

Self-Service Student Quick User Guide

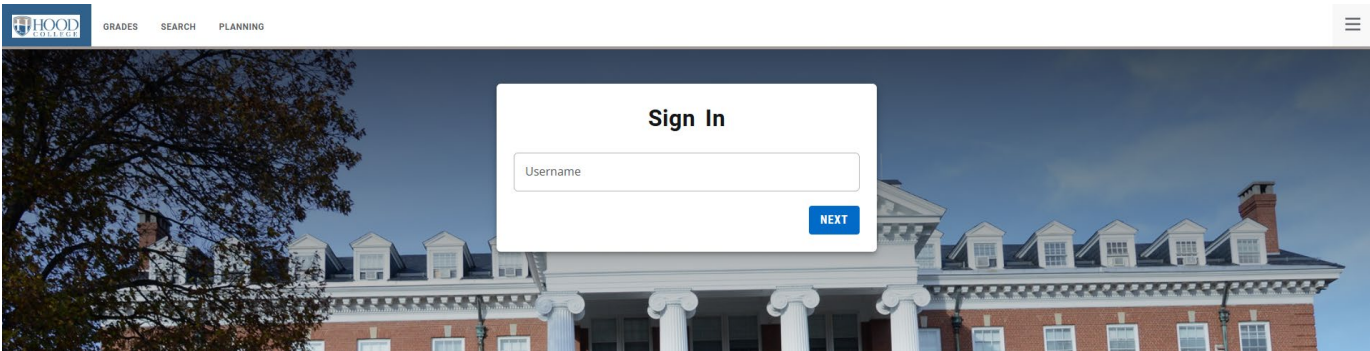


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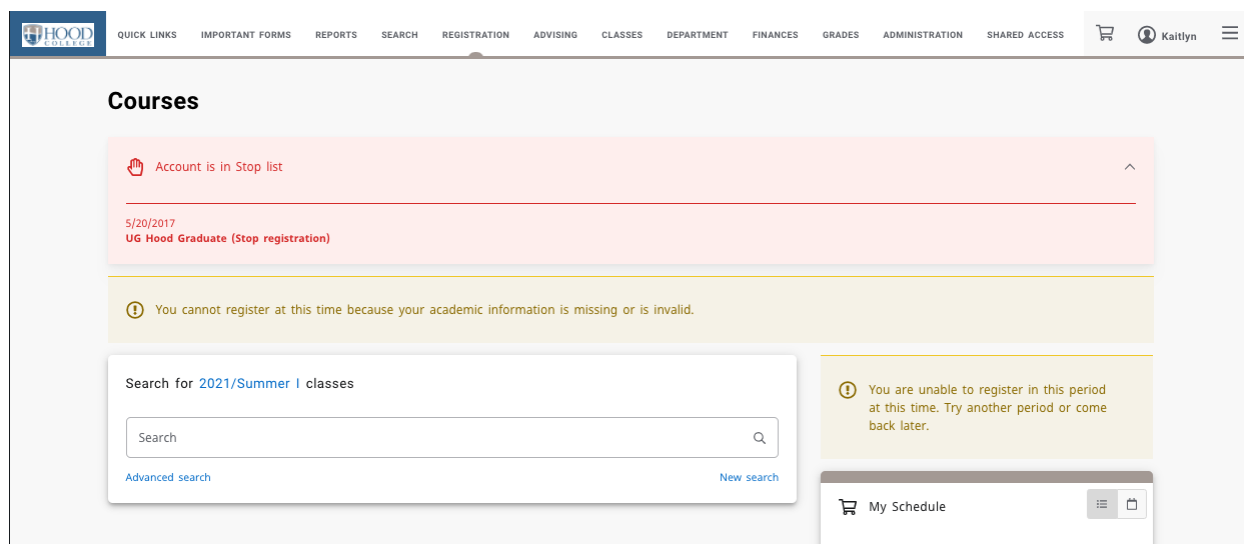
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Check Self Service for Holds

- Log into Self Service
- Hover over Registration in the top toolbar and click Courses

If you have a hold, you will see a banner in red with a message “Account is on Stop list”. You will see the date that the hold was placed on your account as well as a description of the hold.



