

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

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



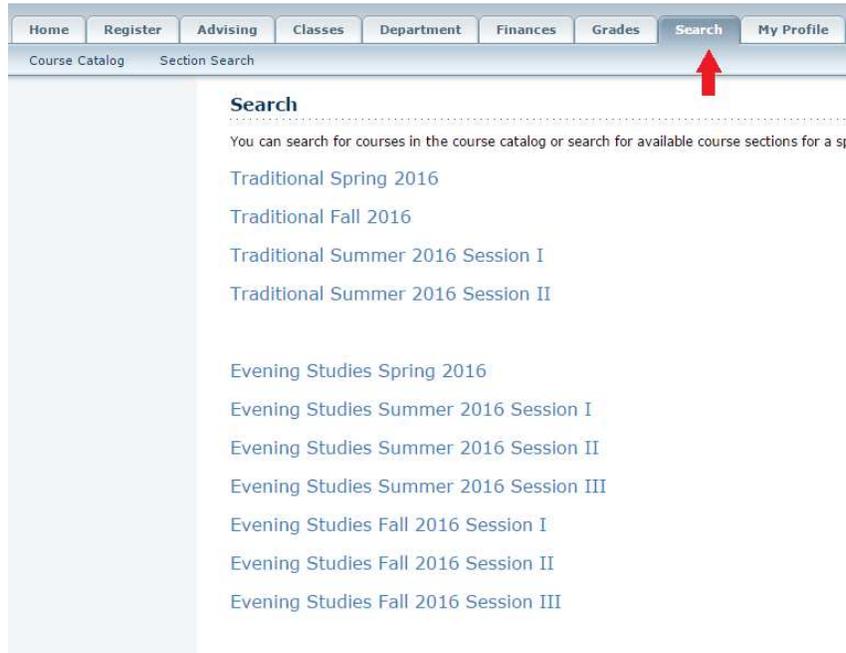
2. Check that you are clear to register for the upcoming term.

Click the "Register" tab and then click the "Courses" link. You should see a status of "OK to register." If you are not clear to register, you will need contact the appropriate office based upon your registration hold for more information.



3. Add Courses to your Cart.

There are links available to you that filter available courses for your Term and Session from the "Search" tab.



Click the link for the term you are registering for and the list of courses for that term will show. Scroll through the list and click the Add button by the courses you intend to register for.

Section Search

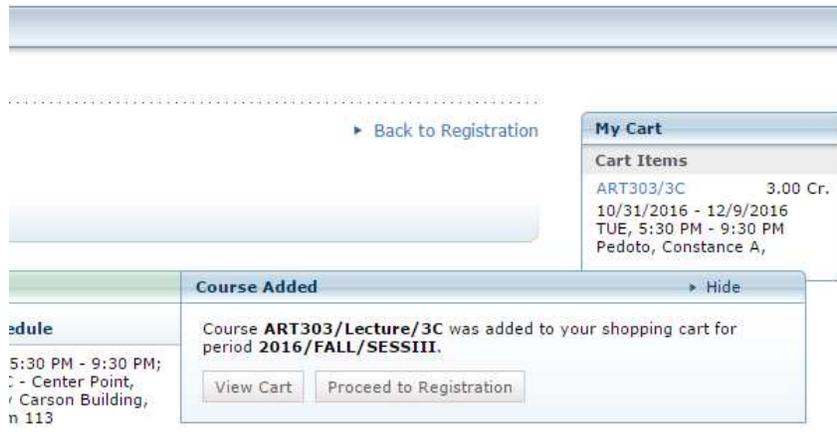
Found 43 results for Registration Type = 'Traditional' and Period = '2016 Fall' and Session = 'SESSIII' and Program = 'Evening Studies'.

[Back to Registration](#)

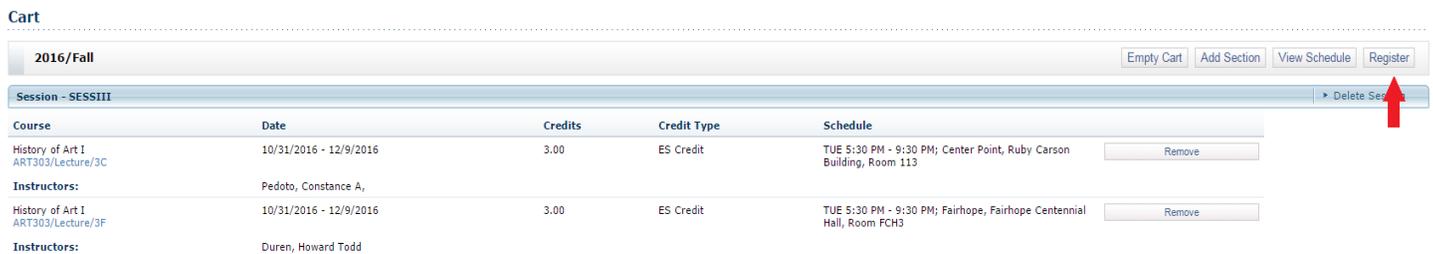
| Department | Class Level | | | | | | |
|---|---------------------------|-------------------|---------|------|---|-----------------|------------------------------------|
| Showing 1 - 43 of 43 | | | | | | | |
| Course | Date | Session | Credits | Fees | Schedule | Available Seats | |
| History of Art I ART303/Lecture/3C | 10/31/2016 - 12/9/2016 | 2016 Fall SESSIII | 3.00 | | TUE 5:30 PM - 9:30 PM; JSCC - Center Point, Ruby Carson Building, Room 113 | 12 of 30 | <input type="button" value="Add"/> |
| Instructors: Pedoto, Constance A, | | | | | | | |
| History of Art I ART303/Lecture/3F | 10/31/2016 - 12/9/2016 | 2016 Fall SESSIII | 3.00 | | TUE 5:30 PM - 9:30 PM; Fairhope, Fairhope Centennial Hall, Room FCH5 | 22 of 30 | <input type="button" value="Add"/> |
| Instructors: Duren, Howard Todd | | | | | | | |
| Foundations of Marketing BUS303/Lecture/3O | 10/31/2016 - 12/9/2016 | 2016 Fall SESSIII | 3.00 | | TUE 5:30 PM - 9:30 PM; Opelika, Higginbotham Academic Center, Room 207 | 20 of 30 | <input type="button" value="Add"/> |
| Instructors: DiPofi, Jackie Alexander | | | | | | | |
| Foundations of Marketing | 10/31/2016 - | 2016 Fall SESSIII | 3.00 | | THUR 5:30 PM - 9:30 | 23 of 30 | <input type="button" value="Add"/> |

