

How to Search for HFC classes?

1. Go to HFCC.edu
 - a. Admission
 - i. Register
 1. Choose either option, depending to on your search plan

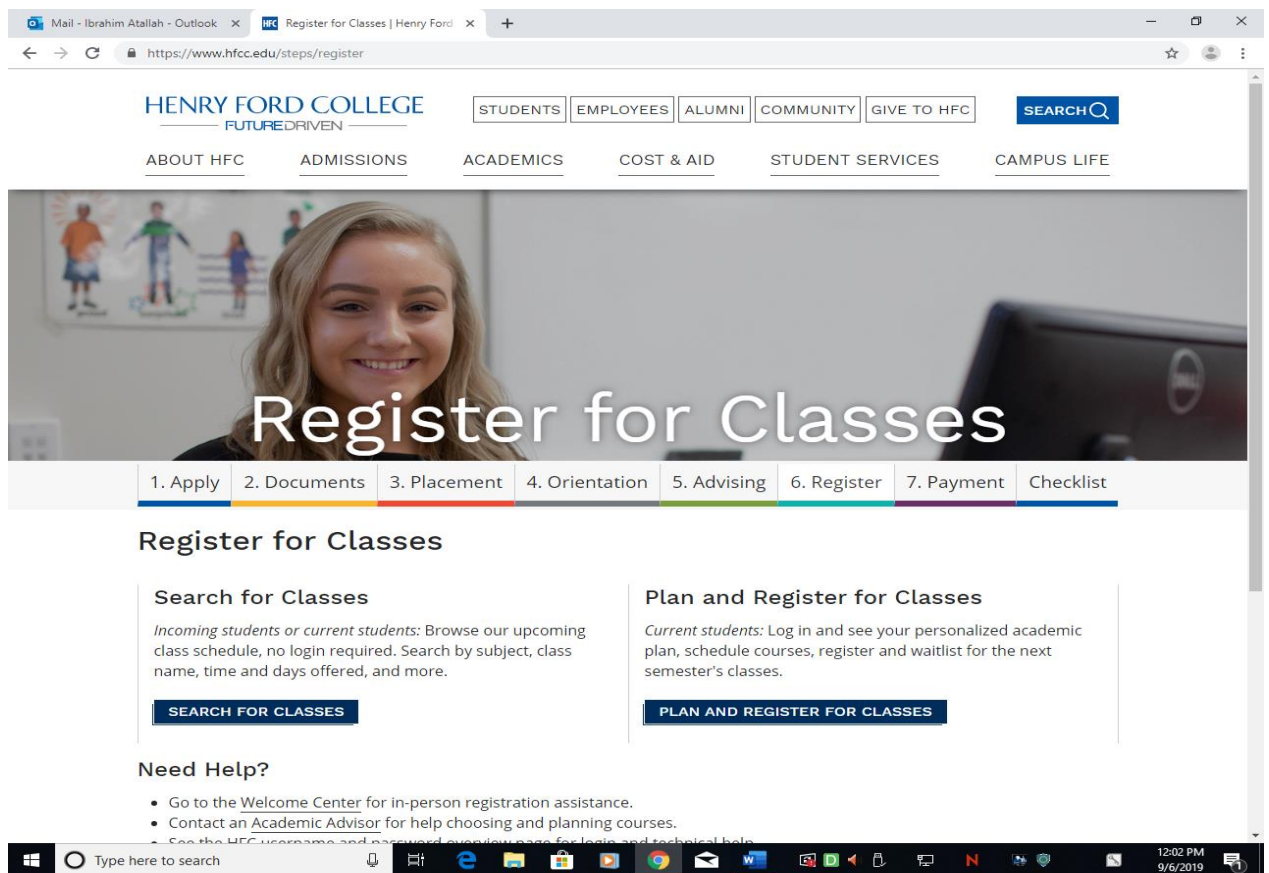
Search for Classes

Incoming students or current students: Browse our upcoming class schedule, no login required. Search by subject, class name, time and days offered, and more. There are 2 options

1. Subject Search
2. Advanced Search

Plan and Register for Classes

Current students: Log in and see your personalized academic plan, schedule courses, register and waitlist for the next semester's classes.



