

Online Registration Guide



You must meet the following eligibility requirements to register online:

- Continuously enrolled undecided, degree-seeking and/or certification-seeking student;
- Cumulative GPA of 2.0 or higher;
- A minimum of 12 college-level credit hours earned at HSSU.

In-person registration is required for internship, senior synthesis, student teaching and some mathematics and other courses.

Students with “holds” on their university record will not be allowed to register for courses until the “holds” are cleared.

Log into MYHSSU using your student ID number and password.

Step 1. Check Financial Status



If you anticipate receiving financial aid, you must have completed a FAFSA (Free Application for Federal Student Aid) at least five business days prior to beginning the registration process. If you do not anticipate receiving financial aid, you may proceed to Step 2.

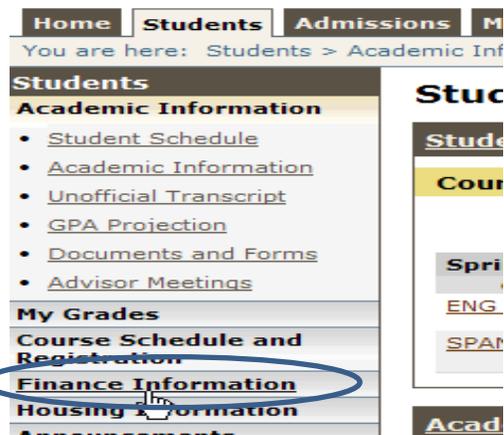
Check for Missing Documents

Financial Aid Document Tracking identifies outstanding documents required for financial aid to be applied to your account.



1. Click the “Students” tab.

2. Click the “Finance Information” link.



Finance Information

Financial Aid Awards  

[Financial Aid Awards](#)

Financial Aid Document Tracking  

[View Financial Aid Document Tracking](#)

Financial Assistance Book Advance Request  

[From](#)

3. Click "View Financial Aid Document Tracking."

Finance Information

Financial Aid Document Tracking - Missing/Received Documents

Financial Aid Documents for: Byington, Ashley N.

Award Year: 2010-2011 Academic Year 

Below is a summary of the documents we have received to process your request.

Received Documents

Document	Source	Status	Last Updated
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4. Select the current "Academic Year."

Financial Aid Document Tracking - Missing/Received Documents

Financial Aid Documents for: Pink, Lucy Lou

Award Year: 2011-2012 Academic Year

Below is a summary of the documents required for us to process your Financial Aid for this award year.

Missing Documents

Document	Source	Status	Due Date
HSSU Data Sheet	N/A	Awaiting	N/A

Please submit all missing documents to the Financial Aid Office as soon as possible. If you have any questions contact the Financial Aid Office at FinancialAssistance@hssu.edu

5. Check for *required* "Missing Documents." Submit *all* Missing Documents to the Office of Financial Assistance, HGA Room 111, immediately. Return to the Financial Aid Document Tracking tool 24-48 hours after submission to verify your "Received Documents." You may proceed to register online when your notification indicates "Ready to Register." Missing Document forms are accessible online at http://www.hssu.edu/sp_content.cfm?wID=7&pID=657. Please contact the Financial Assistance Verification Officer at (314) 340-3504 with questions regarding missing documents.

Step 2. Register (Options: Advanced Course Search or Course Schedule and Registration)

Option 1: The "Advanced Course Search" option is recommended if you know the course numbers.

Option 2: The "Course Schedule and Registration" option is recommended if you need to search courses.

****Either option requires acceptance of the Registration Agreement once per semester.****

Click "Complete the Registration Agreement form."

Registration Agreement

All HSSU students are required to review the Acceptance of Responsibility Policy prior to participating in online registration. Click the link below to review and agree to the policy. Agreeing to the Acceptance of Responsibility policy grants students access to online registration.

[Complete the Registration Agreement form](#)

[Go to Main screen](#)

OPTION 1: ADVANCED COURSE SEARCH

1. Click the "Home" tab.

2. Click the "Advanced Course Search" link.

3. Select the current term.

4. Enter the Course Number and Section in the "Course Code" box (Ex. ENG 0110I-02, HIST0144-03).

5. After all courses have been entered, click Add Course(s).

MYHSSU
Advanced Course Search - Add/Drop Courses
 Add/Drop
 Term: Program:
 You do not have clearance to register. You must first see your advisor. You have not been given time to register. Student registration is open from 11/07/2011 to 12/16/2011.
 You are currently registered for **0 credits**.

Add by Course Code | Course Search

To add a course, start typing its course code in the box below. A dropdown of course you have typed will appear. Select the course code and section number you want for can add up to six courses at a time using this feature. **If you don't know the course you need, use the course search tab above.**

Course Code: Course Code:
 1. 2.
 3. 4.
 5. 6.

OPTION 2: COURSE SCHEDULE AND REGISTRATION

1. Click the "Students" tab.

2. Click the "Course Schedule and Registration" link.

3. Click "Course Search."

Welcome back **John Yellow**
 Home | **Students** | Admis
 You are here: Students > Ac

Students
Academic Information
 • [Student Schedule](#)
 • [Academic Information](#)
 • [Unofficial Transcript](#)
 • [GPA Projection](#)
 • [Documents and Forms](#)
 • [Advisor Meetings](#)
My Grades
Course Schedule and Registration
Finance Information
Housing Information
Announcements

Course Schedule and Registration
Course Schedules
 Add/Drop
Alert: Registration is not open at this time. Student registration is currently closed.
 Current Term: Spring Term - 2010
 Add Period Closed / Drop Period Closed
 Add/Drop Courses | **Course Search**

1. Select the term.

2. Enter Course Search information as needed.

3. Click "Search" to return a queried list.

4. Click to select the course to add to your schedule.

Repeat until all courses have been added.