Contact the office responsible for placing the hold and make arrangements to fulfill your obligations and have your hold released before you attempt to register for courses. The stop code and corresponding office can be found in the chart below.

STOP CODE	NOTES	DEPARTMENT	PHONE	EMAIL
Acctg Hold Reg & Tran	Stops registration	Accounting Office	(301) 696-3607	accounting@hood.edu
Assault Prevention	Stops transcript/grade viewing, transcript order processing, release of diploma/certificate	Graduate School	(301) 696-3600	gofurther@hood.edu
Disciplinary Hold		Residence Life	(301) 696-3577	residencelife@hood.edu
EAP 500		Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad Acad Warning		Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad F1 Visa	Stops registration	International Student Services	(301) 696-3811	pdso@hood.edu
Grad Fluency	Stops registration	Graduate School	(301) 696-3600	gofurther@hood.edu
Graduate International	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad May Not Enroll	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Graduate No Transcript	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad Pet for Readmit	Stops registration	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Library Obligation		Library	(301) 696-3909	No emails-please call to resolve
Nursing Department Obligation	Stops registration	Nursing Department	(301) 696-3316	fernando@hood.edu

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UG F1 VISA		International Student Services	(301) 696-3811	pdso@hood.edu
UG Health Records Hold	Stops registration	Health & Counseling Services	(301) 696-8374	healthservices@hood.edu
UG 2 or More Inc		Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Need HS Transcr	Stops registration	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Need Grad App	Stops registration	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Pet for Readmit	Stops registration	Registrar's Office	(301) 696-3616	registrar@hood.edu

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Registering for courses:

- Log into Self Service.
- Hover over Registration in the top toolbar and click Courses.
- The search screen that appears will default to the current term, which is hyperlinked.
- Click on that term to open the options for future terms; select the term in which you want to register for coursework. If you want to register for coursework in different terms, you have to follow these steps for each term separately:

Courses

Search for **2023/Spring** classes



[Advanced search](#)[New search](#)

What term do you want to search? ✕

Terms open for registration

☐ 2023/Fall **NOT ABLE TO REGISTER**

☐ 2023/Summer I **NOT ABLE TO REGISTER**

☒ 2023/Spring **NOT ABLE TO REGISTER**

Terms not currently open

You will not be able to register in these terms.

☐ 2023/Winter

SELECT

- After you select the term you want to register, your search screen will show that term:

Courses

Search for **2023/Fall** classes



[Advanced search](#)[New search](#)

- Before you can complete your registration process, you must read the financial responsibility agreement:

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 Acceptance of agreements is required before registering.

READ AGREEMENT

 Acceptance of agreements is required before registering.

Registration Agreement

Financial Responsibility

By Wait listing/Registering for classes, a student acknowledges responsibility for payment of tuition and fees generated by the registration. Failure to make payment by the specified due date will result in late fees.

For more information on Hood College's late fee policy, [click here](#). Dropping coursework before the start of a term will result in a 100% refund/credit on tuition and

