HOW TO REGISTER ONLINE

- 1. Meet with your Advisor and they will authorize your registration
- 2. Log on to Self-Service (https://selfservice.hilbert.edu/SelfService/Home.aspx)
- 3. Select the **Register** tab



4. Select Traditional Courses menu item



5. Select Section Search menu item

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- 10. You will receive notification when you have successfully submitted your schedule.
 - a. Your advisor will be notified of the pending schedule and it will hold your seat in the class until your advisor approves it.