Add/Drop > Course Search

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

Program:

Time: From: To:

Meets on any day(s)

Meets only on the selected days

Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours: to

Search Results

Other previously selected search criteria still apply.

Search Options

Term: Program: [Search Again](#)

Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
ACCT0495-01	Accounting Internship	Tiamiyu, Owolabi	25/25	Open	00:00-00:00AM ; SCMP Campus, Anheuser Busch Schl/Bus	3.00
BSAD0458-01	Accounting Information Systems	Kamkwalala, Robert	14/16	Open	TR 02:30-03:50PM ; SCMP Campus, Anheuser Busch Schl/Bus, Classroom Lab	3.00
BSAD0458-02	Accounting Information Systems	Staff	16/16	Open	MW 07:00-08:20PM ; SCMP Campus, Anheuser Busch Schl/Bus, Classroom Lab	3.00

Step 3. Secure Financial Arrangements



Within 24-48 hours after selecting courses, you should receive an e-mail notification from the Office of Financial Assistance regarding aid that has been applied to your student account. Financial aid, if applicable, will be awarded for courses fulfilling degree requirements only. Repeated courses will be reviewed for eligibility.

If you do not anticipate receiving financial aid, don't let your courses get cancelled for nonpayment, make sure you make an online payment on your account balance. Financial arrangements can also be secured in person with the Office of the Bursar, HGA Room 018. Failure to secure financial arrangements by the clearance deadline dates (published in the course schedule) will result in cancellation of your enrollment.

A. Steps to view your Financial Aid Award

After receiving an e-mail notification from the Office of Financial Assistance, return to the Finance Information screen to view your financial aid award. A Financial Aid Award Letter will be mailed to you at the address on file with the Office of the Registrar.

You have the right to cancel or reduce your student loan(s). If you wish to cancel or reduce your student loan(s), please circle the award, note "decline", sign and return your Award letter to the Office of Financial Assistance, HGA Room 111.

1. Click on the "Students" tab.

2. Click the "Finance Information" link.

3. Click "Financial Aid Awards" under "Finance Information."

4. In the Financial Aid Awards window, click "Financial Aid Awards."

Award Year:

5. Select the current Academic Year.

Awards							
Description	Total Award	Accepted Award	Fall Term	Spring Term			
MO State Scholarship	\$1,000.00	\$0.00	\$500.00	Ready	\$500.00	Ready	
Direct Subsidized Loan1	\$5,105.00	\$0.00	\$2,553.00	Ready	\$2,552.00	Ready	
Direct Unsub Loan1	\$3,800.00	\$0.00	\$1,900.00	Ready	\$1,900.00	Ready	
Tuition Remission - Fall	\$516.60	\$0.00	\$516.60	Ready	\$0.00	Ready	
Total	\$10,421.60	\$0.00	\$5,469.60		\$4,952.00		

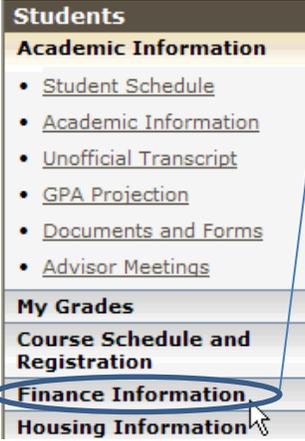


This award is based on the number of registered hours prior to receiving an e-mail notification that your financial aid was applied. If changes are made to your registration, the award will be adjusted accordingly.

Remember to review your Course and Fee Statement.

- If your total charges are *less than* your awarded aid, your registration is complete.
- If your total charges are *more than* your awarded aid, your registration is not complete and you must secure financial arrangements with the Office of the Bursar, HGA Room 018.

Accessing the Course and Fee Statement



1. Click "Finance Information."
2. Click "Course and Fee Statement for Current Session."
3. Select the current term.
4. Click "Generate my Course and Fee Statement."
5. Click "View my Course and Fee Statement for Term: _____"





****Please print your Course and Fee Statement. ****

The Course and Fee Statement is required to purchase or rent textbooks at the University

B. Steps to Pay Balance



Balances not paid in full require utilization of the University Installment Agreement to secure financial clearance. The University Installment Agreement requires a \$35 processing fee. Please visit the Office of the Bursar, HGA Room 018.



1. Click "Finance Information."
2. Click "My Account Balance."
3. Click "Make a Payment" to access Online Payments.




Terms and Conditions

For any questions about your account please contact

TERMS AND CONDITIONS

These terms and conditions are designed to provide service. The internet bill presentment and payment consumer banking regulatory protections described

Please accept agreement*

4. After reading the Terms and Conditions, click the box to accept the agreement.

5. Enter the required information and submit the online payment. You should receive confirmation of payment.

If you have questions regarding financial assistance, please contact the Office of Financial Assistance at (314) 340-3500 or FinancialAssistance@hssu.edu.

If you have questions regarding other financial arrangements, please contact the Office of the Bursar at (314) 340-3343 or Cashier@hssu.edu.

Reminder: Failure to secure financial clearance by the deadline dates as published in the course schedule will result in an administrative withdrawal.

ONCE YOU HAVE SUCCESSFULLY SECURED FINANCIAL CLEARANCE, YOUR REGISTRATION IS COMPLETE!