

HILBERT COLLEGE

ONLINE REGISTRATION GUIDE

Click Log In

PowerCampus
by Ellucian™

[Home](#) [Register](#) [Search](#)

[Cart](#) [Degree Requirements](#) [Inquire](#) [Apply](#) [Transfer Evaluation](#)



LOG IN



Students

- ▶ [Find Courses](#)
- ▶ [Register](#)

Enter User Name and Password

Sign In

HILBERT COLLEGE

ads.hilbert.edu

Type your user name and password.

User name:

Example: jdoe@hilbert.edu

Password:

Sign In

Click on the Register Tab

Select Traditional Courses

Select the term

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Home Register Advising Classes Department Grades Search My Profile Administration

Traditional Courses Academic Plan What If?

Related Links
Section Search
Academic Plan
View Schedule

Traditional Courses

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

	Period	Status
	2015/Fall	OK to register.
	2015/Summer	OK to register.

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Click Section Search

The screenshot displays the PowerCampus by Ellucian interface. At the top, the logo 'PowerCampus by Ellucian™' is visible. Below it is a navigation bar with buttons for 'Home', 'Register', 'Advising', 'Classes', 'Department', 'Grades', 'Search', 'My Profile', and 'Administration'. Underneath this is a secondary bar with 'Traditional Courses', 'Academic Plan', and 'What If?'. On the left side, there is a 'Related Links' menu with 'Section Search', 'Academic Plan', and 'View Schedule'. A red arrow points to the 'Section Search' link. The main content area is titled 'Traditional Courses - 2015/Fall' and features a progress bar with steps: 'Select Period' (checked), 'Review Schedule', 'Finalize', and 'Complete'. Below the progress bar is a 'Courses to Add' section with the message 'Your cart is empty.' and instructions: 'You must add courses to your cart before proceeding with registration. Use the [Section Search](#) to s to add to your cart. You can review your degree requirements and find required courses using the [Academic Plan](#).'

Enter Course Code to find specific course or click Search to view all courses

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[Home](#) [Register](#) [Advising](#) [Classes](#) [Department](#) [Grades](#) [Search](#) [My Profile](#) [Administration](#)

[Course Catalog](#) [Section Search](#) [Directory](#)

Related Links ▲

- [Registration](#)
- [Academic Plan](#)

Section Search

[Basic Search](#) [Advanced Search](#)

Keywords

Course Code

Registration Type
 Traditional Continuing Education Both

Period ▼

Session ▼

This example searches for CJ 101. Find the section you want and click Add

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Home Register Advising Classes Department Grades Search My Profile Administration

Course Catalog Section Search Directory

Options

- Open Sections Only
- New Search
- Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

- Open Closed

Related Links

- Registration
- Academic Plan

Section Search

Found 4 results for Course Code = 'CJ 101' and Registration Type = 'Traditional' and Period = '2015 Fall'. [Back to Registration](#)

Showing 1 - 4 of 4

Course	Date	Session	Credits	Fees	Schedule	Available Seats	Add
Introduction to Criminal Justice CJ 101/Lecture/1	8/31/2015 - 12/18/2015	2015 Fall Session 1	3.00		Monday Wednesday 8:10 AM - 9:35 AM; Hilbert College, Bogel Hall, Room 202	25 of 25	Add
Instructors:		Zimpfer Randy Scott					
Introduction to Criminal Justice CJ 101/Lecture/2	8/31/2015 - 12/18/2015	2015 Fall Session 1	3.00		Monday Wednesday 11:00 AM - 12:15 PM; Hilbert College, Bogel Hall, Room 202	25 of 25	Add
Instructors:		Becker Fred					
Introduction to Criminal Justice	8/31/2015 -	2015 Fall Session 1	3.00		Tuesday Thursday 11:00	25 of 25	Add
Instructors:							
					- 8:50	25 of 25	Add
Instructors:					147		

If you are adding classes **BEFORE** your designated registration period, you will receive the error message *"You are not eligible to register at this time"*. You can still select your courses. However, you will need to remember to log on after 8:00 am on your designated registration day and click the register button.

You will see the course added on the right side of the screen. Continue adding courses until all are in your cart. You can view your cart after you add a course by clicking on “view cart” or click on “cart” in the top right corner near the Log out button.

