



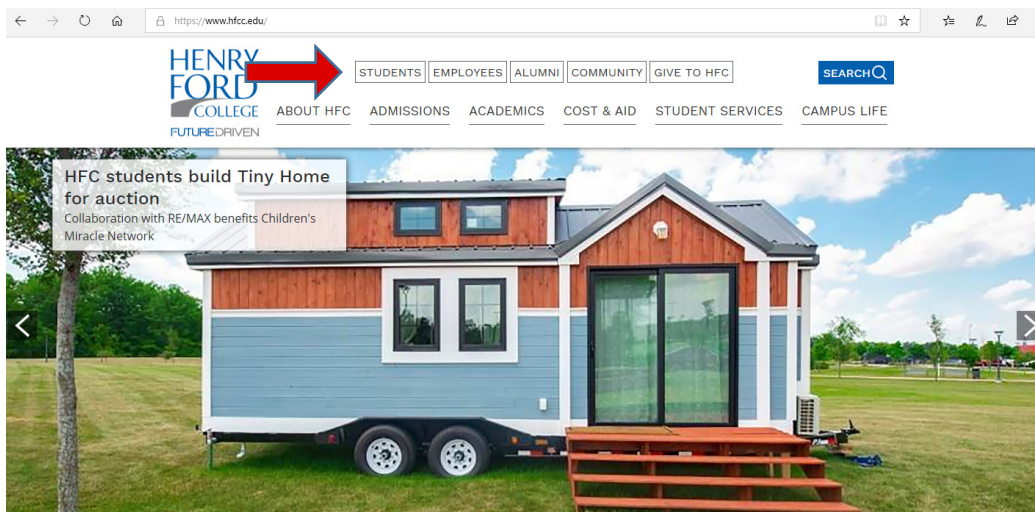
# **STUDENT PLANNING REGISTRATION GUIDE**



# HFC STUDENT PLANNING REGISTRATION GUIDE

**NOTE:** The screenshots in this guide represent the desktop version of Student Self Service. The mobile version will function the same way, though specific elements may appear in different locations as you scroll.

1. Begin on the home page of the HFC website at **hfcc.edu**.  
Select the **STUDENTS** tab at the top of the page.



2. Enter your Username and Password, then select LOG IN.

HENRY FORD COLLEGE  
FUTUREDRIVEN

HFC Websites Login

Please log in to continue.

Username:

Password:

LOG IN

I can't log in

Problem with your username and/or password? Please visit [HFC Universal Username and Password Help](#).

Henry Ford College | 5101 Evergreen Road | Dearborn, MI 48128 | 800-585-4322  
[terms](#) | [privacy](#)

## 3. Scroll and select **Plan and Register for Classes** under the **Student Self Service** box.

HAWKMAIL
HFC ONLINE
SELF-SERVICE
H: K: DRIVE
OFFICE 365 FILES

### My Student Profile

Welcome ITS T Student    [Show Profile Information](#) +

#### My Alerts

- ☐ Go to the Welcome Center (Building WC) to get your free student ID card.
- ☐ Priority registration for **19/FA** begins on 04/22/2019. Your **19/FA** priority registration date and time are **04/22/2019 at 02:00 PM**.
- ☐ Don't forget to submit your 2019-2020 FAFSA! Be sure to add HFC's School Code: 002270.

### Campus Resources

- [Welcome Center](#)
- [Interactive Campus Map](#)
- [Student Services](#)
- [College Store](#)
- [Counseling Office](#)

### Student Academic Resources

- [Find My Advisor](#)
- [Schedule an Advising Appointment](#)
- [Academic Advising Office](#)
- [Library and Research](#)
- [Learning Lab and Tutoring](#)

### Student Self Service

- [Online Orientation for New Students](#)
- [Plan and Register for Classes](#)
- [My Textbooks](#)
- [Financial Aid](#)
- [Pay for Classes](#)

## 4. The current semester should display under the **Schedule** tab. Click the > sign until you reach the semester you wish to register for. **Select + if current semester does not display.**

Plan your Degree and Schedule your courses

Schedule    Timeline    Advising    Petitions & Waivers

HFC

<   >   Fall 2019   -   +

Filter Sections    Save to iCal    Print

Planned: 0 Credits    Enrolled: 0 Credits    Waitlisted: 0 Credits

**No Courses Selected For This Term. Search for Courses or go to My Progress and load a sample course plan.**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							

**5a.** After you have reached the desired term, select Search for Courses in the blue box.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Fall 2019 - +

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

No Courses Selected For This Term. Search for Courses or go to My Progress and load a sample course plan.

**5b.** Type in the prefix of your desired course, or scroll down and select the course subject.

HFC Self-Service

webtest Sign out Help

Academics Student Planning Find a Class

Search for Courses and Course Sections

Search for courses...

