

# How to Register on

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*If you are already scheduled for courses and would like to add/drop, please review How to Add/Drop Courses on the Registration Information Center webpage.*

- 1.) Once you are logged in, click on “Enrollment, Financial Aid, Student Accounts and Student Services.”
- 2.) Click on “Registration.”
- 3.) To generate schedule possibilities based on your preferences, click the “Schedule Planner” link and continue to step 4. If you already have CRNs, click on the “Add/Drop Classes” link and proceed to step 3a.
  - 3a.) Select a term and click the “Submit” button.
  - 3b.) Enter your AVN (found on your advisement sheet).
  - 3c.) Scroll to the bottom, enter your CRNs in the boxes, and click “Submit Changes.” Go to step 14.
- 4.) You will be redirected to the Schedule Planner. Select the appropriate term and click the “Save and Continue” button.
- 5.) The optional filters at the top of the page can be used to limit your schedule to a particular location, instructional method or part of term.
- 6.) Click the “Add Course” button.
- 7.) Use information from your advisor to search by subject and course number, section attribute or instructor. To add a course to be included in your possible schedules, click the “Add Course” button. Do this for each course you want included in your possible schedules. Once you have added all courses, click the “Done” button.
- 8.) Use the optional “Add Break” button to let the Scheduler Planner know when you are not available to attend class due to other commitments.
- 9.) You also have the option to limit your possible schedules to particular sections by clicking the “Sections” button next to each course. Within the sections view, simply uncheck any sections you do not want included in your possible schedules. Click “Back” when finished.
  - 9a.) If a course has reserved seats, you can view seat information for each section by clicking round “i” icon in the sections view.
  - 9b.) If you are registering for a course with a lab, be sure to leave the boxes of both the lecture and the lab checked to include them in your possible schedules (Ex: Sections 01 and 01A or 500 and 50A).

- 10.) When you are satisfied with your preferences, click the "Generate Schedules" button. Your possible schedules will appear. Hover over the magnifying glass for a visual schedule view or click the "View" link to see specific schedule information.
- 11.) When you find a schedule you want, click the "Send to Shopping Cart" button at the top of the page. Click "Continue" on the prompt that appears.
- 12.) The course sections in the schedule you chose will appear in the Schedule Planner Registration Cart. Click the "Register" button to continue.
- 13.) Enter your AVN (found on your advisement sheet).
- 14.) Scroll down to see the status of your schedule. The courses you are registered for will say "Web Registered" next to them. You may encounter a few different types of registration errors:
  - Prerequisite and Test Score error: This course has a pre-requisite. Your advisor must override this error.
  - Reserve Closed or Field of Study Restriction - Major: Some seats are reserved for certain majors. If you get one of these errors, the section is closed to you.
  - Linked course required: You must select a corresponding lecture and lab to register for this course.
  - If you are routed to the Registration Compliance Results page, you have scheduled a course that will not be covered by financial aid and should consult your academic advisor.
- 15.) To print out your schedule when you are done, scroll to the top and click "Return to Menu." Click "Student Schedule by Day & Time." Enter the date of the first day of classes for the semester you are registering for in the date box. If the semester begins on a day other than Monday, be sure to advance your schedule by clicking the "Next Week" link at the top so that all class meetings appear. Then, print it out.

For assistance, visit the Registration Information Center at the Registrar's Office (first floor of Guenther Enrollment Services Center) or contact the Registration Information Center at 518-629-7700 or [studenthelp@hvcc.edu](mailto:studenthelp@hvcc.edu).

