisites. If you are unable to register for a course and you have completed the prerequisite, please send a detailed email to registrar@huntingdon.edu.