Subject Search Advanced Search

Search for a course subject Search for a course subject

BAC - Accounting

AH - Allied Health

**6.** After you select your desired course, make sure the desired term is displayed under the **Show All Terms** section in the **Filter Results** column.

Search for Courses and Course Sections

Back to Plan & Schedule

Search for courses...

Filters Applied: Winter 2019

**Filter Results**

**Availability**

☐ Open Sections

**Subjects**

☐ Accounting (2)

☐ Allied Health (1)

☐ American Sign Language (1)

☐ Anthropology (1)

☐ Arabic (2)

[Show All Subjects](#)

**Locations**

☐ Main Campus (72)

☐ East Campus (20)

☐ Hamtramck High School (2)

☐ University Prep High School (2)

[Show All Terms](#)

☒ Winter 2019 (74)

**Days of Week**

**ENG-131 Introduction College Writing (3 Credits)**

[Add Course to Plan](#)

The first college-level composition course in a two-semester sequence, emphasizing critical reading, critical thinking, and critical writing skills. Through readings, students will explore various topics and various types of writing. Through essays, written in and out of class, students will demonstrate the development of a clear main idea through well-organized supporting material, written in correct, effective English. To meet the above goals, a writing assignment integrating analysis and summary of an article and a persuasive paper synthesizing multiple sources will be included.

**This course was attempted or already completed.**

**Requisites:**  
A satisfactory score on the English placement test or a grade of S in ENG-081 and ENG-093, OR a grade of C or better in ENG-082 and ENG-092. - Must be completed prior to taking this course.

**Offered:**  
Every Term

[View Available Sections for ENG-131](#)

**ENG-131A Intro College Writing (ALP) (3 Credits)**

[Add Course to Plan](#)

The first college-level composition course in a two-semester sequence, emphasizing critical reading, critical thinking, and critical writing skills. Through readings, students will explore various topics and various types of writing. Through essays, written in and out of class, students will demonstrate the development of a clear main idea through well-organized supporting material, written in correct, effective English. To meet the above goals, a writing assignment integrating analysis and summary of an article and a persuasive paper synthesizing multiple sources will be included.

7. Look in the gray box to find the course number. To view the sections of that course, select > **View Available Sections** for [course name].

Search for Courses and Course Sections

Search for courses...

Filters Applied: None

**Filter Results**

**Availability**

☐ Open Sections

**Subjects**

☐ Accounting (2)  
☐ Allied Health (2)  
☐ American Sign Language (1)  
☐ Anthropology (1)  
☐ Arabic (1)  
[Show All Subjects](#)

**Locations**

☐ Main Campus (47)  
☐ Hamtramck High School (3)  
☐ East Campus (2)  
☐ University Prep High School (2)

**SPC-131 Fundamentals of Speaking (3 Credits)** [Add Course to Plan](#)

Explores how to develop oral communication skills through practice in extemporaneous speaking.

☒ This course is planned.

**Requisites:**  
None

**Locations:**  
Main Campus, University Prep High School, Hamtramck High School

**Offered:**  
Every Term

[View Available Sections for SPC-131](#)

**SPC-145 Interpersonal Communication (3 Credits)** [Add Course to Plan](#)

Explores the process of communication between individuals in formal and informal, face-to-face and computer-mediated communication situations that occur in family, social, and work groups. Identifies, explains, and analyzes the social, linguistic, cultural, and psychological factors which impact interpersonal communication.

8. Once you have found your desired section from the drop down menu, select **Add Section to Schedule**.

**View Available Sections for ENG-131**

Winter 2019

**Introduction College Writing 60**

Runs from 3/11/2019 - 5/5/2019

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
3	M/W 12:10 PM - 2:50 PM 3/11/2019 - 5/5/2019	Main Campus, Liberal Arts Building K-122 Lecture	Hunley, E

9. You will see a **Section Details** popup window. Select the **Add Section** button.

The screenshot shows the HFC Student Planning Registration interface. On the left, there are filters for Days of Week, Time of Day, Instructors, Academic Levels, Course Levels, Course Types, and Instruction Type. The main area displays details for ENG-082-01 Acad Read, Speak, Listen ELL (3 Credits) for Winter 2019. A 'Section Details' popup window is open, showing the following information:

