How to Register and View Your Schedule Online

2. Select the “Student Portal” link located in the upper right corner of the screen.
3. Select the “MyHC” link below to login and enter your NetID and Password.*

*Note: If this is your first time using this service, you are required to Activate your NetID. After successful activation, you will be able to access Student Email, Moodle, MyHC and Password Manager.

4. Select the “Student Services” icon or tab. Select the “Registration” link on the Student Profile landing page to register and view your schedule. Select the correct term and Submit.

5. From the Registration page select “Register for Classes.” Each time you register for the fall and spring terms you are first asked if you have health insurance after selecting “Register for Classes.” Next, select the term for registration and enter your “Alternate/Advising Pin” you received from your Academic Advisor.
6. From the Register for Classes page you can find classes, enter CRN #’s and view your schedule. You can also print your schedule – look for the printer icon in the upper right side of the ‘Schedule and Options’ block.

7. In the ‘Enter CRNs’ tab you can enter additional CRN #’s, add to summary. Under Summary select ‘Submit’ to save your changes and complete registration. The Summary area is where you will drop/delete and add yourself to the Waitlist in the drop down box next to the class. Select ‘Submit’ after making changes.