Subject Search

Mail - Ibrahim A... Outlook x Course Catalog - HFCC Self-Servic... x

https://sss.hfcc.edu/Student/Courses

HFCC Self-Service Guest Sign in Help

Search for Courses and Course Sections Search for courses...

Subject Search Advanced Search

Search for a course subject: Type a subject...

- BAC - Accounting
- AH - Allied Health
- ASL - American Sign Language Allied Health
- ANTH - Anthropology
- ARA - Arabic
- ACT - Architecture/Construction
- ART - Art
- ASTR - Astronomy
- ATMS - Atmosphere Science
- AUTO - Automotive
- BIO - Biology
- BLDA - Bldg Sciences-Architecture
- BLDI - Bldg Sciences-Interior Design
- BLDB - BldgScien. Boiler/Refrig Tech
- BLDE - BldgScien. Energy/HVAC& MSFM
- BLDP - BldgScien. Plumb&Pipe-Fitting

https://sss.hfcc.edu/Student/Courses/Search?subjects=AH

Type here to search

12:12 PM 9/6/2019

Advanced Search

Mail - Ibrahim A... Outlook x Course Catalog - HFCC Self-Servic... x

https://sss.hfcc.edu/Student/Courses

HFCC Self-Service Guest Sign in Help

Search for Courses and Course Sections Search for courses...

Subject Search Advanced Search

Catalog Advanced Search

Term Select Term Meeting Start Date Mid/yyyy Meeting End Date Mid/yyyy

Courses

Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section

+ Add More...

Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Location Select Location

Academic Level Select Academic Level

Time Of Day Select Time Of Day

Course Type Select Course Type

Clear Search

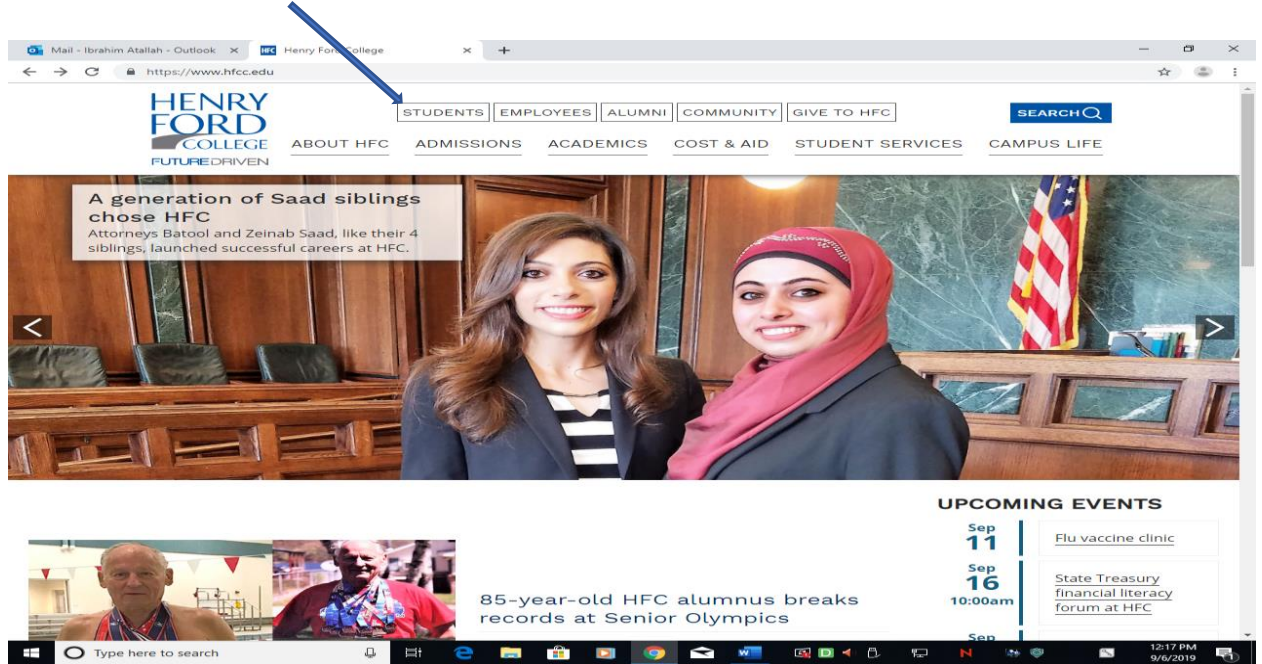
Type here to search

12:13 PM 9/6/2019

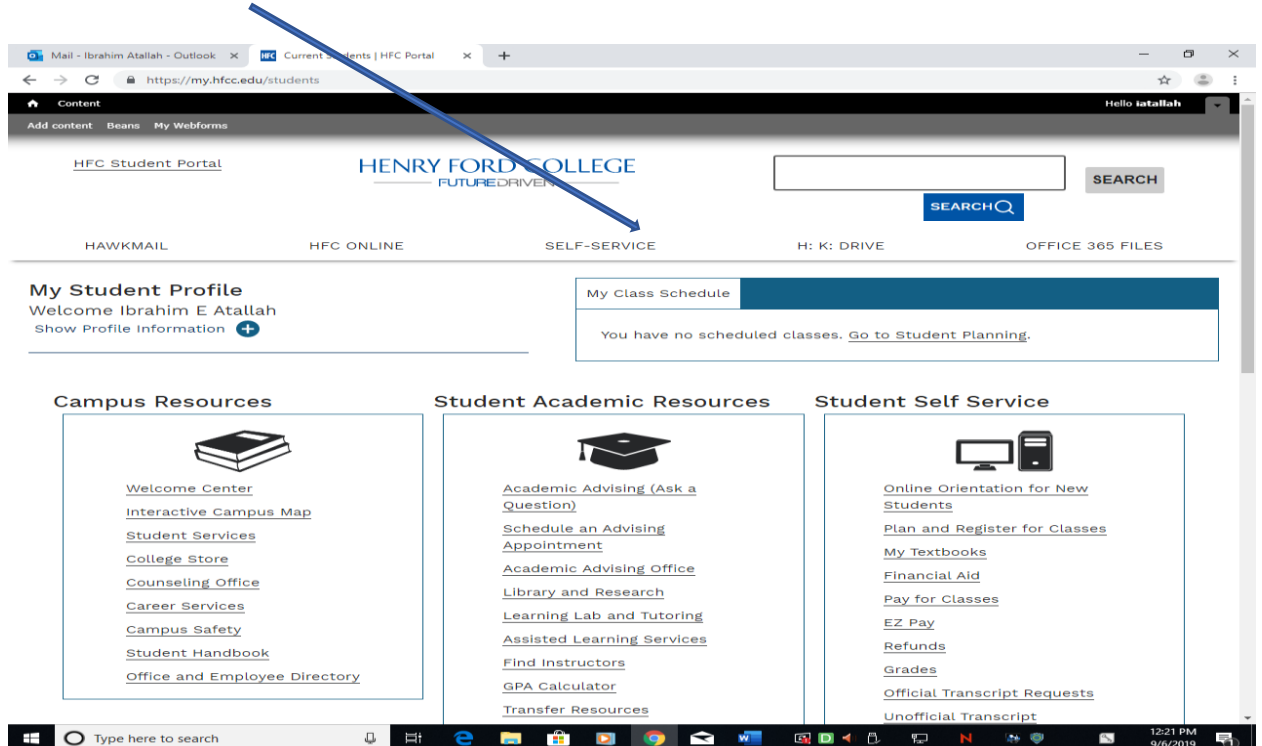
Student Menu

HFCC Self-Serve, Student Planning

1. Go to HFCC.edu
2. Click on the "Student" tap



3. Select "Self-Serve"



Here is the menu of options available for admitted and registered HFC students

The screenshot shows the HFC Self-Service portal for a student. The browser address bar shows the URL <https://sss.hfcc.edu/Student/>. The page header includes the HFC logo and the text "HFC Self-Service". The user's name "iatallah" and "Sign out" and "Help" links are visible in the top right. The main content area is titled "Hello, Welcome to HFC Self-Service!" and "Choose a category to get started." Below this is a grid of service tiles:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Find a Class**: Here you can view and search in course catalog
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.
- Academic Attendance**: Here you can view your attendances by term.
- Advising**: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Management**: Here you can view the financial health of your cost centers and your projects.

The sidebar on the left contains icons for Home, Academic, Student, and HFC. The bottom of the page shows a copyright notice: "© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)". The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date and time "12:24 PM 9/6/2019".

Student Planning

1. Click on Student Planning (As Shown above)
2. Click on Go to Plan a Schedule as shown

Mail - Ibrahim Atallah - Outlook x Student Planning - HFC Self-Serv x +

https://sss.hfcc.edu/Student/Planning

HFC Self-Service iatallah Sign out Help

Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

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](#)

Search for courses...

Programs	Cumulative GPA	Progress
Degree Seeking - No Specific Degree	(4.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

Fall 2019 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Type here to search

12:32 PM 9/6/2019

This section gives the students the option to schedule courses and plan their degrees