- Course:** ENG-082-01 Acad Read, Speak, Listen ELL (3 Credits)
- Instructors:** Stewart, P (pckaminski@hfcc.edu)
- Meeting Information:** M, W 10:10 AM 11:30 AM; 1/7/2019 - 5/5/2019; Main Campus, Liberal Arts Building K-215 (Lecture)
- Dates:** 1/7/2019 - 5/5/2019
- Seats Available:** 2 of 19 Total
- Credits:** 3
- Grading:** Graded
- Requisites:**
  - A satisfactory score on the ELL placement test or successful completion of ELI-106R, ELI-106C or ELI-106T, and ELI-104W, or ELI approval. - Must be completed prior to taking this course.
  - Students must take ENG-082 prior to or concurrently with ENG-092. - Must be taken either prior to or at the same time as this course.
- Course Description:** Emphasizes reading strategies and skills that will prepare English Language Learners for success in college level content-area and English composition courses. Students will learn how to make connections with a variety of authentic texts, practice strategies needed for critical reading, and expand their academic English vocabulary. Students must earn a grade of C or higher before enrolling in ENG-131. This course is non-transferable.
- Additional Information:** Open to ESL students only.
- Additional Course:** Fees listed here are in addition to general tuition and fees.

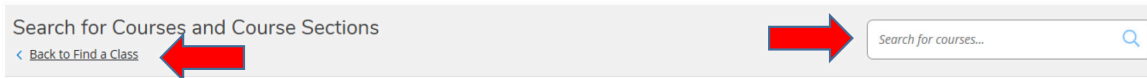
A red arrow points to the 'Add Section' button at the bottom of the popup. The background interface shows a list of sections with 'Add Section to Schedule' buttons.

10. A new message will show up, telling you the course has been added to your schedule plan (but you are not yet registered! Continue with the directions below).

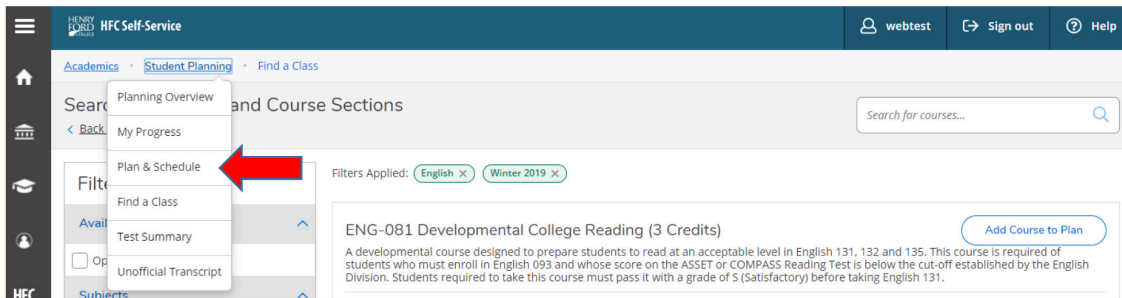
The screenshot shows the HFC Self-Service interface. At the top, there are links for 'Academics', 'Student Planning', and 'Find a Class'. A red arrow points to a confirmation message: 'ENG-131-60 has been planned on the schedule.' Below this, there is a message: 'ENG-131 is already enrolled in another term.' The main area displays search results for 'ENG-131 Introduction College Writing (3 Credits)'. The search filters are set to 'Winter 2019'. The course description states: 'The first college-level composition course in a two-semester sequence, emphasizing critical reading, critical thinking, and critical writing skills. Through readings, students will explore various topics and various types of writing. Through essays, written in and out of class, students will demonstrate the development of a clear main idea through well-organized supporting material, written in correct, effective English. To meet the above goals, a writing assignment integrating analysis and summary of an article and a persuasive paper synthesizing multiple sources will be included.' A message box states: 'This course was attempted or already completed.' The requisites are: 'A satisfactory score on the English placement test or a grade of S in ENG-081 and ENG-093, OR a grade of C or better in ENG-082 and ENG-092. - Must be completed prior to taking this course.' The course is offered every term.



