







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>Reserve your Spot When the time comes, students who will be taking summer classes are to sign up for an online Summer registration session that will take place from April 23 to April 24. Capacity for these sessions is limited so please sign up for a session as soon as possible. Summer registration session will be reserved through signupgenius.com. Updates on when you may start to sign up will be posted on AVID HUB pages.</p>
	<p>Attend the meeting Summer registration sessions will take place on the Teams application. You will be added to group meeting at the time you signed up for your session. Please be on time and do not miss your session. If you know you will not be able to attend to it, please email your Dean ahead of time so a plan can be implemented for you.</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>

ACCESS STUDENT CENTER

1. To access your student center, go to **myeagle.hccs.edu**

2. Select the Student Sign-In icon and log in:



3. Select Student Center



SEARCH FOR A CLASS

1. Under Academics, select "Search" to look up a class

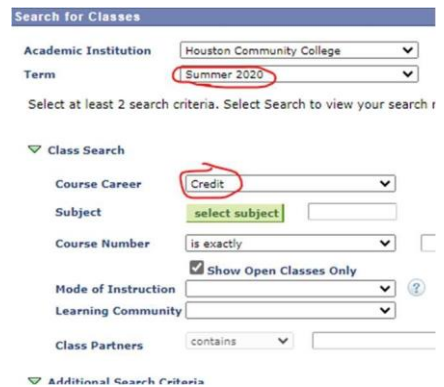


2. For the Search Criteria, make sure you have the following criteria:

Term: Summer 2020

Course Career: Credit

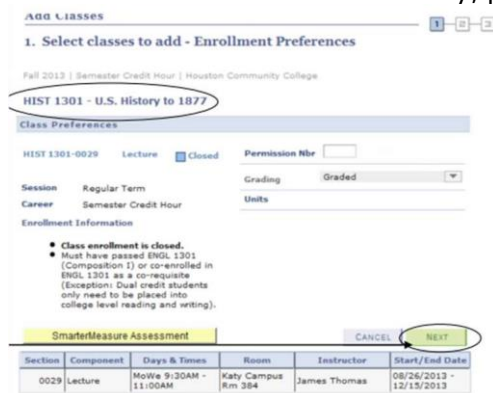
For everything else, enter the information of the class you are looking for.



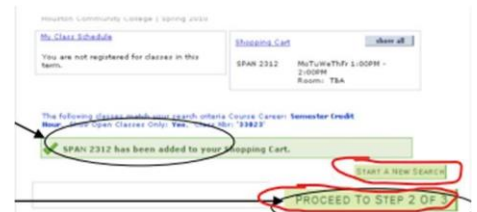
ADDING CLASSES TO SHOPPING CART

1. Select a class from your search results to view the details

2. Confirm the details and when ready, press next.



3. 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 8- July 10) and another 2 during Summer 2 period (July 13 - August 14).

Summer 1 Classes will display the following meeting dates:



Summer 2 Classes will display the following meeting dates:

