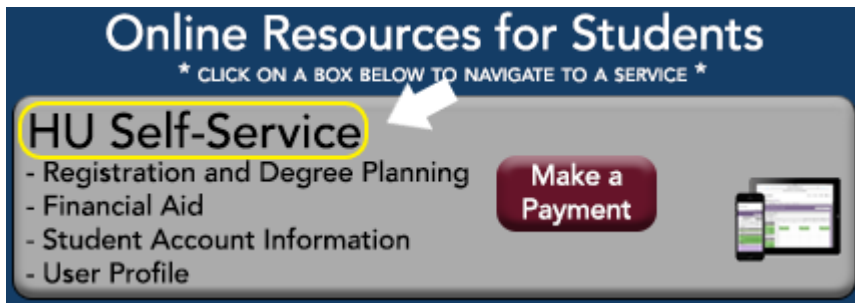


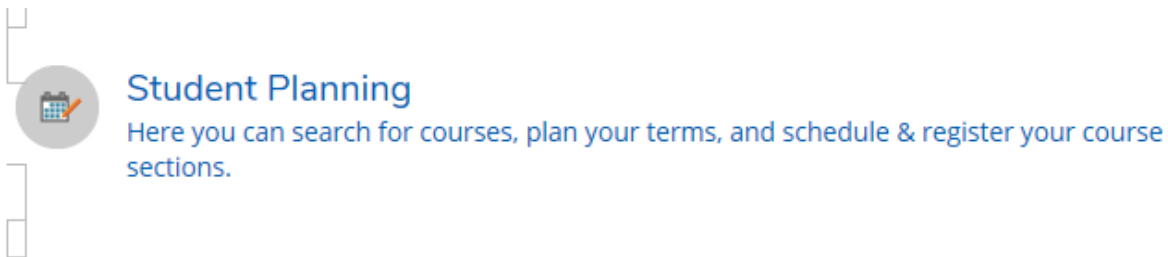
## Registration Instructions

*The following instructions will guide you through the process of locating and registering for the courses planned by your Academic Advisor. If you wish to make changes to your planned courses contact your Academic Advisor located in the Student Experience Department.*

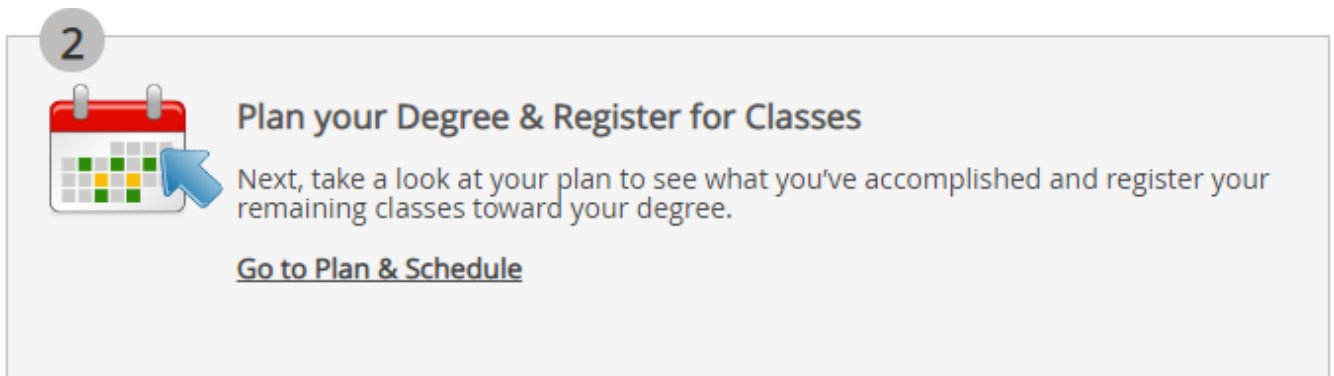
1. Log into [My HUGo](#)
2. Click the “**HU Self-Service**” button on the left side of the screen.



3. Click “**Student Planning**”



4. Click “**Go to Plan & Schedule**”



5. View your class sections on the left side of the “**Schedule**” screen.

The screenshot shows a user interface for viewing course sections. At the top, there are navigation tabs for "Schedule", "Timeline", and "Advising". A warning box at the top right states: "By clicking on the Agree & Register Now button, I acknowledge and agree to the Registration Terms and Conditions listed at the top of this page." Below the tabs are navigation arrows, zoom in (+) and zoom out (-) buttons, and buttons for "Remove Planned Courses" and "Agree & Register Now". A summary bar shows "Planned: 3 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". On the left, a course card for "ACG-4200-O11: Adv. Fin. Rpt. & Ana I" is displayed. It includes a warning icon and text: "ACG-4123 or permission from Program Chair and Dean - Must be taken either prior to or at the same time as this course." The card also shows it is "Planned", has 3 credits, is graded, and is taught by Instructor Durant, E from 11/5/2018 to 12/2/2018 with 17 seats available. A "Meeting Information" section is expanded, showing an "Agree & Register Now" button and a link to "View other sections". On the right, a weekly grid shows time slots from 12am to 9am for days Sun through Sat.

6. Make sure you are viewing the current month’s session.

7. All of the courses you are taking in the next four months will be listed.

8. Click on “**Meeting information**” to view details about the course such as the start and end dates, time, and format of the course.

9. Hodges University offers courses in the following ways:

- ❖ **Blended** – Requires students to complete assignments in Blackboard and attend all lectures on campus.
- ❖ **Technology Enhanced** – Requires students to complete assignments in Blackboard with the option to attend lectures on campus, watch them broadcast live in blackboard, or view the recorded lectures at a later time.
- ❖ **Online** – Requires students to complete assignments in Blackboard. There is not an on campus lecture.

10. Read the “**Terms and Conditions**” located at the top of the screen. When you are ready to register click “**Agree and Register**”.

11. Register for all of your courses at one time.

12. If you have any questions, contact your Academic Advisor in the Student Experience Department.