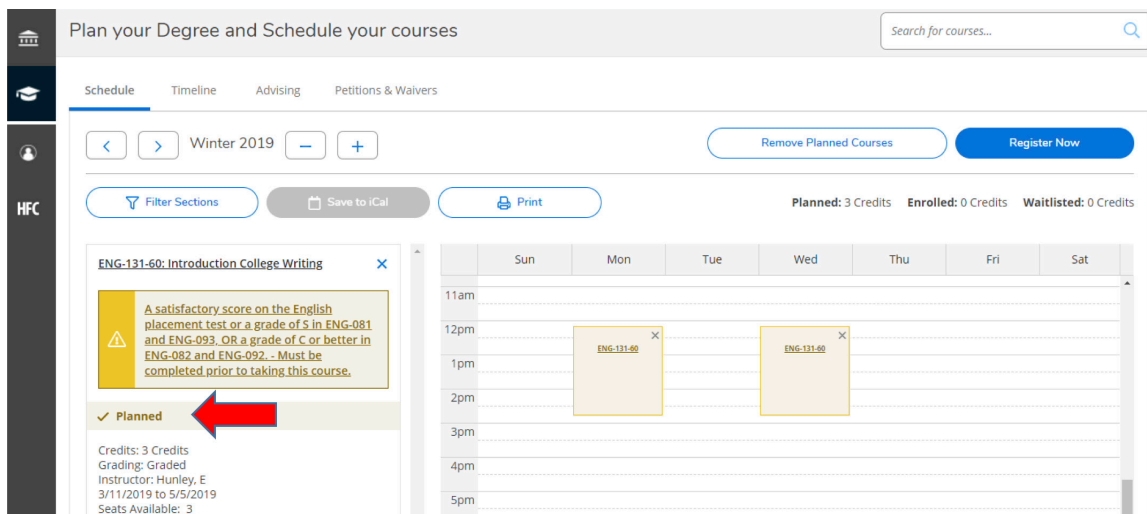
- 11.** To add another course or to register, select **Back to Find a Class**, or use **Search** for courses box.



- 12.** Return to the Plan & Schedule tab.



- 13.** You will now see the course(s) that you just planned. It is important to note that this course is only planned. The courses are not yet officially registered.





**14.** After planning all your courses, you are ready to officially register. Select the blue Register Now button.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Winter 2019

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

**ENG-131-60: Introduction College Writing**

A satisfactory score on the English placement test or a grade of S in ENG-081 and ENG-093, OR a grade of C or better in ENG-082 and ENG-092. - Must be completed prior to taking this course.

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Hunley, E  
3/11/2019 to 5/5/2019  
Seats Available: 3

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		ENG-131-60		ENG-131-60			
2pm							
3pm							
4pm							
5pm							

**15.** Congratulations! You are now registered for classes. The yellow boxes will appear green, and the screen will say Registered instead of Planned. An automated e-mail from Registrar will be sent to confirm your registration. Review your schedule carefully to ensure the days and times are what you expected. Please view the academic calendar to check the add/drop dates and payment dates.

The following payment policies are currently in effect:  
Tuition and fees are due by "Payment Due" Dates posted in the Enrollment Services Calendar found here: <https://www.hfcc.edu/events/academic>  
Failure to pay may result in removal from classes.  
Upon registration, a \$50 registration fee is charged to your account. This registration fee is non-refundable.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Winter 2019

Register Now

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

**ENG-131-60: Introduction College Writing**

✓ **Registered**

Credits: 3 Credits  
Grading: Graded  
Instructor: Hunley, E  
3/11/2019 to 5/5/2019

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		ENG-131-60		ENG-131-60			
2pm							
3pm							
4pm							
5pm							

## WAITLIST SECTION

1. If you would like to add yourself to a waitlisted course(a), you must click **Add Section to Schedule(b)**.

The screenshot shows a sidebar on the left with icons for Home, Academics, Registration, and HFC. The main content area displays a list of waitlisted sections for 'Fundamentals of Speaking'. Each section entry includes a section number, times, location, and instructor. A red arrow labeled 'A' points to the 'Fundamentals of Speaking 91' section, and another red arrow labeled 'B' points to the 'Add Section to Schedule' button for that section.