☒ I accept that I have read and understand the agreement*

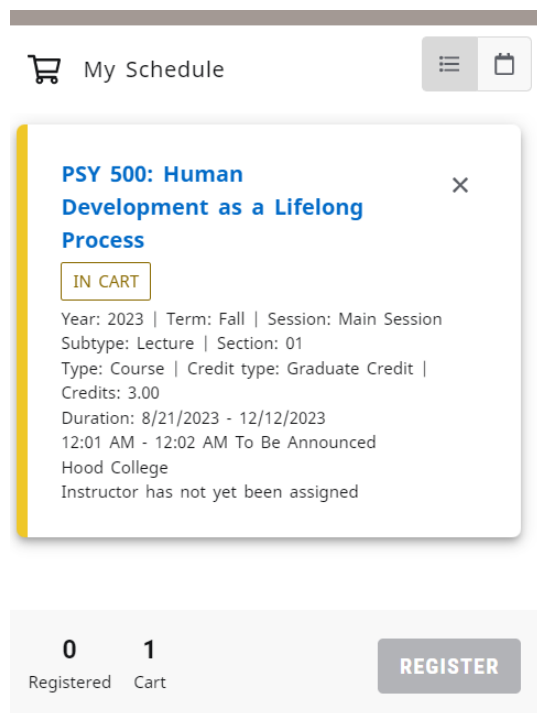
SAVE

- You can either type a specific course number in the search field or click on “Advanced Search” to narrow down your options. If you want to view all courses with a particular prefix, like PSY, just type PSY in the Course field of the Advanced Search option, and all courses with that prefix will appear. It is recommended that you filter on the Program type as well (GR = graduate coursework; UG = undergraduate coursework) to narrow your results. Click Search to view your results.
- The course number and title for each result is hyperlinked so you can view the course description. For any course you wish to register, click the ADD button to add it to your cart:

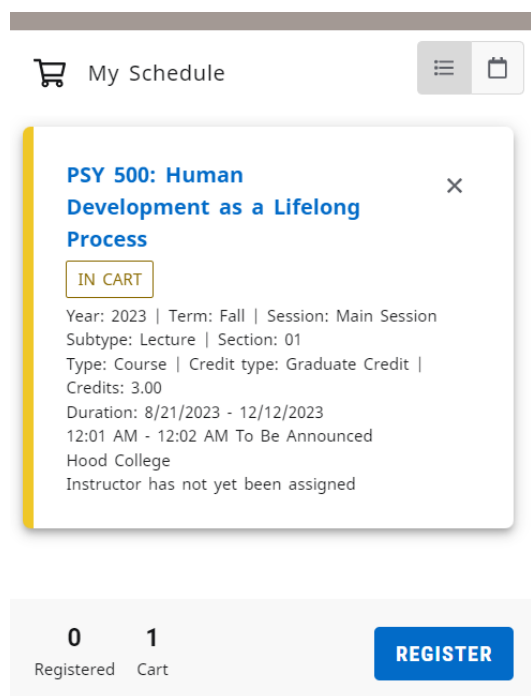
PSY 500: Human Development as a Lifelong Process Year: 2023 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Graduate Credit Duration: 8/21/2023 - 12/12/2023 12:01 AM - 12:02 AM To Be Announced Hood College	 Instructor has not yet been assigned	3.00 Credits	25 Seats Left	ADD
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- On the right-hand side, you will see a box titled, “My Schedule”. Any course that you add to your cart will appear there. At the bottom of that box, you will see the number of courses in your cart and how many you are actually registered for.

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- If you have added coursework to your cart that you don't want to take, you can simply click the X in the top right corner of that class in your cart to remove it.
- Before the registration period opens, you can add courses to your cart, but the REGISTER button is greyed out, which means you cannot complete the registration process. Once registration opens, that REGISTER button will change to blue, and you can complete the registration process.



- Once you are registered for your coursework, your My Schedule box will show the courses for which you are registered and the Registered tally field at the bottom will indicate how many classes you are registered for:

Self-Service Student Quick User Guide

 My Schedule  

PSY 500: Human Development as a Lifelong Process 

REGISTERED

Year: 2023 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Graduate Credit | Credits: 3.00
Duration: 8/21/2023 - 12/12/2023
12:01 AM - 12:02 AM To Be Announced
Hood College
Instructor has not yet been assigned

