Registration Quick Guide

This guide will walk you through adding and dropping classes using Registration Dashboard or Schedule Builder. Both are accessed by first logging into myHGTC.

How to Access Registration Dashboard

1 Click "Registration Dashboard" on the Registration Tools card.
2 Click "Register for Classes".
3 Select "Term Open for Registration" and click "Continue". (EX: Fall 2025)

How to Register for Classes in Registration Dashboard using CRNs

A course reference number, or CRN, is a 4-digit unique identifier assigned to each specific section of a class at HGTC. If you have the CRN for a specific class you wish to register for, follow the instructions below.

1 Click the "Enter CRNs" tab and then enter the CRN number of the class(es) you wish to register for.
    a. Click "Add Another CRN" if you need additional space.
2 Click "Add to Summary" when all CRN numbers have been added.
3 Click "Submit" in the bottom-right corner to finalize your registration.
    a. All successful registrations will show a "Registered" status.
    b. If you are unable to register for a class, refer to the error message that is displayed. You may need to select another section or class.

How to Register for Classes in Registration Dashboard using Find Classes

If you wish to review multiple sections of a class to make a registration decision, follow the instructions below.

1 Enter the name and number of the class you wish to register for. (EX: ENG 101)
    a. You may add more than one class in this field.
2 You may select filters from the remaining fields or leave them blank.
3 Click "Search" to see available class options.
4 Click "Add" next to the desired class(es).
    a. The class will appear on the Schedule section at the bottom unless it is an online class.
    b. The class will also appear in the Summary section at the bottom with a "Pending" status.
5 Click "Submit" in the bottom-right corner to finalize your registration.
    a. All successful registrations will show a "Registered" status.
    b. If you are unable to register for a class, refer to the error message that is displayed. You may need to select another section or class.

How to Withdraw from Classes in Registration Dashboard

We recommend speaking with Student Accounts, Financial Aid and your academic advisor prior to withdrawing from a class. If you have made the decision to withdraw from a class, follow the instructions below.

1 In the Summary section at the bottom, click the dropdown menu beside the class(es) you wish to drop and select the appropriate action.
2 Click "Submit" and you will be removed from the class.

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How to Access Schedule Builder

1 Click on "Registration Tool - Schedule Builder" on the Registrations Tools card.
2 Click "Sign In" in the upper right corner and then click "Continue".
3 Click the desired term for registration. (example Fall 2025)

How to Register for Classes in Schedule Builder

1 In the Select Courses section, click in the "Select Course..." box
and type in a course using one of the following methods.
    a. Class name and number (EX: ENG 101]
    b. Title (EX: English Composition I)
    c. Instructor's Name (EX: Smith or Smith, Timothy)
    d. Course reference number or CRN (EX: 1696)
       (A CRN is a 4-digit unique identifier assigned to each specific section of a class at HGTC.)
2 Select the desired class from the list of results.
3 Repeat Steps 1 & 2 to add other desired classes.

    NOTE: You can click the dropdown arrow beside each class to view the course description as
well as filter results by campus or session. You can also click the trash can icon to remove a class.

4 To the right of the Select Courses section is the Schedule Results section.
If you do not see this section, click "Generate Schedules" at the bottom of the page.
5 Click the left and right arrow buttons at the top of the page to review the schedules that are available to choose from.
    a. Schedules will be shown in a list view with details about each class.
    b. Schedules will also be shown in a calendar view.
6 Once you find the desired schedule, click "GET THIS SCHEDULE" at the bottom of the page.
7 On the confirmation page, click "DO ACTIONS" at the bottom of the page.
    a. All successful registrations will show a "Registered" status.
    b. If you are unable to register for a class, refer to the error message
that is displayed. You may need to select another section or class.
8 Click "RETURN TO 'SELECT COURSES'" at the bottom of the page to view/print your schedule or make changes.

How to Withdraw from Classes in Schedule Builder

We recommend speaking with Student Accounts, Financial Aid and your academic advisor prior to withdrawing
from a class. If you have made the decision to withdraw from a class, follow the instructions below.

1 In the Select Courses section, click the trash can icon beside the class(es) you wish to withdraw from.
2 In the Schedule Results section, click "GET THIS SCHEDULE".
3 On the confirmation page, click "DO ACTIONS" at the bottom of the page and you will be removed from the class.
4 Click "RETURN TO 'SELECT COURSES'" at the bottom of the page to view/print your Schedule.