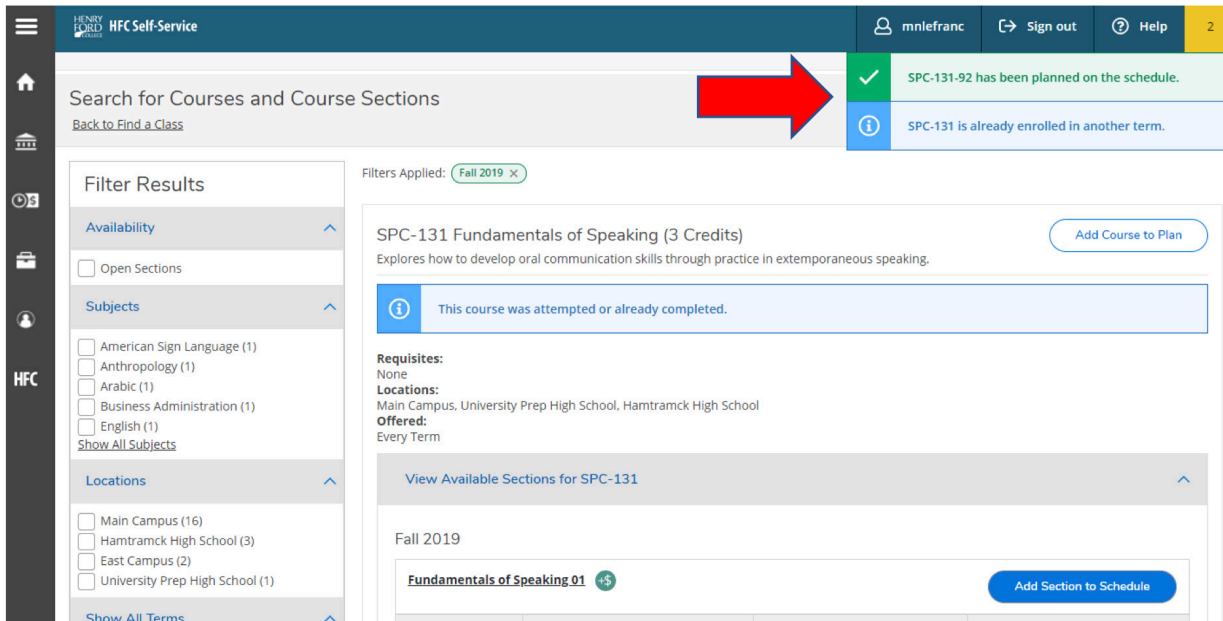
Section	Times	Locations	Instructors
6	Sa 8:00 AM - 10:40 AM 8/22/2019 - 12/15/2019	Main Campus, Fine Arts Bldg F-201 Lecture	N. Ford
<b>Fundamentals of Speaking 91</b> +\$			
15	Sa 8:00 AM - 10:40 AM 8/22/2019 - 12/15/2019	Main Campus, Fine Arts Bldg F-202 Lecture	Macki, Z
<b>Fundamentals of Speaking 92</b> +\$			
12	Sa 11:00 AM - 1:40 PM 8/22/2019 - 12/15/2019	Main Campus, Fine Arts Bldg F-201 Lecture	N. Ford
<b>Fundamentals of Speaking 93</b> +\$			
2	Sa 11:00 AM - 1:40 PM 8/22/2019 - 12/15/2019	Main Campus, Fine Arts Bldg F-202 Lecture	Macki, Z

2. Click on **Add Section**.

The screenshot shows the 'Section Details' modal for 'SPC-131-92 Fundamentals of Speaking' in Fall 2019. The modal displays details such as the instructor (N. Ford), meeting information (Sa 11:00 AM 1:40 PM, 8/22/2019 - 12/15/2019, Main Campus, Fine Arts Bldg F-201 (Lecture)), dates (8/22/2019 - 12/15/2019), seats available (1 of 24 Total), waitlisted (12), credits (3), grading (Graded), and prerequisites (ENG-093 or ENG-092 and/or ENG-081 or ENG-082 eligible, - Must be completed prior to). A red arrow points to the 'Add Section' button at the bottom of the modal.

Section Details
<b>SPC-131-92 Fundamentals of Speaking</b> Fall 2019
<b>Instructors</b> N. Ford (nkford@hfc.edu)
<b>Meeting Information</b> Sa 11:00 AM 1:40 PM 8/22/2019 - 12/15/2019 Main Campus, Fine Arts Bldg F-201 (Lecture)
<b>Dates</b> 8/22/2019 - 12/15/2019
<b>Seats Available</b> 1 of 24 Total
<b>Waitlisted</b> 12
<b>Credits</b> 3
<b>Grading</b> Graded
<b>Requisites</b> ENG-093 or ENG-092 and/or ENG-081 or ENG-082 eligible, - Must be completed prior to
Close Add Section

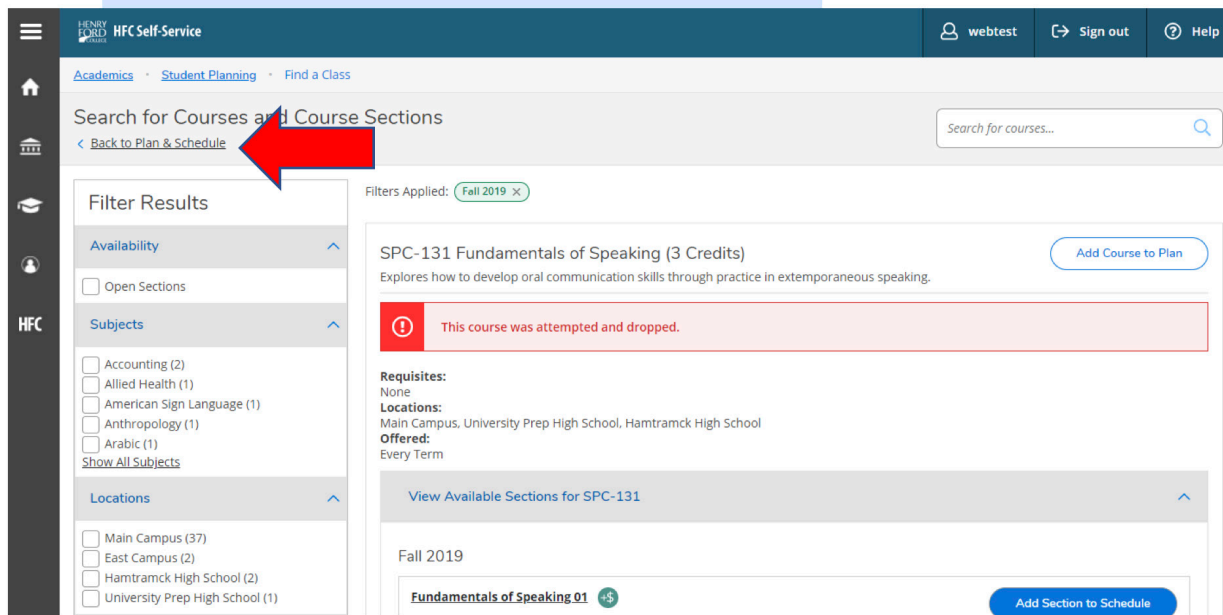
3. Notification box will appear. **NOTE:** Course is not registered only planned.