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Home Register Advising Classes Department Grades Search My Profile Administration

Course Catalog Section Search Directory

Options

- Open Sections Only
- New Search
- Refine Search

Sort By
Course ID Sort

Results Per Page
10 Show

Legend
Open Closed

Section Search

Found 4 results for Course Code = 'cj 101' and Registration Type = 'Traditional'. [Back to Registration](#)

Showing 1 - 4 of 4

Course	Date	Session	Credits	Fees
Introduction to Criminal Justice CJ 101/Lecture/1	8/31/2015 - 12/18/2015	2015 Fall Session 1	3.00	

Instructors: Zimpfer Randy Scott

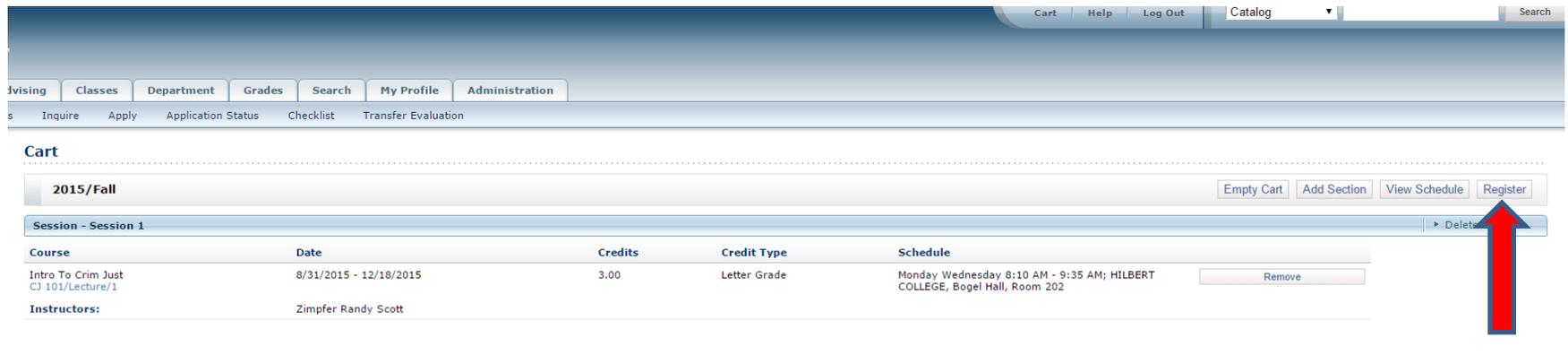
Course Added [Hide](#)

Course CJ 101/Lecture/1 was added to your shopping cart for period 2015/FALL/Session 1.

[View Cart](#)



Once your designated registration period opens at 8:00am log into Self Service – Click on Cart in the top right corner next to Log Out – click on the Register button on the right side of the screen.



The screenshot displays a web interface for a self-service registration system. At the top, there is a navigation bar with links for 'Cart', 'Help', 'Log Out', 'Catalog', and 'Search'. Below this is a secondary navigation bar with tabs for ' Advising', 'Classes', 'Department', 'Grades', 'Search', 'My Profile', and 'Administration'. A third bar contains links for 'Inquire', 'Apply', 'Application Status', 'Checklist', and 'Transfer Evaluation'. The main content area is titled 'Cart' and shows the current semester as '2015/Fall'. On the right side of this section are buttons for 'Empty Cart', 'Add Section', 'View Schedule', and 'Register'. Below this is a table with one row of course information. A red arrow points to the 'Register' button.

Course	Date	Credits	Credit Type	Schedule	
Intro To Crim Just CJ 101/Lecture/1	8/31/2015 - 12/18/2015	3.00	Letter Grade	Monday Wednesday 8:10 AM - 9:35 AM; HILBERT COLLEGE, Bogel Hall, Room 202	Remove

Review the selected courses and click Next

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Home Register Advising Classes Department Grades Search My Profile Administration

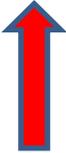
Traditional Courses Academic Plan What If?

Related Links
Section Search
Academic Plan
View Schedule

Traditional Courses - 2015/Fall

✓ Select Period ▶ Review Schedule Finalize Complete

Courses to Add									
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	Intro To Crim Just - CJ 101 / Lecture / 1	8/31/2015 - 12/18/2015	Session 1	3.00	Letter Grade	Monday Wednesday, 8:10 AM - 9:35 AM;	Hilbert College, Bogel Hall, Room 202	In Cart	<input type="button" value="Remove"/>
Instructors:									
<input checked="" type="checkbox"/>	Juvenile Delinquen - CJ 102 / Lecture / 1	8/31/2015 - 12/18/2015	Session 1	3.00	Letter Grade	Tuesday Thursday, 12:25 PM - 1:40 PM;	Hilbert College, Bogel Hall, Room 202	In Cart	<input type="button" value="Remove"/>
Instructors:									



The finalize step will show the status in the last column. Click Next.