The screenshot displays the HFCC Self-Service interface for planning and scheduling courses. The page title is "Plan & Schedule Courses - HFCC". The navigation menu includes "Academics", "Student Planning", and "Plan & Schedule". A search bar is located at the top right with the placeholder text "Search for courses...". A notification banner at the top provides information about payment policies. Below the navigation, a message states "It looks like you don't have any courses planned." with a "Load Sample Course Plan" button. The main content area shows the "Schedule" tab selected, with a dropdown for "Fall 2019" and buttons for "Filter Sections", "Save to iCal", and "Print". A summary shows "Planned: 0 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". A message box indicates "No Courses Selected For This Term. Search for Courses or go to My Progress and load a sample course plan." The course schedule grid is empty, with columns for days of the week (Sun-Sat) and rows for time slots from 8am to 6pm. The Windows taskbar at the bottom shows the date as 9/6/2019 and the time as 12:34 PM.

To Schedule a Course

1. Do a search for the desired course

The screenshot shows the 'Plan & Schedule' interface for a student. At the top, there's a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. A notification banner provides information about payment policies. Below this, the main heading is 'Plan your Degree and Schedule your courses'. A search box on the right contains the text 'coll 101'. A message below the search box states, 'It looks like you don't have any courses planned.' with a 'Load Sample Course Plan' button. The interface includes tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a calendar for 'Fall 2019'. A message box on the left of the calendar reads, 'No Courses Selected For This Term. Search for Courses or go to My Progress and load a sample course plan.' The calendar grid shows days of the week (Sun-Sat) and times from 8am to 6pm. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status bar at the bottom right indicates 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The Windows taskbar at the very bottom shows the system clock as 12:41 PM on 9/6/2019.

2. Select based on desired variables, date, time, faculty, etc
3. Click to Add Section to Schedule

The screenshot shows the HFCC Self-Service website interface for searching courses. The search results for 'COLL-101 College Success (3 Credits)' are displayed. The interface includes a search bar, filter options, and a table of available sections. A blue arrow points from the 'Add Section to Schedule' button for the first section to the third step of the instructions above.