The screenshot shows the HFC Self-Service interface. At the top, the user is logged in as 'mnlefranc'. A red arrow points to a notification box on the right side of the page. The notification box contains two messages: a green message stating 'SPC-131-92 has been planned on the schedule.' and a blue message stating 'SPC-131 is already enrolled in another term.'

The main content area displays 'Search for Courses and Course Sections'. Below this, there is a 'Filter Results' section on the left with filters for 'Availability' (Open Sections) and 'Subjects' (American Sign Language, Anthropology, Arabic, Business Administration, English). The 'Locations' filter is also visible. The main search results show 'SPC-131 Fundamentals of Speaking (3 Credits)' with a description: 'Explores how to develop oral communication skills through practice in extemporaneous speaking.' A button 'Add Course to Plan' is present. Below this, a message states 'This course was attempted or already completed.' The 'Requisites' section shows 'None'. The 'Locations' section lists 'Main Campus, University Prep High School, Hamtramck High School'. The 'Offered' section lists 'Every Term'. A section titled 'View Available Sections for SPC-131' shows 'Fall 2019' with a section 'Fundamentals of Speaking 01' and a button 'Add Section to Schedule'.

4. Select **Back to Plan & Schedule** to view all planned sections.



The screenshot shows the HFC Self-Service interface. At the top, the user is logged in as 'webtest'. A red arrow points to the 'Back to Plan & Schedule' button in the navigation bar. The main content area displays 'Search for Courses and Course Sections'. Below this, there is a 'Filter Results' section on the left with filters for 'Availability' (Open Sections) and 'Subjects' (Accounting, Allied Health, American Sign Language, Anthropology, Arabic). The 'Locations' filter is also visible. The main search results show 'SPC-131 Fundamentals of Speaking (3 Credits)' with a description: 'Explores how to develop oral communication skills through practice in extemporaneous speaking.' A button 'Add Course to Plan' is present. Below this, a message states 'This course was attempted and dropped.' The 'Requisites' section shows 'None'. The 'Locations' section lists 'Main Campus, University Prep High School, Hamtramck High School'. The 'Offered' section lists 'Every Term'. A section titled 'View Available Sections for SPC-131' shows 'Fall 2019' with a section 'Fundamentals of Speaking 01' and a button 'Add Section to Schedule'.

5. To add yourself to waitlist, you must click on **Waitlist**.

The screenshot shows the HFC Student Planning Registration interface. At the top, a blue banner contains payment policy information. Below this, the header reads "Plan your Degree and Schedule your courses" with a search bar. The main navigation bar includes "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, showing a calendar for "Fall 2019". On the left, a course card for "SPC-131-92: Fundamentals of Speaking" is displayed. The course status is "Planned". Below the course details, a yellow box with a warning icon states "This section has a waitlist". A blue button labeled "Waitlist" is positioned below this box, and a red arrow points to it. The right side of the interface shows a calendar grid with a yellow box for "SPC-131-92" on Saturday. At the bottom right, the status "Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits" is shown.