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Home Register Advising Classes Department Grades Search My Profile Administration

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule

Traditional Courses - 2015/Fall

✓ Select Period ✓ Review Schedule ▶ Finalize Complete

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Intro To Crim Just -CJ 101 /Lecture /1	8/31/2015	8/2015 Session 1	3.00	Letter Grade	Monday Wednesday, 8:10 AM - 9:35 AM	Hilbert College, Bogel Hall, Room 202	Awaiting advisor approval
Instructor: Zimpfer Robert Scott							
Juvenile Delinquen -CJ 102 /Lecture /1	8/31/2015	8/2015 Session 1	3.00	Letter Grade	Tuesday Thursday, 12:25 PM - 1:40 PM	Hilbert College, Bogel Hall, Room 202	Awaiting advisor approval
Instructor: Downes Yvonne							

Previous Next

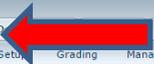
Your advisor will be notified when you submit your schedule for approval. Once you register online your **seat is saved** in the course, regardless of how long it takes your advisor to approve your schedule. You will lose your seat if the advisor denies your request. To avoid this, be sure to meet with your advisor before registration.

The screenshot displays the PowerCampus by Ellucian registration interface. At the top, the logo "PowerCampus by Ellucian" is visible. Below it is a navigation bar with tabs for Home, Register, Advising, Classes, Department, Grades, Search, My Profile, and Administration. The "Register" tab is currently selected. Underneath the navigation bar, there are links for "Traditional Courses", "Academic Plan", and "What If?". On the left side, there is a "Related Links" section with links for "Section Search", "Academic Plan", and "View Schedule". The main content area is titled "Traditional Courses - 2015/Fall" and features a progress bar with four steps: "Select Period", "Review Schedule", "Finalize", and "Complete". All steps are marked with a green checkmark, indicating they have been completed. Below the progress bar, a message states: "You have successfully submitted your 2015/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified." At the bottom of the main content area, there are two links: "Modify your schedule for 2015/Fall" and "Select another Registration Period".

To view the schedule that was submitted and track if you have been approved go to the Classes tab then Schedule. You can see this class is Awaiting Advisor Approval. You will see Registered Courses when it has been approved.

The screenshot displays the PowerCampus by Ellucian interface. At the top, there is a navigation bar with tabs for Home, Register, Advising, Classes, and a dropdown menu. A red arrow points to the 'Schedule' option within the 'Classes' dropdown. Below the navigation bar, there is a sub-menu with options like Schedule, Permission Requests, Enrollment, Setup, Grading, and Manage Assistants. The main content area is titled 'Student Schedule' and shows details for 'Traditional 2015/Fall/Session 1'. The status is 'Awaiting Advisor Approval'. The course is '101/Lecture/1 - Introduction to Criminal Justice' with 3.00 credits and a letter grade type. The schedule is Monday Wednesday 8:10 AM - 9:35 AM at Hilbert College, Bogel Hall, Room 202, with instructors Zimpfer and Randy Scott. On the left, there are filters for 'Courses in Cart', 'Waitlisted Courses', and 'Con Ed Courses'. At the bottom, there are summary statistics: Total Registered Courses 0, Total Awaiting Approval 1, Total Registered Credits 0.00, Total Registered CEUs 0, and Total Awaiting Approval Credits 3.00.

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Home Register Advising **Classes**  Search My Profile Administration

Schedule Permission Requests Enrollment Setup Grading Manage Assistants

Student Schedule

Faculty Schedule

Options ▲

Text | Grid

Period
2015/Fall ▼

Courses in Cart
 Waitlisted Courses
 Con Ed Courses

Submit

Traditional 2015/Fall/Session 1
Awaiting Advisor Approval
101/Lecture/1 - Introduction to Criminal Justice
Credits 3.00 Type Letter Grade
Schedule Monday Wednesday 8:10 AM - 9:35 AM; HILBERT COLLEGE, Bogel Hall, Room 202
Instructors Zimpfer Randy Scott

Duration 8/31/2015 - 12/18/2015
CEUs 0.00

Total Registered Courses 0
Total Awaiting Approval 1

Total Registered Credits 0.00
Total Registered CEUs 0
Total Awaiting Approval Credits 3.00