1
Registered

REGISTER

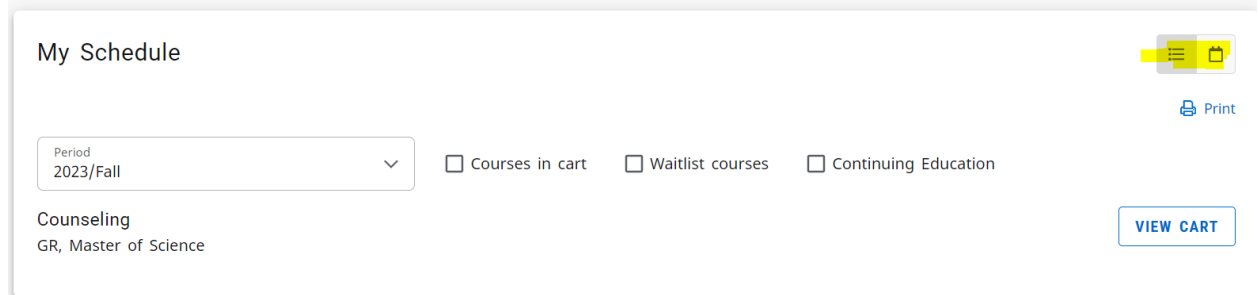
Reminders:

- If you are trying to register for coursework for which you have not met the prerequisite, you must obtain written instructor permission to be added to the course.
 - Undergraduate students should submit registration approvals/prerequisite override approvals to registrar@hood.edu
 - Graduate students should submit registration approvals/prerequisite override approvals to hoodgrad@hood.edu
- Courses may be placed in your Cart but do not guarantee seats will be available once registration officially begins for your registration group.
- PLEASE CHECK YOUR CART FOR ERRORS! You will be unable to register for the courses in your Cart if there is an error or a conflict. You can check for errors in Self-Service by navigating to and hovering over the REPORTS tab at the top and then select “Check My Cart”.
- If you are attempting to register for a course that requires permission (independent studies, theses, research projects, x-credits, departmental honors and any course in which you are required to have the permission of the instructor to enroll) registration for any of these course types must be processed by the Registrar’s Office in the following ways:
 - Undergraduate students submit the Registration Drop/Add form, which is available under the Services, Requests & Forms page of the registrar website (www.hood.edu/registrar).
 - Undergraduate students who wish to register for an internship, must complete the internship process and application with the [Career Center staff](#).
 - Graduate students submit the Graduate Permission to Enroll form, for independent studies, theses, and research projects, which is available online at www.hood.edu/gradforms.
 - Graduate students who wish to register for an elective internship must follow the process and submit the Internship Application form online at www.hood.edu/gradinternship.

Viewing your Schedule

- Log into Self Service
- Hover over Registration in the top tool bar and click on My Schedule
- This screen will provide information about all of the courses you are registered for and give you the option to view what courses are still in your cart and what courses you may be waitlisted for. This screen will also give you the option to view your schedule in List View or Calendar View:

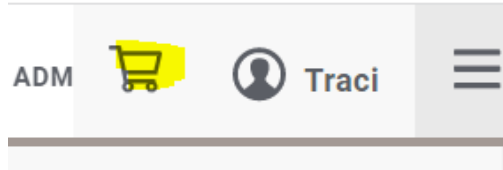
My Schedule



The screenshot shows the 'My Schedule' page. At the top left, it says 'My Schedule'. On the right, there is a yellow shopping cart icon and a 'Print' button. Below the title, there is a dropdown menu for 'Period' set to '2023/Fall'. To the right of the dropdown are three checkboxes: 'Courses in cart', 'Waitlist courses', and 'Continuing Education'. Below the dropdown, it says 'Counseling' and 'GR, Master of Science'. On the far right, there is a blue button labeled 'VIEW CART'.

Another way to view your schedule:

- Click on the Cart icon in the top right corner next to your name



- The Courses search screen will appear, and you'll have to click the current hyperlinked term to select the future term schedule you wish to view
- The My Schedule box will appear on the right side of your screen, and will show all courses for which you are registered and/or waitlisted for that term.

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Dropping a Course

- Log in to Self Service
 - Hover over Registration at the top of the screen
 - Click on Courses link
- Your schedule will appear on the right side of your screen. If you're registered for more than one course, each course will show separately.
- Click on the Trashcan icon to drop the course you'd like to remove from your schedule.

