

How to Register on

- 1.) Once you are logged in, click on “Enrollment, Financial Aid, Student Accounts and Student Services.”
- 2.) Click on “Registration.”
- 3.) To search for days and times of courses, click on “Look-up Classes to Add” and continue to step 4. If you already have CRNs, click on “Add/Drop Classes” 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 8.
- 4.) Select the appropriate term and click the “Submit” button.
- 5.) Use the course codes and numbers from your advisor to search for the courses you want. For example, for ENGL 101, you would select “English” on the Subject menu and enter 101 in the Course Number box. You can also limit your search by instructional method and days/times.
- 6.) To register click the box in the leftmost column of the class you want, scroll to the bottom and click “Register.” If you see a “C” in the leftmost column, the class is closed. If you are registering for a course with a lab, be sure to click the boxes of both the lecture and the lab (Ex: Sections 01 and 01A or 500 and 50A).
- 7.) Enter your AVN (found on your advisement sheet).
- 8.) Scroll down to see the status of your schedule. The courses you are registered for will say “Web Registered” next to them. You may run into a few different types of registration errors:
 - 8a.) Prerequisite and Test Score error: This course has a pre-requisite. Your advisor must override this error.
 - 8b.) Reserve Closed or Field of Study Restriction - Major: Some seats are reserved for certain majors. If you get one of these errors, the course is closed to you.
 - 8c.) Linked course required: You must click the boxes next to both the lecture and lab to register for this course.

- 8d.) 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.
- 9.) To search for another class, click “Class Search” and start again at step 5.
- 10.) 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. Then, print it out.
- 11.) To view your textbook information, you must search for your classes through “Look-up Classes to Add” (refer back to step 3). Once you have found one of your courses by matching the CRN, click on the CRN and follow the links to view textbook information.

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.

