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.
3. Click “View Financial Aid Document Tracking.”

4. Select the current “Academic Year.”

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](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.”
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).

OPTION 2: COURSE SCHEDULE AND REGISTRATION

1. Click the “Students” tab.

2. Click the “Course Schedule and Registration” link.

3. Click “Course Search.”
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.”


5. Select the current Academic Year.

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<tr>
<th>Awards</th>
<th>Total Award</th>
<th>Accepted Award</th>
<th>Fall Term</th>
<th>Spring Term</th>
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</table>

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.
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!

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.