



Web Registration Student Information

Herkimer County Community College



Self Registration for Spring 2010

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Student Self Registration for Spring 2010 will go live on **Thursday, November 12th @8:00 am.**

How will I know if I'm registering for the right classes?

Prior to registration every campus based student will have an "**Advisement Required Hold**" placed on their account. This hold will be removed by the student's assigned academic advisor after a consultation/ appointment. Until you participate in this MANDATORY advise-

ment appointment- registration will be restricted. During this appointment you will discuss your current academic progress as well as create a list of appropriate courses for the Spring 2010 semester. You should discuss both your first choice courses as well as some alternate courses in case your first choices are closed.

Contact your advisor by phone/email or in person to make an advisement appointment. Remember that your advisor has other obligations to this campus. Appointments

will be based on their availability- so make an appointment as soon as possible.

Discuss courses to register for as well as some alternate courses in case a class is closed.

Get Specifics on when you will be eligible for web registration.

- *TIP- Ask your advisor if they see any holds that could prevent your from being able to register*

Who is your advisor?

- log onto www.herkimer.edu
- Select 'Quicklinks' - Student Online Services
- Select Current Student- Access Student Information here
- Log in- follow log in directions carefully
- Select Student and Financial Aid
- Select Student Records
- Select View Student Information
- Search by Term will appear - Select appropriate term from the drop box- click submit
- Primary Advisor will be listed

*** You may also find your advisor by selecting Academic Transcripts. This page is very useful when preparing for your Advisement Session. Check it out!

Students should be aware that final responsibility for any actions made during appointments with advisors and/or during self registration rest with the STUDENT. Therefore - it is important that students educate themselves on program requirements, campus rules, policies and procedures

Logging on to SOS

- Log onto www.herkimer.edu
- Select '[Quicklinks](#)' [Student Online Services](#)
- Select [Current Students- Access Student Information Here](#)
- Log in page will appear
- Follow log in directions carefully

*** see next section for special directions if you do not recall your PIN***

TIP– Prep ahead of time! Create a potential schedule using the back of this newsletter to save a lot of time and frustration!

Intro to Student Online Services

Student Online Services is a secure site allowing HCCC students to access and update a variety of their student information online.

SOS– can be found by entering the college website, www.herkimer.edu. Once you arrive at the home page, you will find a button “Student Online Services” and it’s listed alphabetically

in the left side column.

Portions of SOS require a Student ID (SID/User ID and Personal Identification number (PIN). By logging into SOS you certify that you are an HCCC student and the SID/User ID and PIN are yours.

Students will use SOS to:

- Register for classes
- Locate their advisor’s name
- View Financial Aid Status and awards
- View Holds, Mid-term and Final Grades
- View unofficial transcripts
- Print copies of their schedule

Other Holds that Can Prevent Registration

Bursars Hold– An outstanding balance is due Bursar’s office– ext. 8348

Immunization Records– Health office is missing required medical documents– ext. 8373

Library fine– ext. 8270

Parking Fine– ext. 8348

Athletic Equipment– ext. 8344

Resetting your PIN

If you type in your User ID (social security number or HCCC ID) and/or your PIN (initially your date of birth) incorrectly you will see a “Authorization Failure– Invalid user ID or PIN” error.

DO NOT continue to enter this incorrect information! After three unsuccessful attempts to log in your account will be deactivated.

If the PIN you entered is incorrect, retype your User ID and select [Forgot PIN?](#)

[Forgot PIN?](#)

Your security question will appear, type your answer, Click [Submit](#)

Follow the prompts to complete the reset of your PIN

If you continue to have trouble logging into SOS– Contact the Student Help Desk– ext. 8555

Office located in Technology Center

Tips-

Attempt to log on to SOS a few weeks before registration to make sure it is working properly. If you can not log in to SOS– contact the Help Desk.

Read Descriptions of courses in the online College Catalog. If there is a pre-requisite it will be enforced.

Be prepared with a list of courses and a list of alternate courses **AHEAD OF TIME**

Clear any holds that may prevent registration

Chart potential classes on a schedule worksheet to make sure there are no time conflicts

Search for Available Courses– SOS

Sign on to Student Online Services (directions above)

- Select [Student & Financial Aid](#)
- Select– [Registration](#)
- Select [Search Available Classes](#)
- Search By Term will appear– select appropriate term from the drop box– click [Submit](#)

Find out ALL courses being offered in a specific subject area:

–select your desired Subject Area. (ex. English)

–Click [Class Search](#) (all English courses will appear)

Find a specific course:

–select your desired Subject Area (ex. English)

–enter course number (ex. 111)

–Click [Class Search](#) (All EN111 classes will appear)

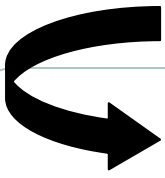
Find a specific time

–Enter desired subject area and course number if you have a specific class in mind.