Waitlists

- If you want to register for a course that is full, you will have the option to put yourself on the waitlist, by clicking the ADD to Waitlist button:

The screenshot shows the 'Courses' section on the left and the 'My Schedule' box on the right. In the 'Courses' section, a search bar contains 'THAN 521'. Below it, a result for 'THAN 521: Grief, Mourning and Bereavement' is displayed. The course details include: Year: 2023 | Term: Fall | Session: Main Session, Subtype: Lecture | Section: 01, Type: Course | Credit type: Graduate Credit, Credits: 3.00, Duration: 8/21/2023 - 12/12/2023, 12:01 AM - 12:02 AM ONLINE, Hood College, ONLINE, Room ASYNCH. A note states 'Instructor has not yet been assigned'. To the right of the course details is a blue 'ADD' button with a yellow arrow pointing to it, and the text 'To waitlist' below it. The 'My Schedule' box on the right shows a calendar icon and the text 'Your schedule is empty'. At the bottom of the 'My Schedule' box, it shows '0 Registered' and a 'REGISTER' button.

- Once you've done that, your My Schedule box will show a status for the course as Pending - On Waitlist:

The screenshot shows the 'My Schedule' box with the course 'THAN 521: Grief, Mourning and Bereavement' added. The course details are the same as in the previous screenshot. The status 'PENDING - On waitlist' is highlighted in yellow. At the bottom of the 'My Schedule' box, it shows '0 Registered' and '1 Pending', with a 'REGISTER' button.

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View your waitlisted courses:

- Hover over Registration in the top toolbar and click My Schedule
- Make sure your schedule view is set on List View and click the Waitlisted Courses box
- Any courses for which you are waitlisted will appear in the results

My Schedule

My Schedule

Period: 2023/Fall

☐ Courses in cart ☒ Waitlist courses ☐ Continuing Education

Int Studies in Human Behavior
GR, Master of Arts

VIEW CART

Session Main Session

THAN 521: Grief, Mourning and Bereavement

Subtype: Lecture | Section: 01
Type: Course | Credit type: Graduate Credit
Duration: 8/21/2023 - 12/12/2023
12:01 AM - 12:02 AM
ONLINE
Hood College, ONLINE, Room ASYNCH

Instructor has not yet been assigned

3.00 Credits

PENDING On waitlist

Waitlist Management:

- Undergraduate students - If you are still waitlisted when the term begins, you must attend the first class and speak to the instructor to see if you can be added to the class. If admitted, the instructor must sign the Registration Drop/Add form, which can be submitted to the Registrar's Office via email (registrar@hood.edu) or in person (Apple Resource Center; 2nd floor). Any registration changes, even adding from a waitlist, must be submitted to the Registrar's Office by the drop/add deadline published in the Academic Calendar.
- Graduate students – Any students who are waitlisted for coursework once the term begins and have not received prior approval to add to the course before the first class meeting, will be dropped from the waitlist by the Registrar's Office. Graduate students may not attend the first class meeting to try to be added to the course.

Drop from waitlisted courses:

- Hover over Registration in the top toolbar and click Courses.
- Click on the hyperlinked current term to select the desired term schedule you wish to view.
- Click the X in the top right corner of the waitlisted course to remove yourself from the waitlist:

My Schedule

THAN 521: Grief, Mourning and Bereavement

PENDING On waitlist

Year: 2023 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Graduate Credit | Credits: 3.00
Duration: 8/21/2023 - 12/12/2023
12:01 AM - 12:02 AM ONLINE
Hood College, ONLINE, Room ASYNCH
Instructor has not yet been assigned

PSY 500: Human

1 Registered 1 Pending

REGISTER

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Schedule Terminology

Schedule Days:

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
N	Sunday

Campus Buildings:

AD	Alumnae Hall (Administration)
AR	Apple Resource Center
BR	Brodbeck Music Hall
CH	Coffman Chapel
HT	Hodson Technology Center
LB	Beneficial Hodson Library and Learning Commons
NH	Blazer Hall dormitory, 1 st floor
RO	Rosenstock Hall
TA	Tatem Hall
TH	Tollhouse (7 th Street behind the College for School of Behavioral Health and Sciences)
WC	Whitaker Campus Center