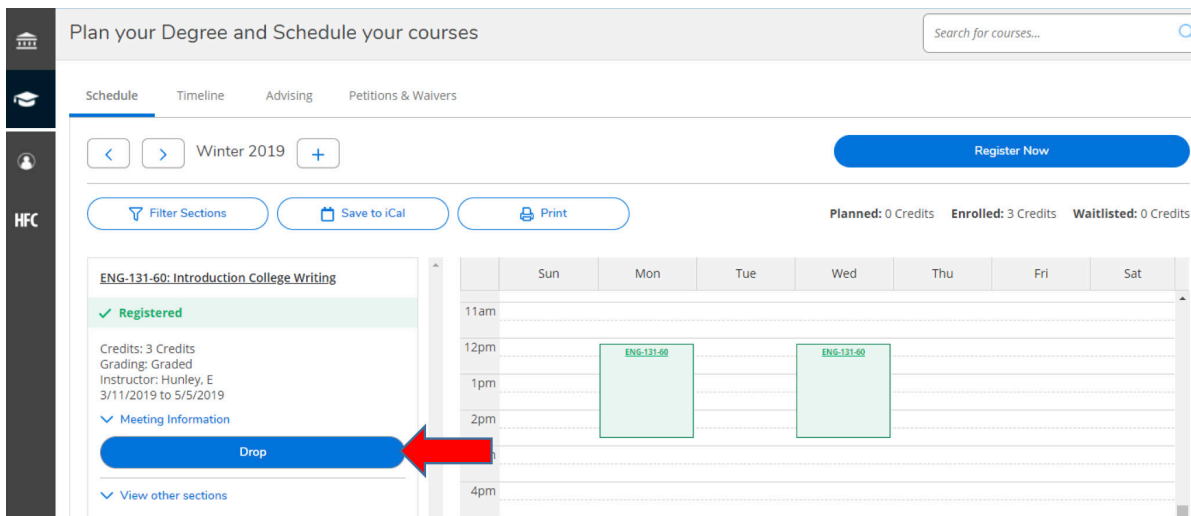
6. When **Drop Waitlist** appears, you have been added to the waitlist for that course. If you wish to drop from the waitlist, click on **Drop Waitlist**.

The screenshot shows the HFC Student Planning Registration interface, similar to the previous one. The course card for "SPC-131-92: Fundamentals of Speaking" now shows a status of "Waitlisted". The yellow box with the warning icon still states "This section has a waitlist". The blue button below it is now labeled "Drop Waitlist", and a red arrow points to it. The right side of the interface shows the same calendar grid. At the bottom right, the status has updated to "Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 3 Credits".

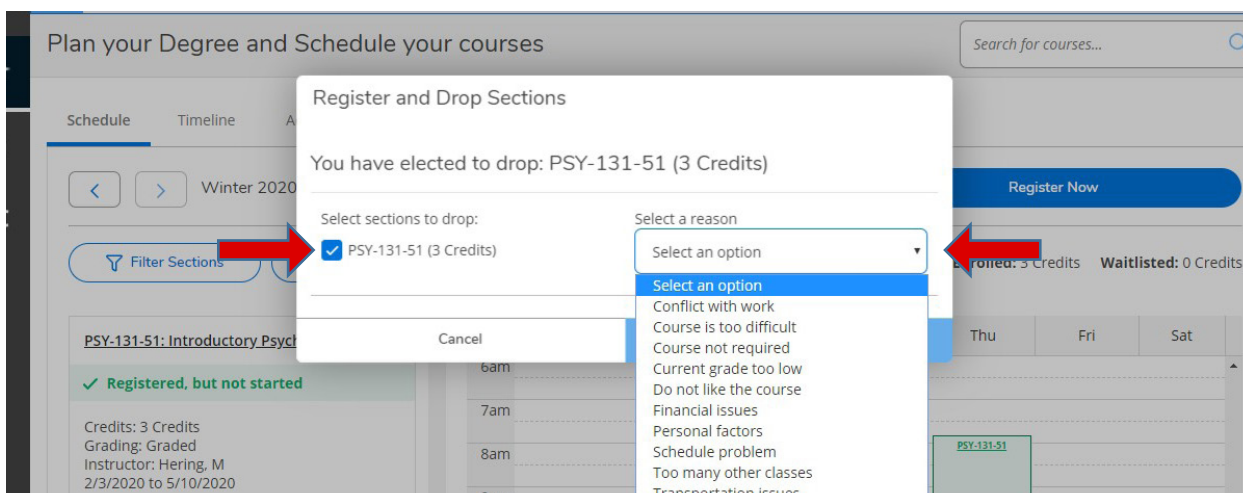
## HOW TO DROP A COURSE

If you need to drop a course, we strongly recommend that you make a quick appointment with your academic advisor or a counselor first. Your advisor can help make sure you stay on track with your program and your graduation or transfer plan. They can advise you on remaining eligible for any financial aid you may be receiving, and any payment implications of dropping a course during a semester. They can also suggest options you might not have considered, to ensure your continued success. Please see an Enrollment Service team member for any financial aid questions you may have such as aid eligibility, payment implications, dropping a course during the semester.

