

How to Register Using the Self-Service Center

Web Address: www.hartford.edu

- Quick Links
- Self-Service Center

Online Services Page

- Select Student Sign-on
- Select registration

Secure Log-in Page

- Enter User ID – Your UHID
- Enter PIN (6 characters) – Your birth date (initially), or, if you are an active student web user, your most recent PIN. If you receive a message telling you your PIN has expired, follow the directions to create a new PIN.

Self-Service Menu

- Select Student Main Menu

Student Main Menu

- Select Registration

Registration Main Menu

- Click the drop-down arrow and select the term for which you want to register.
- Click the Submit button
- You will return to the Registration Main Menu
- Select Add/Drop Classes

Registration PIN

- Your registration PIN allows you to register online.
- You must consult with your advisor to obtain your registration PIN. This PIN will change each term.
- Enter the registration PIN in the box on the Registration PIN Verification Page.
- Click the Submit button.

Registration Add/Drop

- If you have a registration hold, you will encounter this message: **STOP**
You cannot add/drop classes due to holds on your record. Click to [View Holds].
You can call the Student Administrative Services Center (SASC) at 860.768.4999 for clarification. (Note: Immunization holds are released by Health Services when the student has shown proof of vaccination.)
- If you do not have holds, you will be brought directly to the online registration form.

Add/Drop Classes (Be sure to select the term for which you intend to add or drop classes)

Enter the CRN of each course to be added:

#No.	CRN	#No.	CRN	#No.	CRN	#No.	CRN	#No.	CRN
1.	<u>31456</u>	2.	_____	3.	_____	4.	_____	5.	_____
6.	_____	7.	_____	8.	_____	9.	_____	10.	_____

Click Submit Changes button.

If all goes well, you will see the following:

Action	CRN	Subj	Crse	Sec	Lvl	Cred	Grade Mode	Title	Status
None	31456	ENG	140	001	UG	3.00	Normal	Intro to Lit	*Web Registered*4/4/08

Total Credit Hours: 3.00

Billing Hours: 3.00

Maximum Hours: 18.00 (Maximum number of credits per term for which this student can register at the full-time tuition rate. Thereafter, a per credit hour rate is assessed for each credit that is over the maximum threshold unless exempted by the Dean of the student's college or school.)

Change Registration/Class Options

If you want to take the course as P/NP, click [Student Services & Financial Aid] located at the top of the online registration form. This brings you back to the Student Main Menu. Click on the Registration Option and the Registration Main Menu page will appear. Select Change Class Options.

Change Class Options: (The term displayed is the one you selected)

Intro to Lit 31456 ENG 140

Credit Hour: 3.00

Grading Mode: Normal (letter grade)

Level: Undergraduate

Click the inverted triangle to reveal allowed grade modes.

Highlight the grading mode you want.

Click Submit Button – The course grading mode has now been changed from normal to Pass/No Pass (P/NP).

Continue adding courses on the online registration page.

If registration errors are encountered, this message will appear:

STOP

Registration Errors

Action	CRN	Subj	CRSE	SEC	LVL	CRED	Grade Mode	Title	Status
None	21637	CH	310	001	UG	4.0	Normal	Prin. Of Chem.	Time Conflict with 21682

Add Class

#No. CRN #No. CRN #No. CRN #No. CRN #No. CRN
1. _____ 2. _____ 3. _____ 4. _____ 5. _____
6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Submit Changes

Class Search

Reset

OR if you prefer to request an override, the transaction will have to be processed in person by presenting an Override Authorization form at the Student Administrative Services Center* (SASC), 2nd floor, Computer and Administration Building.

OR Press Class Search button to find another section of the same course or any other course to add that your advisor has designated appropriate to your degree program.

- Click the submit changes button.
- Continue to add courses to complete your schedule.
- To drop a course, press the inverted triangle that is located to the right of the word “None” in the window under the “Action” column. Move the cursor to highlight ****Web dropped**** and then click the Submit Changes button.

*Note: Any course sections that require special approval will need to be processed in person at the Student Administrative Services Center.