Filter Results

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Architecture/Construction (3)
- Art (1)
- Automotive (1)
- Computer Information Systems (1)
- Computer Literacy Test (1)

Locations

- Main Campus (29)
- East Campus (4)
- Ford Flat Rock Assembly Plant (3)
- Gibraltar Carlson High School (2)
- Michigan Technical Educ Center (2)
- DCTC (1)
- Edsel Ford High School (1)
- Hamtramck High School (1)

Show All Terms

- Fall 2019 (21)
- Winter 2019 (15)
- Spring 2019 (3)
- Summer 2019 (1)

Days of Week

- Monday (25)
- Tuesday (25)
- Wednesday (25)
- Thursday (25)
- Friday (25)

COLL-101 College Success (3 Credits)

Intended for students seeking to maximize their college experience; students will discover ways to achieve academic success by learning how to navigate a diverse campus environment. An emphasis will be given to using academic support systems, thinking critically with career decision-making, program planning, time management, and college financing, together with implementing success motivation, study habits, and testing strategies. Students will create action plans that will help them focus on achieving academic and career success.

Requisites: None
Offered: Fall and Winter Terms

View Available Sections for COLL-101

Fall 2019

College Success 01	Seats	Times	Locations	Instructors
0		M 11:10 AM - 12:30 PM 8/22/2019 - 12/15/2019	Main Campus, Learning Success Center A-121 Computer and Classroom	Boza, L

College Success 02

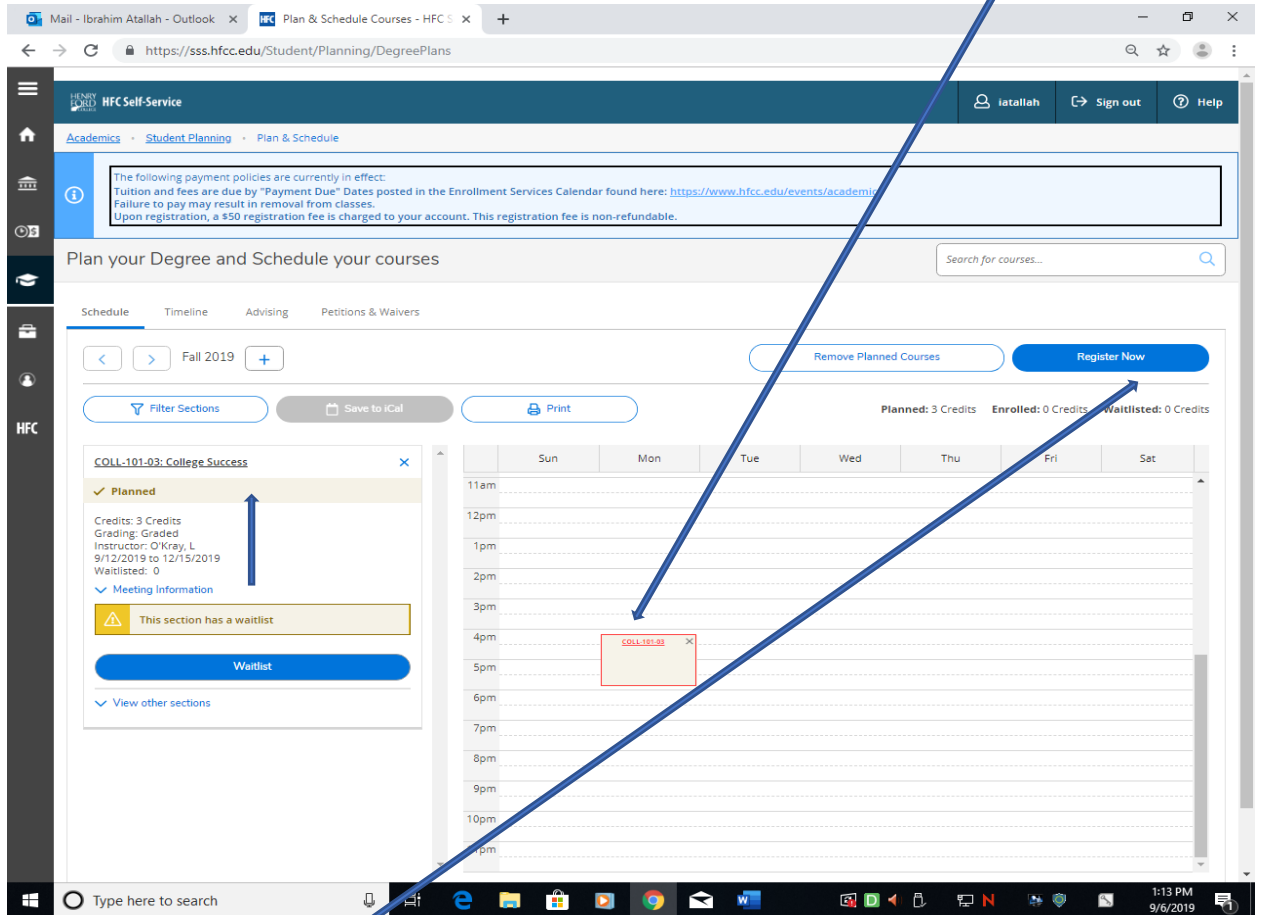
College Success 02	Seats	Times	Locations	Instructors
1		T 2:10 PM - 3:30 PM 8/22/2019 - 12/15/2019	Main Campus, Learning Success Center A-121 Computer and Classroom	Berry, N