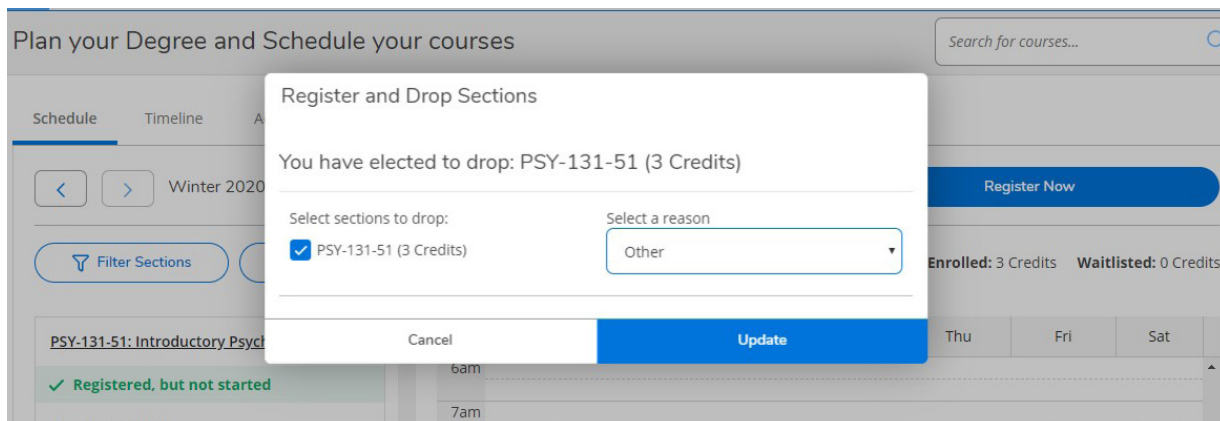
1. To drop a course, select the blue **Drop** box.



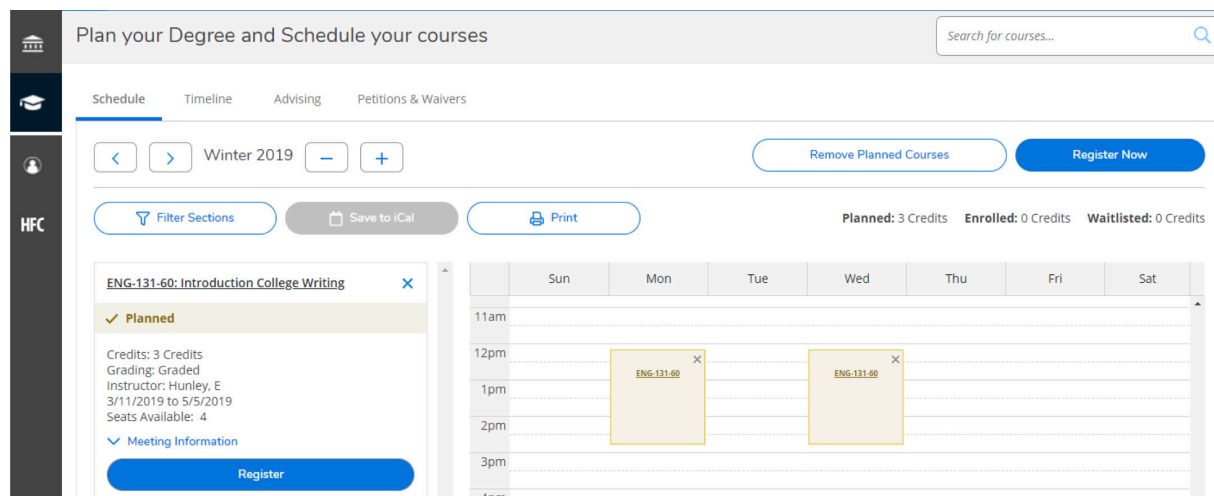
2. A pop-up screen will ask you to confirm your choice and select a reason for dropping. Select **Cancel** if you do not wish to drop..



After selecting a reason, click Update if you do wish to drop the class.



3. The course you dropped will then revert to Planned status, signifying you have dropped successfully. You will receive an automated e-mail from Registrar to confirm the dropped class. To remove planned courses, select Remove Planned Courses. NOTE: Once you have dropped a class, you will not be able to re-register for that class again in the same semester if the add date has passed or start date remedial courses (under 100 level), or if the course becomes full.



## CONTACT US

**Winter and Fall Semester (Spring and Summer hours may vary)**

Monday - Thursday: 8:00 a.m. - 6:30 p.m.

Friday: 8:00 a.m. - 2:00 p.m.

Welcome Center (WC)

800-585-4322

enrollmentservices@hfcc.edu







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[hfcc.edu](http://hfcc.edu)