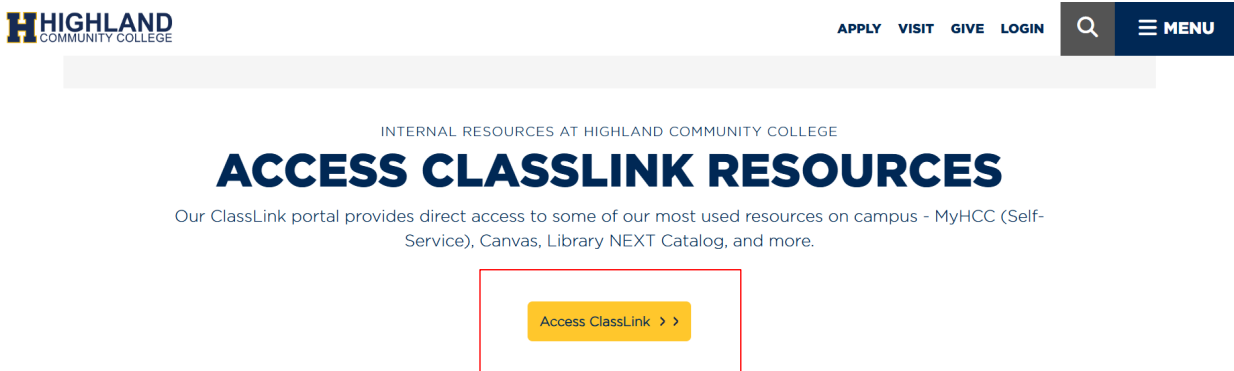
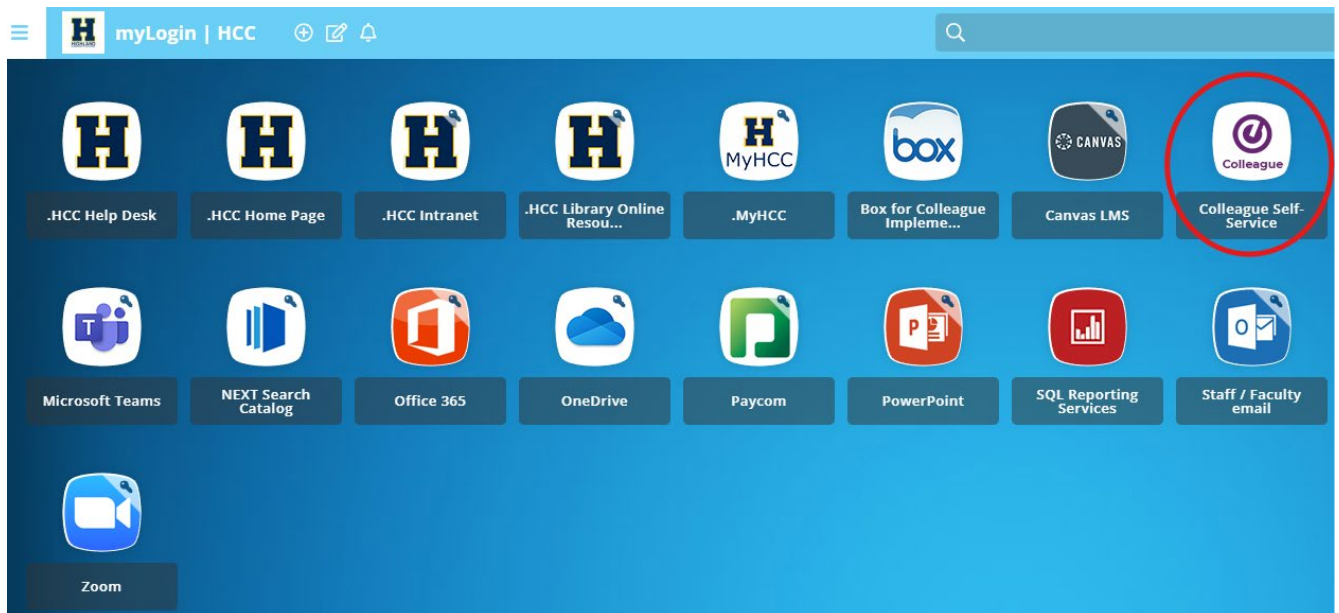


# FAQ: When registration for a term opens, how do I self-enroll for courses?

Step 1: Log in to your HCC Self-Service Account as shown in the “How to Log in to Your HCC Self-Service Account” tutorial.



Step 2: Click the icon “Self-Service” in your ClassLink dashboard.



### Step 3: Click on Student Planning

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



#### Student Finance

Here you can view your latest statement and make a payment online.



#### Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



#### Grades

Here you can view your grades by term.



#### Enrollment Verifications

Here you can view and request an enrollment verification.



#### Academic Attendance

Here you can view your attendances by term.