Online, Bimodal and Hybrid Coursework:

- BIMO** Bimodal; A single course section that allows students to attend either in person on campus or online synchronously. Instructors may appear in person or online and are required to enter attendance in Self Service every class meeting.
- HYB** Hybrid; a combination of on-campus (in person) and online meetings. Online sessions may be synchronous at the standard meeting day/time; or asynchronous with no set meeting. At least 51% of the course is in person.
- S-OL** Synchronous Online; 100% online class meetings with set meeting days and times.
- A-OL** Asynchronous Online; 100% online class meetings with no set meeting days and times, nor required weekly meeting. There are still deadlines for exams and assignments, but no set meeting days and times for lectures.
- *Online coursework/meetings are administered through Blackboard. Review all student guidelines for online and hybrid coursework in the college catalog (www.hood.edu/catalog).*

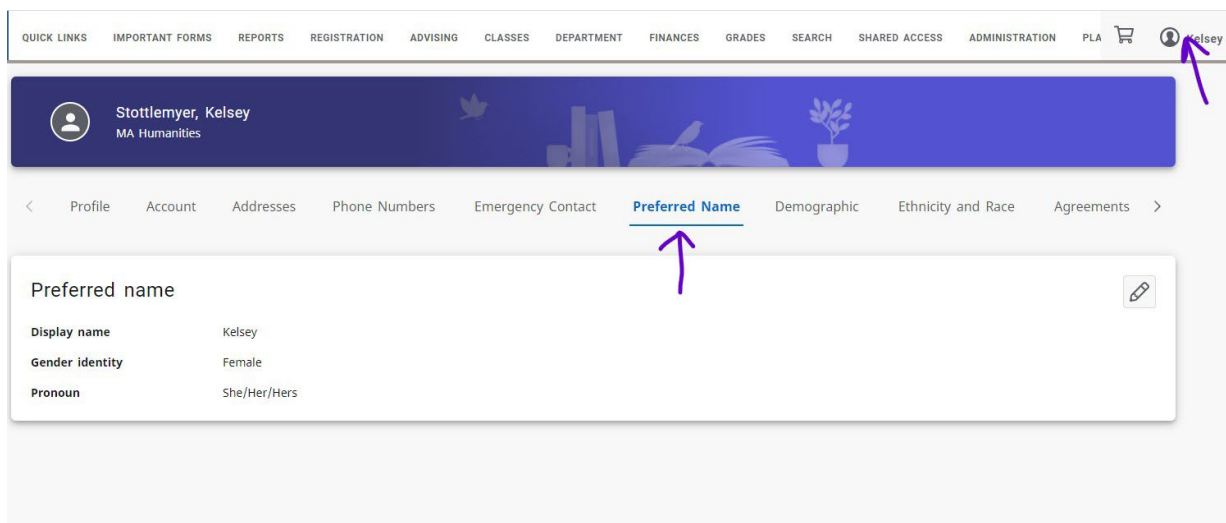
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Changing Preferred Name, Gender Identity or Pronouns

