



HARDIN-SIMMONS
UNIVERSITY

Introduction to Self-Service

Student Planning and Registration

FEATURES OF STUDENT PLANNING

Intuitive

Straightforward and easy to use

Interactive

Messaging and links provide quick access and information

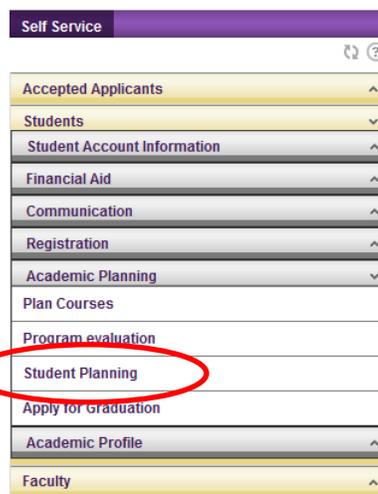
Integrative

Seamlessly blends student record and course information

Ready to start?



1. Log-in to HSU Central
2. From Student menu select *Academic Planning*
3. Select *Student Planning*
(You will see the message "Redirecting to Self-Service." It may take a few seconds to load.)



A. If you already have a degree plan, you may choose “Go to My Progress” to see your degree plan.

The screenshot shows the 'Steps to Getting Started' section of the Student Planning Overview. It features two main steps:

- 1 View Your Progress**: Start by going to My Progress to see your academic progress in your degree and search for courses. [Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**: Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. [Go to Plan & Schedule](#)

The first step, 'View Your Progress', is circled in red. The interface also includes a search bar for courses and navigation menus for Academics, Student Planning, and Planning Overview.

You may select courses for scheduling directly from your degree plan in My Progress. (If you select “My Progress” and your degree plan does not load, then select Course Catalog (see **B** below) to search and select courses for scheduling.)

The screenshot displays the 'Foundational Curriculum' section, which is divided into two parts:

- A. English & Comm**: Effective Communication, 9 credits: Take ENGL-1301, ENGL-1302 and COMM-1301. Complete all of the following items. **2 of 9 Completed.** [Hide Details](#)
 - ENGL-1301 and ENGL-1302 **2 of 2 Courses Completed.** [Show Details](#)
 - COMM-1301 **0 of 1 Courses Completed.** [Hide Details](#)
- B. Mathematics**: Quantitative Reasoning, 3 credits: MATH-1301 or other recommended MATH course. Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

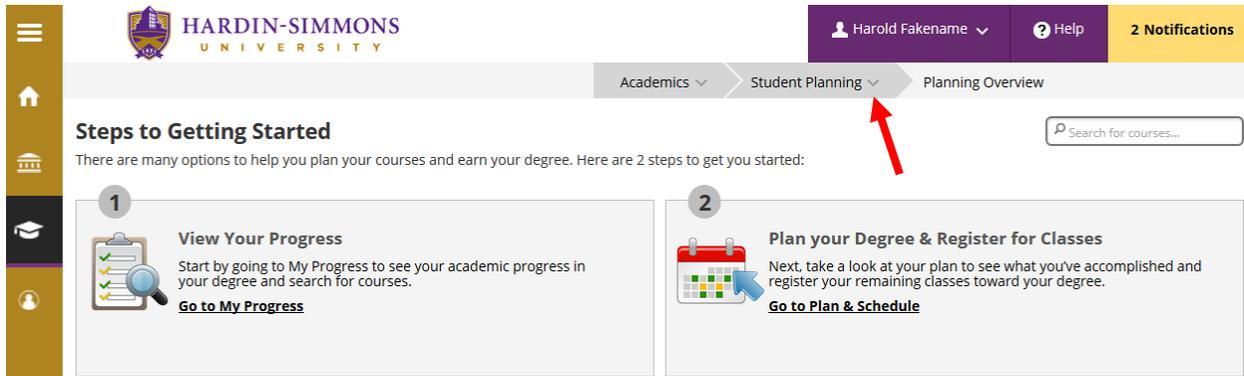
A table below the English & Comm section shows the status of individual courses:

Status	Course	Grade	Term	Credits
Not Started	COMM-1301 Speech Communication			

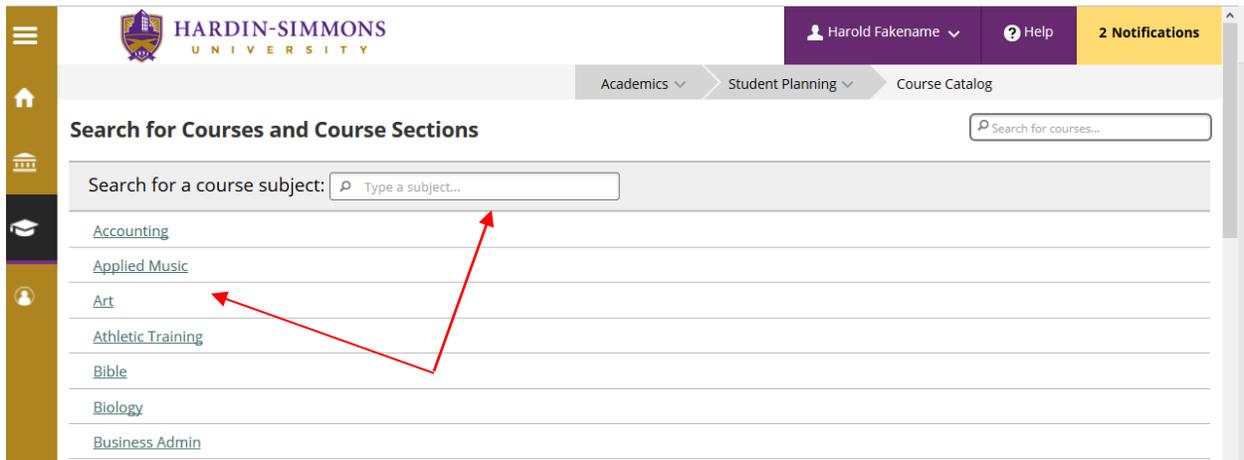
Annotations explain the status indicators:

- If a requirement is complete, it will indicate by green check.** (Points to the green checkmark next to '2 of 2 Courses Completed' and the 'Show Details' link.)
- If a requirement is incomplete, it will indicate by red exclamation. You may click on the course link or the Search button to go to course catalog.** (Points to the red exclamation mark next to 'Not Started' and the 'COMM-1301' course link.)

B. If you do not have a degree plan or you simply want to quickly choose a course, then select Course Catalog from the Student Planning drop-down menu.



Then you can either scroll and click on the subject in the column or type the subject in the Search field



C. You may scroll through the list of courses or select additional filter(s) to refine the list of choices (i.e. meeting days, meeting time, term, etc.). You may add course to plan or expand the View Available Sections and select a course section to add to plan.

Search for Courses and Course Sections

Back to Plan & Schedule

Filter Results

Filters Applied: Bible

SUBJECTS

- Bible (50)

LOCATIONS

- Hardin-Simmons University (11)
- Online (2)

TERMS

- Fall 2017 (8)
- Summer I 2017 (4)
- Summer II 2017 (3)
- May Term 2017 (2)

DAYS OF WEEK

- Monday (9)
- Tuesday (6)
- Wednesday (5)
- Thursday (6)
- Friday (2)

TIME OF DAY

Select time range...

INSTRUCTORS

BIBIL-1099 Special Topics (1 to 4 Credits) Add Course to Plan

No description available.

Requisites: None

BIBIL-1301 Old Testament Survey (3 Credits) Add Course to Plan

Introductory survey of the Old Testament. Emphasis is placed upon the foundational issues of Old Testament history and interpretation. Brief consideration is given to the entire Old Testament

This course is planned.

Requisites: None

Offered: Fall, Spring, Summer, All years

> View Available Sections for BIBIL-1301

BIBIL-1302 New Testament Survey (3 Credits) Add Course to Plan

D. After selecting Add Course to Plan, search of another course or click “Back to Plan & Schedule.”

Search for Courses and Course Sections

Back to Plan & Schedule

Filter Results

Filters Applied: Bible

SUBJECTS

- Bible (50)

BIBIL-1099 Special Topics (1 to 4 Credits) Add Course to Plan

E. Once sections are added to the planning schedule, then you may choose **Register Now** to register for all of the classes or select **Register** for an individual course section from the list on left. Note: check to be sure all restrictions are removed prior to registration. See Notifications tab in upper right.

To remove ALL courses from the plan, select “Remove Planned Courses.”

To remove individual classes from the schedule, click the “x” on the schedule or remove from list by selecting “x” on section list on the left.

Note: to view other sections on the plan, select “View other sections.” The other sections will appear on the schedule. You may select the section you prefer on the schedule. Once you select one section, the other sections will no longer display on the schedule. Be sure to notice if there are multiple pages of other sections. Click on arrows to view other sections on the plan.

- Tips: Yellow = planned for registration
- Red = class is closed
- Green = enrolled (registered) for class

F. You will have the option to add and/or drop classes after registration until the first day of the semester. Keep in mind that you may not drop all of your classes. If you want to cancel your enrollment, contact the Office of the Registrar and submit the online registration cancellation request, <http://www.hsutx.edu/offices/registrar/forms/>.