### Step 4: Click on "Go to Plan & Schedule"

2

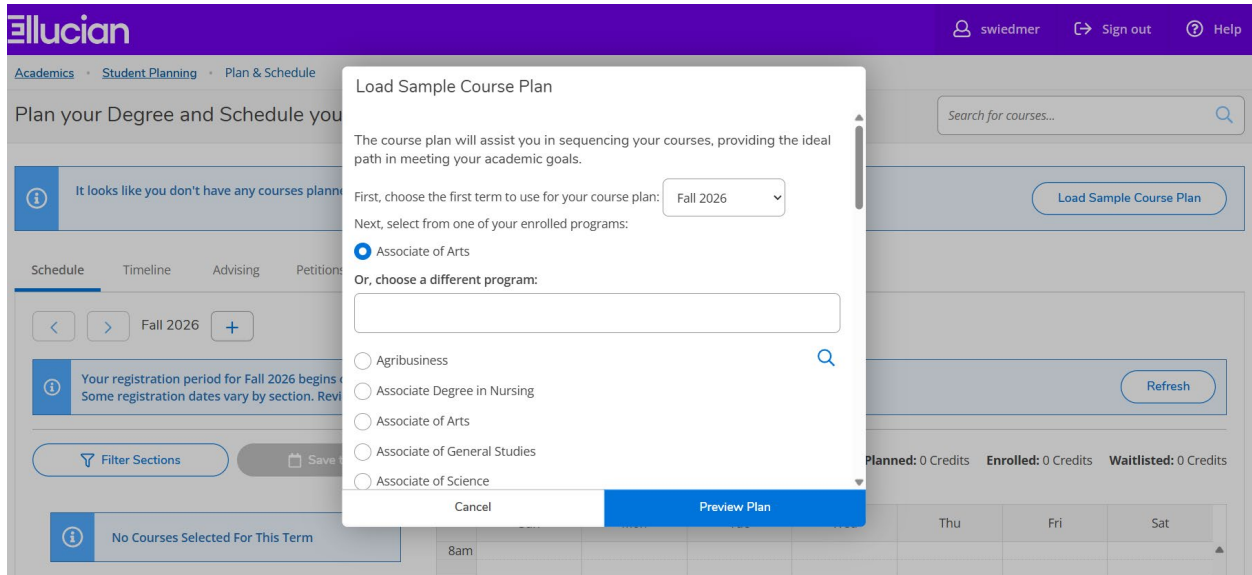


#### Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

**Go to Plan & Schedule**

Step 5: NEW STUDENTS OR STUDENTS WANTING TO CHANGE/ADD a degree: Click on “Load Sample Course Plan”, select your term, and find the degree you are pursuing.



Step 6: Look at your degree course plan to see what classes are needed.

## Requirements [Expand All](#) ▼

### Basic Skills

Complete all of the following items. ⚠ 0 of 5 Completed. [Hide Details](#)

#### A. English

Complete 2 courses from ENG 101, ENG 102, ENG 103

Complete 1 of the following 2 items. ⚠ 0 of 1 Completed. [Show Details](#)

#### B. Communication

Complete SP-106 or SP-105

Complete all of the following items. ⚠ 0 of 1 Completed. [Show Details](#)

#### C. Mathematics

Complete MAT-104, MAT-108, MAT-203, or a higher level math course.

Complete all of the following items. ⚠ 0 of 1 Completed. Fully Planned [Show Details](#)

#### D. Computer Literacy

Complete 1 credit from A-113, A-121, A-215, or A-223

Complete all of the following items. ⚠ 0 of 1 Completed. [Show Details](#)

#### E. Orientation

Complete COL-103 or AB-114

Complete all of the following items. ⚠ 0 of 1 Completed. [Show Details](#)

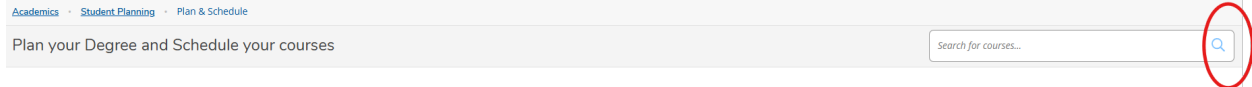
### Humanities and Fine Arts

Complete the following item. ⚠ 0 of 1 Completed. [Show Details](#)

### Social & Behavioral Sciences

Complete 3 of the following 7 items. ⚠ 0 of 3 Completed. [Show Details](#)

## Step 6: Click the magnifying glass to search for courses



OR

You can directly select the unfulfilled course on your degree course plan, and you will be redirected to the catalog.

### Basic Skills

Complete all of the following items. ⚠️ 0 of 5 Completed. [Hide Details](#)

#### A. English

Complete 2 courses from ENG 101, ENG 102, ENG 103

Complete 1 of the following 2 items. ⚠️ 0 of 1 Completed. [Hide Details](#)

1.

Take courses ENG-101, ENG-102. ⚠️ 0 of 2 Courses Completed. [Hide Details](#)

Status	Course	
ⓘ Not Started	<a href="#">ENG-101</a>	Composition I
ⓘ Not Started	<a href="#">ENG-102</a>	Comp II: Lit/Resrch

2.

Take courses ENG-101, ENG-103. ⚠️ 0 of 2 Courses Completed. [Hide Details](#)

Status	Course	
ⓘ Not Started	<a href="#">ENG-101</a>	Composition I
ⓘ Not Started	<a href="#">ENG-103</a>	Comp II: Rhet/Resrch

Step 7: Select the filters that apply to you.

Some popular filters may be: Locations and Instruction Type.

\*HIGH SCHOOL STUDENTS: Choose your High School location and then filter to your school.

\*TECH STUDENTS: Please schedule an appointment with your advisor before enrolling in courses.

### Filter Results Hide

**Subjects** ^

English (1)

**Locations** ^

Atchison High School (1)  
 Axtell High School (1)  
 Frankfort High School (1)  
 Hiawatha High School (1)  
 Highland Campus (1)  
 Holton High School (1)  
 Jackson Heights High School (1)  
 Jefferson County North HS (1)  
[Show All Locations](#)

**Terms** ^

Fall 2026 (1)  
 Summer 2026 (1)

**Days of Week** ^

Monday (1)  
 Tuesday (1)  
 Wednesday (1)  
 Friday (1)

**Instruction Type** ^

Online (1)  
 Not Online (1)

**Step 8: Add all classes to your schedule.**

Filters Applied: (

Add To  
Schedule

Add

**Final Step: Select Register for your classes and make it final! You are now a Scottie!**