

Step by Step Guide – How To Register For Classes Through MyHACC

Log in to the MyHACC portal at my.hacc.edu. Under the Registration/Records tab, click “Browse for Classes and Register/Add/Drop”

Click on “Register/Add/Drop Classes”



Register/Add/Drop Classes

Search and register for your classes. You can also view and manage your schedule.

Select the term you would like to register for in the dropdown menu, then click continue. Note that if you need an advising code, this is when you will be asked for it. Please have your advising code when registering.

On the next screen, **select** any campuses, subjects, and course numbers; you would like to register for and click “Search.”

The next screen will display all classes that meet your entered criteria. You can use the arrows in the bottom left of the screen to move through pages until you find the class you want. Once you’ve found it, **click** its “Add” button in the rightmost column.

Please note that this does NOT register you for the class, but rather adds that class to a list of changes to be made when you submit the form. In order to register, be sure that the drop down menu next to each class you would like to add in the bottom right is set to “Web Registered” and then **click** the submit button. After some time, the class’s status should change to “Registered.” If it doesn’t, hovering your mouse over the status column will give you information about any particular errors.

Once all of your classes say “Registered,” **click** the Schedule and Options tab and then the printer icon in order to **print** a copy of your schedule. You can then **bring** that copy to the Welcome Center for a photo student ID, and to the bookstore for help finding your books.

The screenshot shows the top navigation bar with three tabs: Home, Registration/Records, and Financial Aid. Below this is a dark red header with the text "Registration and Veteran Information". Underneath, there is a "Registration" dropdown menu. A blue arrow points upwards to the "Registration/Records" tab, and another blue arrow points to the "Browse for Classes and Register/Add/Drop" option in the dropdown menu.

- » Registration Dates & Deadlines
- » Check My Registration Status and View Schedules
- » Browse for Classes and Register/Add/Drop
- » Last Day to Drop Class with Tuition Refund
- » Enrollment Verification

The screenshot shows a registration form titled "Terms Open for Registration". It has a dropdown menu for the term, currently set to "Winter 2018/2019 or Spring 2019". Below this is a field for "Advising Code*" and a "Continue" button.

BROWSE CLASSES

Enter Your Search Criteria

The screenshot shows a search criteria form with several input fields: "Campus" (with a dropdown menu showing "Winter 2018/2019 or Spring 2019"), "Subject", "Subject and Course Number", "Attribute", and "Keyword". At the bottom, there are "Search", "Clear", and "Advanced Search" buttons. A blue arrow points to the "Search" button.