







Summer Registration Guide

Summer registration is around the corner. Please read through this guide and be prepared for when the summer registration period begins.

	Steps
	<p>Be Proactive If you know you will be taking HCC classes this summer, please make a planner listing the classes you will be looking for this summer. If you need access to the Academic Degree Checklist/ HISD Graduation Checklist to plan out your schedule, you may find it on the HUB and HAIS Website.</p>
	<p>Communicate Meet with your HAIS scheduler to discuss Summer registration before you self-enroll. Meet with Mary Rodriguez, HCC Dual Credit Success Advisor, about classes to take at HCC.</p>
	<p>Know your way around your HCC account Helpful guide on how to browse your HCC account. We will be using the student center to search, add, and drop HCC classes. You may choose to use the "Manage Classes" if you prefer it over student center. Otherwise, you may follow this guide,</p>
	<p>Email a Screenshot Email a screenshot of your summer enrollment to your HAIS Advisor. Rising 10th Grade- Mr. Martinez (amarti67@houstonisd.org) Rising 11th Grade- Ms. Gomez (adelisse.gomez@houstonisd.org) Rising 12th Grade- Ms. Devaney (edevaney@houstonisd.org)</p> <p>If you do not email a screenshot, you run the risk of being dropped from your summer classes for non-payment.</p>

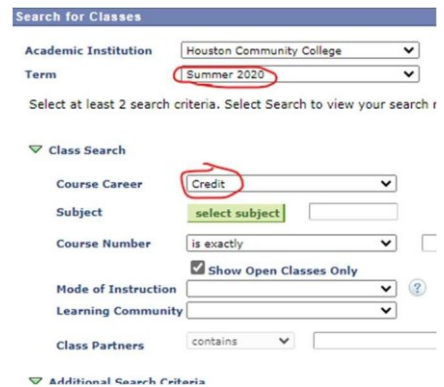
ACCESS STUDENT CENTER

- To access your student center, go to myeagle.hccs.edu
- Select the Student Sign-In icon and log in:
- Select Student Center



SEARCH FOR A CLASS

- Under Academics, select "Search" to look up a class



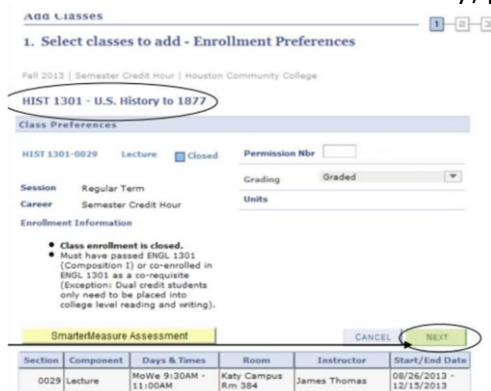
- For the Search Criteria, make sure you have the following criteria:

Term: Summer 2021
Course Career: Credit

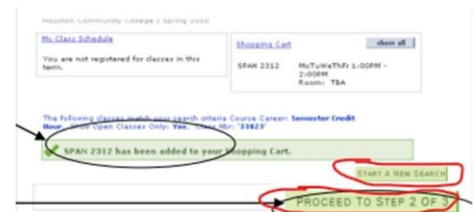
For everything else, enter the information of the class you are looking for.

ADDING CLASSES TO SHOPPING CART

- Select a class from your search results to view the details
- Confirm the details and when ready, press next.



- Select either "Start A New Search" to add another class or "Proceed to Step 2 of 3" if you are done looking for college classes. Please make sure you are inputting the details of the classes you are adding to your cart to the Summer Scheduler Application. The application will let you know if it has already reached capacity.



ENROLL

1. Do not enroll unless the Summer Scheduling Application has instructed you to do so. If you have submitted your schedule already, go to your Cart and select "enroll"



2. Select continue



3. Select Voucher/Waivers as your payment option and click Finish enrolling.
4. Email your grade level scheduler a screenshot of your HCC enrollment.

Must Know

When browsing for classes, you may use either the "Student Center" or the "Manage Classes" application in your HCC account. You will need to know how to find the Subject, Course Code, CRN Number, and Meeting Times of the classes you choose.

Example:

MATH 1301 (12345)
MATH- Subject (4 characters)
1301- Course Code (4 digits)
12345 - CRN Number (5 digits)

Keep in mind that you may only take up to 4 college classes during the summer. Up to 2 on Summer 1 period (June 7*- July 11) and another 2 during Summer 2 period (July 12 - August 15).

Summer 1 Classes will display the following meeting dates:

06/07/2021 - 07/11/2021

Summer 2 Classes will display the following meeting dates:

07/12/2021 - 08/15/2021

*HISD Spring Semester ends June 11th.