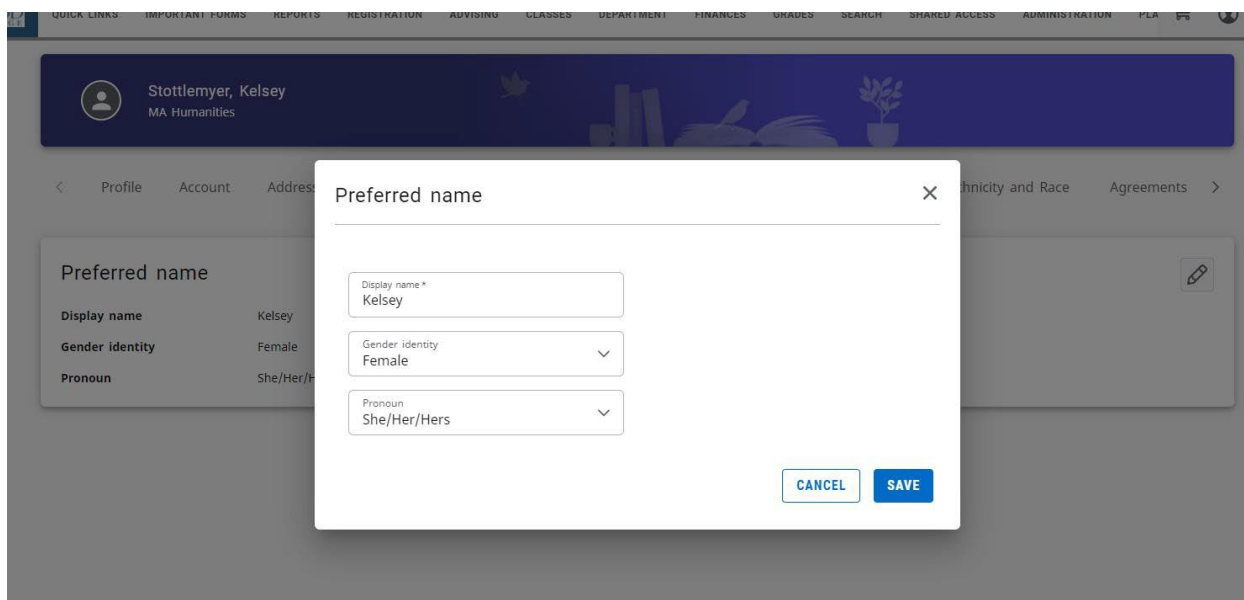
In Self Service you can update your preferred or display name*, your gender identity and your preferred pronouns. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

Midway across the screen is a tab called “Preferred Name”.

Clicking it looks like:



Clicking the pencil icon in the top right will open an editing window like below:



Once you click save, a message will appear that states “Changes Saved”.

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Changing Addresses

In the new Self-Service you can update your address information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The third tab is called “Addresses”

The screenshot shows the 'Addresses' tab selected in the top navigation bar. The user's name 'Stottlemeyer, Kelsey' and 'MA Humanities' are displayed in the top right. Below the navigation bar, the 'Address Information' section is visible. It contains a table with two rows of address information. The first row shows a 'Permanent' address with a 'PREFERRED' status, a redacted address, and an 'Effective Date' of '11/19/2015'. The second row shows another 'Permanent' address with a 'PREFERRED' status, a redacted address, and an 'Effective Date' of '12/15/2020'. A blue '+' button is located in the top right corner of the 'Address Information' section.

Type	Address	Effective Date
Permanent PREFERRED	[Redacted]	11/19/2015
Permanent PREFERRED	[Redacted]	12/15/2020

The screenshot shows the 'Add Address' form. The 'Billing' tab is selected in the left sidebar. The form includes several input fields: 'House number', 'Address line 3', 'Address line 4', 'Postal code', 'City *', and a 'State/Province' dropdown menu. The 'City *' field is marked with an asterisk, indicating it is required.

Add Address

Billing

House number

Address line 3

Address line 4

Postal code

City *

State/Province Select...

You can update Self-Service with a billing, local, parent, permanent and Study Away or Abroad address. These changes have to be approved, and you will receive an email when you submit the request, and when the request has been approved or denied.

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Changing Phone Numbers

In the new Self-Service you can update your phone number information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The fourth tab is called “Phone Numbers”

The screenshot shows the 'Phone Numbers' tab selected in the user profile interface. The header bar at the top displays the user's name 'Stottlemeyer, Kelsey' and 'MA Humanities'. Below the header, a navigation bar contains tabs: Profile, Account, Addresses, Phone Numbers (selected), Emergency Contact, Preferred Name, Demographic, Ethnicity and Race, and Agreements. The main content area is titled 'Phone Numbers' and features a table with columns: Type, Description, Number, Country, and Do not call reason. There is a blue '+' button in the top right corner of the table area. The table contains three rows of phone numbers, all from the United States of America. The first row is marked as 'PRIMARY'. The second and third rows have 'Make primary' links. Each row also has a trash icon in the 'Do not call reason' column.

