ONESTOP
Find your answers.

HOW TO Register for a Course

1) Go to https://hennepintech.edu and under **Current Students**, choose **eServices & Schedule**.
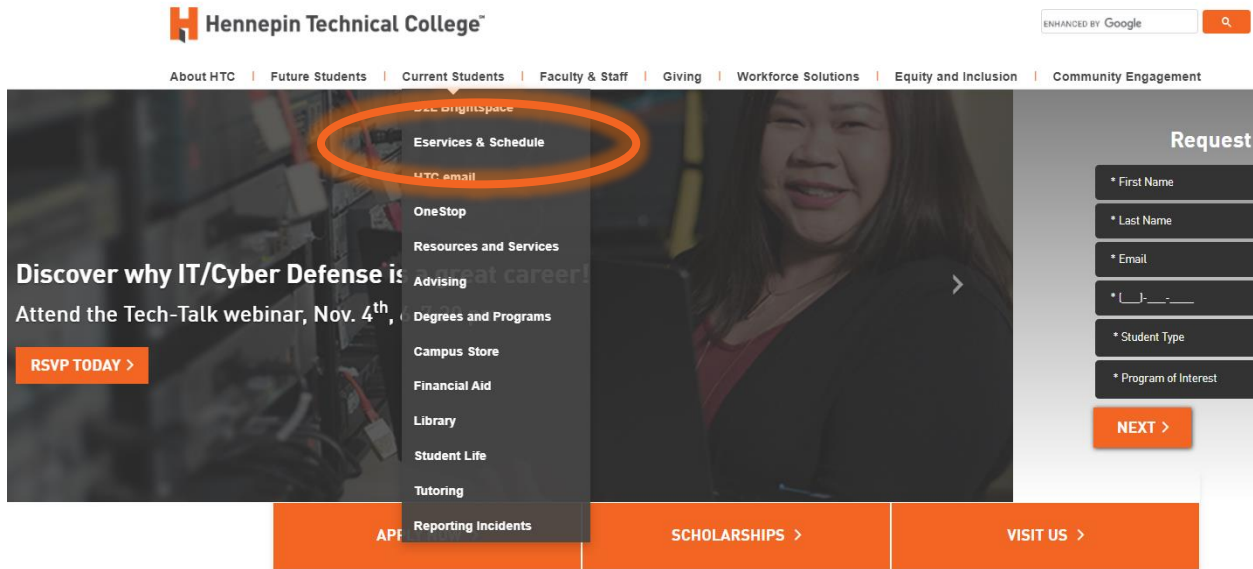
2) Under **eServices**, click on **the campus you are attending**.

3) Login with **StarID and StarID password** (*wx1234yz* – sample format).

4) Click on **Courses & Registration** in the left navigation pane. A drop-down list will appear.

Student e-services

- Dashboard
- Home
- Account Management
- Courses & Registration ← **4**
  - Search for a Course ← **5**
  - Review My Plan
  - View/Modify Schedule
  - Quick Add (Register)
  - Registration Holds
  - Registration Access Code
  - Registration Window
  - Registration Log
- Academic Records
- Financial Aid
- Bills and Payment

5) *HOW TO FIND YOUR COURSE:* **Click on Search for a Course.**

Search

* Required field

* College/University   Hennepin Technical College

Campus   Hennepin North TC, Brooklyn Park   **a**

* Semester   Spring 2020 (Jan - May)   **b**

Subject   **c**   Course Number   (Example 1100)

Course ID #   (Example 004390)

Display   ● Open + Waitlist Eligible Courses   ○ Open Courses Only   ○ All Courses

Delivery Method   ● All   ○ In Person   ○ Completely Online   ○ Blended/Hybrid   ○ Mostly Online

Expand/Collapse for Advanced Search   **d**

Search >   Clear

a) Choose the campus attending
b) Choose the term of registration (ex. Fall 2020)
c) Choose the subject of the course (ex. ENGL0901 is an English course- look for ENGL rubric)
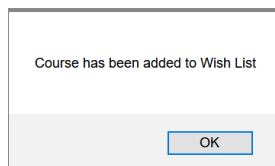d) Click the **Search** button for results

6) A list of offered courses will appear (see screen below).

7) *TO ADD A COURSE TO YOUR WISH LIST:* **Click the (+) sign** at the far left of the course.

8) You will receive this message (see below). **Click OK** to add the course to Wish List.

9) Click on **Review My Plan** in the left side navigation pane.

10) Any courses that you have added to your wish list will show here, allowing you to register for those courses.

11) *TO REGISTER FOR THE COURSE(S):* Check the ☐ next to each course you wish to register (see below).

Review My Plan

New Search

| Fall 2019 | Spring 2020 | Fall 2020 |

Hennepin Technical College   Plan was last changed 3/24/2020 at 8:36 AM

Wish List (1)   Your registration window is currently **open**. Registration Window Close Date/Time: 8/28/2020 12:00 AM

	#	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☑	00 292	ENGL	0901	01	Reading Techniques	08/24 - 10/12	M W	9:00am - 11:50am	3.0	Open	Larson, Michael	Blended/Hybrid	📍

| Select Course(s) to proceed to Register | Remove Selected Course(s) from Wish List |

12) Click the **Select Course(s) to proceed to Register** button (blue button) to continue.

| Select Course(s) to proceed to Register |

13) The next screen outlines the contract that students must abide by when registering for any college courses. This statement summarizes that *students are accepting all academic and financial responsibility* for their courses when they choose to register. It is important to understand that if your financial aid application is in progress or has not been completed, you are the one responsible for the cost of those courses and will accept the responsibility of the costs incurred if your FAFSA does not get finalized or if it does not cover all costs. If you have any doubts about your financial obligations and how that will affect your situation, please speak with a Student Success Advisor or a Financial Aid advocate before registration.

Fall 2020

By confirming this registration, for any semester, I am accepting any financial and academic obligations incurred as a result of this transaction. Failure to pay will result in my debt being referred to the State of Minnesota collection agency (Minnesota Department of Revenue, Collection Division) or a private collection agency. If this happens, I agree to reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.

I also authorize the college or university, and their respective agents and contractors to contact me regarding my debt request, including repayment of my debt, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

If you are degree seeking and want more information about graduation requirements, visit your college or university's web site.

Enter your StarID password and register: [ ] ✓ Register

Select the grading method on this page.

ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Loc
000292	ENGL	0901	01	Reading Techniques	08/24 - 10/12	M W	9:00am - 11:50am	3.0	Normal	Larson, Michael	Blended/Hybrid	📍

You have chosen to register for the courses listed above. **Please check with your academic advisor** to ensure selected courses apply toward graduation. If you have not been admitted to Hennepin Technical College, please keep in mind that not all courses may transfer or apply to another institution.

14) If you are in agreement and would like to continue with registration, enter your **StarID password** for your acknowledgement of the terms.

Enter your StarID password and register: [ ] ✓ Register

15) If you are successful, you will see the message below:

Registration Results for Hennepin Technical College, Fall 2020:

Credit Courses

					Dates	Days	Time	Crds	Grade Me
⊘ **Registration Successful**									
ID	Subj	#	Sec	Title					
000292	ENGL	0901	01	Reading Techniques	08/24 - 10/12	M W	9:00am - 11:50am	3.0	Normal

16) If you receive a *Registration Failed* message, there could be an issue with you not meeting the Course Prerequisites or a different issue with the course. Please speak with a OneStop Navigator to assist you with your registration issue at onestop@hennepintech.edu.