Enter Session Information (Start time, End time, and Days of the week)

– Click [Class Search](#) (all classes during that time frame will appear)

TIP– When searching classes, don’t forget to record the CRN and have it ready for when it is time to Web Register (CRN is the ID number of the Course– YOU NEED IT TO REGISTER!)



Recommended method for registration!!!

Register by entering CRN's

After logging on to Student Online Services (directions on pg 2)

- Select [Student and Financial Aid Menu](#)
- Select [Registration menu](#)
- [Select Term](#)—pick appropriate term
- Select [Add/Drop classes](#)
- Enter pre-selected CRN's into the Electronic Worksheet (shown to the right)
- Click [Submit Changes](#)

Wait for screen to refresh. If registration errors occur for a class you registered for, you

will not be allowed to register for that class. Select a class from your Alternate Choice List to replace this class. See section of Web Registration Error's for details. Contact your advisor with any questions.

This method of registration is the fastest and most efficient way to register— because you've done the work ahead of time.

Add Class

#No	CRN	#No	CRN	#No
1.	<input type="text"/>	2.	<input type="text"/>	3.
6.	<input type="text"/>	7.	<input type="text"/>	8.

[Submit Changes](#) [Class Se](#)

What do these Error's Mean

?

Time conflict with #####- This course has a time conflict with a course already on your schedule. Drop the course and then do a class search and select the same class at another time. Don't forget to submit your changes!

Preq and Test Score Error— This course has a pre-requisite which you have not met. If you have questions about the validity of this error please see your advisor but you will not be able to register for this class via the web.

Closed Section— The enrollment in this course has reached its limit. Drop this course and enter one of your alternate choices or do a class search for another available section.

Maximum Hours Exceeded— Students are limited to 18 credit hours per semester. If you are interested in a course overload— refer to the college catalog to see if you meet the eligibility requirements for an overload.

If you have any questions or concerns while registering for classes try to make an appointment with your academic advisor as soon as possible.

Lookup Available Classes and Register

After logging on the Student Online Services (directions on pg. 2)

- Select [Student and Financial Aid](#)
- Select [Registration](#)
- Select [Search for Classes](#)
- Enter criteria for a class section (see Search

Available Classes directions on pg. 2)

- Choose [Class Search](#).
- Click to enter a checkmark in front of a class to register for. (a "C" indicates the course is closed; full)
- Choose [Register](#)

NOTE— if you choose [Add to Worksheet](#), you are not registered until you submit your worksheet.

This method of registering is slightly more time consuming and may result in being closed out of some of the sections you desire. It is recommended that you search for classes before registration goes live.

Drop a Class (adjustments)

If you receive errors when registering you may need to rearrange your schedule to fit a new class into your schedule.

- on the schedule that appears after submitting your CRN's you will find a drop box next to each class
- Choose [DROP](#) from the drop box for the class that you would like to delete.

- Choose [Submit Changes](#) (at the bottom, under the worksheet)

Your schedule should reflect the changes immediately.

Enter one of your alternate choices or follow directions to Lookup Available Classes and Register (directions above) if adding an additional class is necessary.

NOTE— 12 credits is considered full time

PRINT!

- Select [Student and Financial Aid](#)
- Select— [Registration](#)
- Select— [Student Detail Schedule](#)
- Select Appropriate Term, [Submit](#)

Your schedule will appear— click ["Submit Printer Friendly Version"](#)

It is very IMPORTANT that you review your schedule closely and compare it to your program requirements to be sure that you are taking appropriate courses. See your academic advisor with any questions.

Pre-Registration Scheduling Worksheet

Alternate Choices				Monday	Tuesday	Wednesday	Thursday	Friday
CRN	Course #/Sect#	Days and Time	Cr	Special Notes				
					8:00-9:00am	8:00-9:00am	8:00-9:20 am	8:00-9:00am
					9:15-10:15 am	9:15-10:15 am	9:15-10:15 am	9:15-10:15 am
					10:30-11:30 am	10:30-11:30 am	9:30-10:50 am	10:30-11:30 am
First Choice Courses								
CRN	Course #/Sect #	Days and Time	Cr	Special Notes	11:45-12:45 pm	11:45-12:45 pm	11:00-12:20pm (Activity hour)	11:45-12:45 pm
					1:00-2:00pm	1:00-2:00pm	12:20-1:20 pm	1:00-2:00 pm
					2:15-3:15pm	2:15-3:15pm	1:30-2:50 pm	2:15-3:15pm
					3:30-4:30 pm	3:30-4:30pm	3:00-4:20 pm	3:30-4:30 pm
					4:45-5:45pm	4:45-5:45pm	4:30-5:50pm	4:45-5:45pm

Student Name _____ H# _____ Curriculum: _____

The Advisor and Student have consulted on the above course selections. The student assumes final responsibility for these selections and all subsequent changes

Student Signature: _____ Date: _____ Advisor Signature: _____