Type	Description	Number	Country	Do not call reason
DAYPHONE	PRIMARY	[REDACTED]	United States of America	
DAYPHONE		[REDACTED]	United States of America	Make primary
CELL		[REDACTED]	United States of America	Make primary

You can submit Day phone, Evening phone, and Cell phone.

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Changing Ethnicity and Race

In Self Service you can update your ethnicity and race information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The eighth tab is called “Ethnicity and Race”

The screenshot shows the top navigation bar of the Self-Service Student interface. The user's name, 'Stottlemeyer, Kelsey', and email, 'MA Humanities', are displayed on the left. The navigation tabs are: Profile, Account, Addresses, Phone Numbers, Emergency Contact, Preferred Name, Demographic, **Ethnicity and Race** (highlighted), and Agreement. The 'Ethnicity and Race' form is displayed below the tabs. It contains the following fields:

- Ethnicity Information**
 - Are you of Hispanic/Latino ethnicity or descent?
 - Hispanic/Latino *
 - No (selected)
 - ☐ Hispanic Yes
 - ☒ Hispanic No
 - Select one or more races with which you identify yourself
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian or Other Pacific Islander
 - ☒ White

A blue 'SAVE' button is located at the bottom left of the form.

This is the same as the Ethnicity and Race form found on the former Self-Service

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Changing Emergency Contact Information

In the new Self-Service you can update your address information. To do this, hover over your name in the top right of the screen, and when the dropdown shows, click “Profile”.

The fifth tab is called “Emergency Contacts”

The screenshot shows the 'Emergency Contact' section of a student's profile. At the top, a blue header bar contains the student's name 'Bolton-Blevins, Kaitlyn' and degree 'BS Computer Science'. Below this is a navigation bar with tabs: Profile, Account, Addresses, Phone Numbers, **Emergency Contact**, Preferred Name, Demographic, Ethnicity and Race, Agreements, and Shared Access. The 'Emergency Contact' section has a title 'Emergency Contact' and a note 'There can be up to 2 emergency contacts registered.' Below this are two panels: 'Primary Contact*' and 'Secondary Contact*'. Each panel contains a name field (with a person icon), a relationship dropdown (set to 'Parent'), a phone number field (with a phone icon), and an email address field (with an envelope icon). Each panel also has an edit icon in the top right corner.

At least one emergency contact is required, and you can submit phone number and email address.

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Viewing your Academic Plan

Your academic plan, or degree audit system, is available under the Registration link on your Self Service account.

- The green check next to a course signifies it's been fulfilled
- The hourglass next to a course signifies it's in progress
- If you are enrolled in multiple programs, programs with multiple degree plans, concentrations/focus areas, etc., those course requirements will appear under the "Other Plans" button
- Courses not Assigned to this Plan are courses that have been attempted that don't fulfill course requirements built into the academic plan(s) assigned to you. If you see coursework in that section of the plan that you believe should be counted within a specific program requirement, please email registrar@hood.edu so we can review and make the necessary adjustments. This may occur if a substitution has been approved by a department that the registrar's office doesn't know about, if program requirements changed since your initial enrollment, or if there's a technical glitch with the system.
- Any non-course related program requirements, like comprehensive exams and exitfolios are tracked by the registrar's office and not available for view on this academic plan.

If you wish to change your degree program or add a program, you can use the "What If" tool under this Registration link, which will enable you to evaluate what coursework is required and may have already been fulfilled. It's important to review all policies in the catalog when adding a program.

Viewing your Unofficial Transcript

Hover over the Grades tab and click on Unofficial Transcript. This may take a moment to open. You can download and/or print this document, but remember that it is an unofficial transcript. If you need an official transcript, please visit www.getmytranscript.com to place an order.