

HARRIS-STOWE STATE UNIVERSITY OFFICE OF THE REGISTRAR



Web Registration Instructions for Current Students



1. From the HSSU homepage, <http://www.hssu.edu> log on to your MYHSSU account.
“Username” is your school id number
“Password” is hs#### where #### is the last 4 digits of your social security number.
2. Set **Current Option Settings** for the term and year that you are registering for. If you need to change settings, click the **Set Options** button, choose the correct session and year, and click **Submit Options**. **NOTE:** Program default is “UNDG.”
3. On the left side of the screen, click on “**Registration.**”
4. To add a course: At the registration entry screen, enter the **Course Number** and **Section** in the appropriate boxes. (If you do not know the course number and/or the section, click on the “?” and **SELECT** the appropriate course and/or section).
Ex: ART 0150 must have a space between ART and 0150 where BASK0008 will not. Or you can simply enter ART and get all the Art classes.
5. Once the desired course has been selected, click the “**Add**” button. When the course has been successfully added, it will appear on the screen. You are now officially registered in class(es).
NOTE: If you receive a flashing message, you **MUST STOP AND RESOLVE THE PROBLEM BEFORE CONTINUING.** You may need to go to Advising to resolve issues with specific courses.
6. Repeat steps 4 and 5 as needed.
7. To drop a course: click the circle in the drop column next to the course that you want to drop and then click the “**DROP**” button. You will not be able to drop the last course you are registered in.
8. To swap a course (drop & add): Repeat step 4. Then click the circle next to the course to drop. Click “**SWAP**”. **NOTE:** This will save your spot in the course you are currently registered in while it checks to see if there is room in the course you are interested in.
9. After all courses have been added, you **must** print your Student Schedule and/or your Course and Fee Statement by selecting them from the left side of your screen. Click “**File**” on the menu bar; click “**Print Preview**”; locate “**As laid out on screen**” on the menu bar, click the down arrow “**▼**” and select “**All frames individually**”, click “**Print**”.
10. After you print your Student Schedule and or your Course and Fee Statement refer to the registration procedures chart found in the course schedule booklet. Your next step will be either to take your printed Student Schedule and or Course and Fee statement to the Financial Assistance Office and or the Cashier’s Office. In order for your registration to be complete, follow **ALL** the steps listed.
11. When you are finished, “**CLOSE THE BROWSER**” by clicking on the “**X**” in the upper-right hand corner of the screen. **NOTE: IF YOU DO NOT CLOSE THE BROWSER, YOUR INFORMATION WILL APPEAR TO ANYONE WHO USES THE COMPUTER!**

NOTE: If you register for a course or courses and do not successfully complete the prerequisite course or courses, you will be notified and requested to drop the desired course or courses. Failure to drop will result in an automatic withdrawal from the requested course or courses by an Academic Advisor.” (Your registration will be voided for the course or courses requested).