4. Submit your schedule for Advisor Approval.

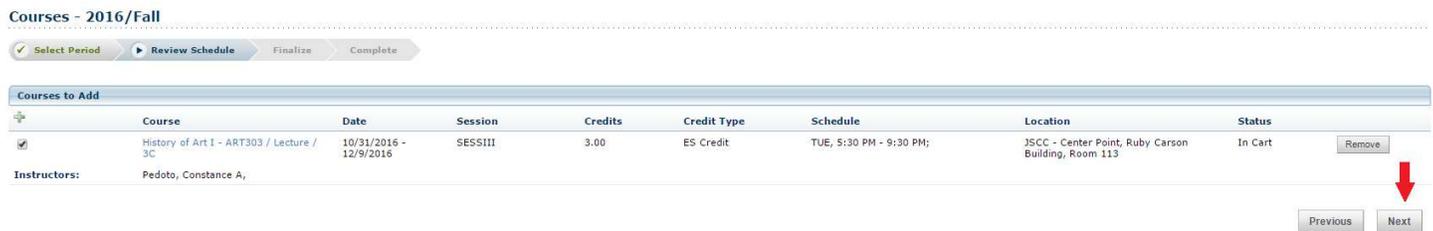
As you click the Add button the following pop up boxes will appear. When you have added all of your schedule to your "Cart", click the "View Cart" button.



Double check the classes you added to your cart. If not correct, you can click "Empty Cart" to start over, or you can use the "Remove" and/or "Add Section" buttons. When you are comfortable with all courses listed for your schedule, click the "Register" button.



Click the "Next" button.



You should see that your course(s) status is "Awaiting advisor approval." 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.

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.

Courses - 2016/Fall

Select Period
 Review Schedule
 Finalize
 Complete

| Course | Date | Session | Credits | Credit Type | Schedule | Location | Status |
|--|------------------------|---------|---------|-------------|------------------------|---|---------------------------|
| History of Art I -ART303 /Lecture / | 10/31/2016 - 12/9/2016 | SESSIII | 3.00 | ES Credit | TUE, 5:30 PM - 9:30 PM | 35CC - Center Point, Ruby Carson Building, Room 113 | Registered |
| Instructor: | Pedoto, Constance A, | | | | | | |
| Criminal Investigati -CJ201 /Lecture /3R | 10/31/2016 - 12/9/2016 | SESSIII | 3.00 | ES Credit | WED, 5:30 PM - 9:30 PM | Rainsville, Social Science Building, Room 108 | Awaiting advisor approval |
| Instructor: | St. Clair, Tyler Carl | | | | | | |

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 by email.

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.

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."

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

PowerCampus
by Ellucian™

Student Schedule

Traditional 2015/Summer/SESSI

Registered Courses

BUS303/Lecture/15 - Foundations of Marketing Duration 5/4/2015 - 6/5/2015

Credits 3.00 Type ES Credit CEUs 0.00

Schedule TUE 5:30 PM - 9:30 PM; Shelby, General Studies Building, Room 203

Instructors Funches, Venessa R.

Traditional 2015/Summer/SESSII

Registered Courses

MGMT331/Lecture/2M - Management Information Systems Duration 6/8/2015 - 7/10/2015

Credits 3.00 Type ES Credit CEUs 0.00

Schedule THUR 5:30 PM - 9:30 PM; Montgomery, Wilson Center - Evening Studies, Room 104

Instructors Harris, Hal

Traditional 2015/Summer/SESSIII

Registered Courses

MGMT499/Lecture/3M - Business Policy & Decision Making Duration 7/13/2015 - 8/14/2015

Credits 3.00 Type ES Credit CEUs 0.00

Schedule TUE 5:30 PM - 9:30 PM; Montgomery, Wilson Center - Evening Studies, Room 104

Instructors Moussalli, Samir R.

Total Registered Courses 3 Total Registered Credits 9.00

Total Registered CEUs 0.00