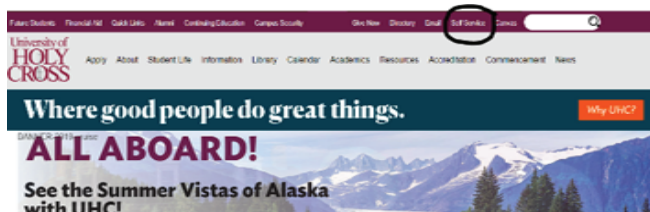







CLASS REGISTRATION INSTRUCTIONS

After you have met with your academic advisor to plan your class schedule, please follow the instructions below to register for your classes:

1. Go to uhcno.edu.
2. Click Self-Service on the top right hand side.



3. Log in with your UHC email address and password.
 - a. Note: Self-Service may require you to authorize your account if it is your first time logging in. Enter information required.
4. Once logged in, click “ Register.”
5. Click “Traditional Courses.”
6. Select the period you are registering for. Ex: *2019/Fall*.
7. Click “Section Search.”
8. In the Course Code box, using your curriculum guide, type in the course you want to search. Enter letter and numbers without any spaces. Ex: *BIO101*.
9. Choose your period. Ex: *2019 Fall*.
10. Click search.
11. This will prompt the sections, days, times, instructors, credits, and available seats for the course.
 - a.  available seats
 - b.  closed
12. Click the button to add the course to your cart.
13. Click  [New Search](#) under the options tab.
14. Repeat steps 6-13 for all courses you wish to add.
15. Once all courses have been added to cart, click “proceed to registration.”
16. Your added courses should now all be listed. Click the “Next” button on the bottom of the screen.
17. Click “Next.”
18. Your screen should now say your schedule has been submitted to your advisor for approval. Your assigned advisor will receive your schedule notification and approve your courses.