College Success 03

Runs from 9/12/2019 - 12/15/2019

College Success 03	Waitlisted	Times	Locations	Instructors
0		M 4:10 PM - 5:55 PM 9/12/2019 - 12/15/2019	Main Campus, Learning Success Center A-121	O'Kray, L

Once you add the course to the schedule, it is then automatically added to the planner



4. Last, is registration

To Run an Eval for a New Program

1. Go to "Go to My Progress"

The screenshot shows the HFCC Self-Service Student Planning interface. At the top, there are navigation links for 'Academics', 'Student Planning', and 'Planning Overview'. Below this is a search bar labeled 'Search for courses...'. The main content area is titled 'Steps to Getting Started' and contains two numbered steps:

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 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](#)

Below the steps is a progress bar for the 'Degree Seeking - No Specific Degree' program, showing a cumulative GPA of (4.000 required) and a green progress indicator.

The bottom section is titled 'Winter 2020 Schedule' and displays a grid with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for time slots from 8am to 8pm.

Click on "Load Sample Course Plan"

The screenshot shows the 'My Progress' page in the HFCC Self-Service system. A blue arrow points from the text 'Click on "Load Sample Course Plan"' to the 'Load Sample Course Plan' button in the top right area of the page. The page displays the following information:

- Program:** Degree Seeking - No Specific Degree (1 of 1 programs)
- At a Glance:**
 - Cumulative GPA: (4,000 required)
 - Institution GPA: (4,000 required)
 - Degree: Associate in Arts
 - Majors: Undeclared/Undecided
 - Departments: Academic VP Office
 - Catalog: 01-02
 - Anticipated Completion Date: [dropdown]
 - Alternate Catalog Year: [dropdown]
- Progress:**
 - Total Credits: 3 of 400
 - Total Credits from this School: 3 of 400
- Requirements:**
 - Invalid Program: Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)
- Other Courses:**

Status	Course	Grade	Term	Credits
Planned	COLL-101 College Success		19/FA	3

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Sample Program

The screenshot displays the HFCC Self-Service Student Planning interface. At the top, there is a navigation bar with the HFCC logo and 'HFC Self-Service' text. The user is logged in as 'iatallah' and can click on 'Sign out' or 'Help'. The main content area shows a message about payment policies and a search bar for courses. A green notification bar states 'You have successfully added courses to the plan.' Below this, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a grid of course cards for four terms: Fall 2019, Winter 2020, Fall 2020, and Winter 2021. Each term has a total number of planned credits listed at the bottom of its column.

Term	Planned Credits
Fall 2019	9
Winter 2020	6
Fall 2020	3
Winter 2021	6

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