HOW TO WEB REGISTER
Step One:

If you haven’t already, you will need to apply for admission to Herkimer College. Before registration, you will need to be an accepted student. Non-Matriculated students are automatically accepted within two business days of application. Matriculated students will be notified by our Admissions Department if they are accepted. You can find a link to our online application here:

http://www.herkimer.edu/apply/admissions/apply/

Apply

Click here to begin your application

Applying to Herkimer College is easy – and there are lots of reasons to do it, like our exceptional academics, our nationally ranked student success rates and athletics, our beautiful campus, and our affordable tuition rates. Herkimer College offers the premier two-year SUNY experience, so we’re a great choice for many students.

Reach out to our Admissions Office with any questions you may have. Their phone number is 315-868-0300 ext.8278 and e-mail is admissions@herkimer.edu.

Already know Herkimer College is for you? Apply online now.

Non-matriculated students who want to take a few courses but not earn a degree can apply online, too.

Previous students who would like to return to Herkimer College need not fill out the application. Instead they should submit a request to return form.

Thank you for your interest in Herkimer College! We look forward to having you as part of our community.
Step Two:

Go to http://herkimer.edu/sos

User Login

Read Instructions Carefully

1. Enter your User ID (Social Security # or HCCC college ID number).
2. Enter your PIN.
   First time users enter your date of birth as: MMDDYY No spaces or dashes.
   Example: The PIN for birthdate January 8, 1978, would be entered as 010878.
3. Returning users who forgot their PIN can click the Forgot PIN button below and answer the security question to reset their PIN.
4. To make Credit Card or ACH payment:
   a. Select Student Record link under the Student & Financial Aid tab.
   b. Select the Make an Electronic Payment link.

* The Make an Electronic Payment link is unavailable from 10:00 pm until midnight.

Note: Acceptable browsers for Web payments are:
- FireFox 3.0 or higher
- Internet Explorer 6 or higher

User ID: 
PIN: 

Login  Forgot PIN

RELEASE: 8.5.1
**Step Three:**

**Login** to Student Online Services

User ID – HCCC assigned Student ID Number (it begins with an “H”) or your Social Security Number, no dashes, no spaces

PIN – Initially your 6 digit date of birth

If you need any assistance with your Student Online Services (SOS) Account, please contact the Help Desk at [Help@herkimer.edu](mailto:Help@herkimer.edu) or by telephone, during regular business hours, at 315-866-0300, X8555.

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[Login](#)  [Forgot PIN](#)

**RELEASE: 8.5.1**
Step Four:
Select Student Services.

Step Five:
Select Registration link.
Step Six:

Select Register or Add/Drop Classes link.

Step Seven:

Select the term using the drop-down menu and click the Submit button.
Step Eight:
Enter the CRN Number(s) for the course(s) you would like to register for then click the Submit Changes button.

Or, if you don’t know the CRN Numbers, click the “Class Search” button. Then click the “Advanced Search” button.

Fields to narrow your search

Hold down your Ctrl key while clicking to select multiple specific Subjects or select All to view all.

Select “Herkimer Main Campus” to view on-campus and hybrid course offerings. Select “Internet Academy” to view only the online course offerings.
Check the box located directly in front of the courses which you would like to register for:

<table>
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<tr>
<th>Select Box</th>
<th>Remaining Seats available in class</th>
<th>Instructor</th>
<th>Meeting Day and Time (for on-campus courses only)</th>
</tr>
</thead>
</table>

Once you have selected the courses you would like to register for, scroll to the bottom and click the “Register” button:

![Register Button]

**Step Nine:**

Review your schedule:

Select Student Services tab.

Select the Registration link.

Select the Student Schedule link.

If you can view the courses you registered for, you were successful!