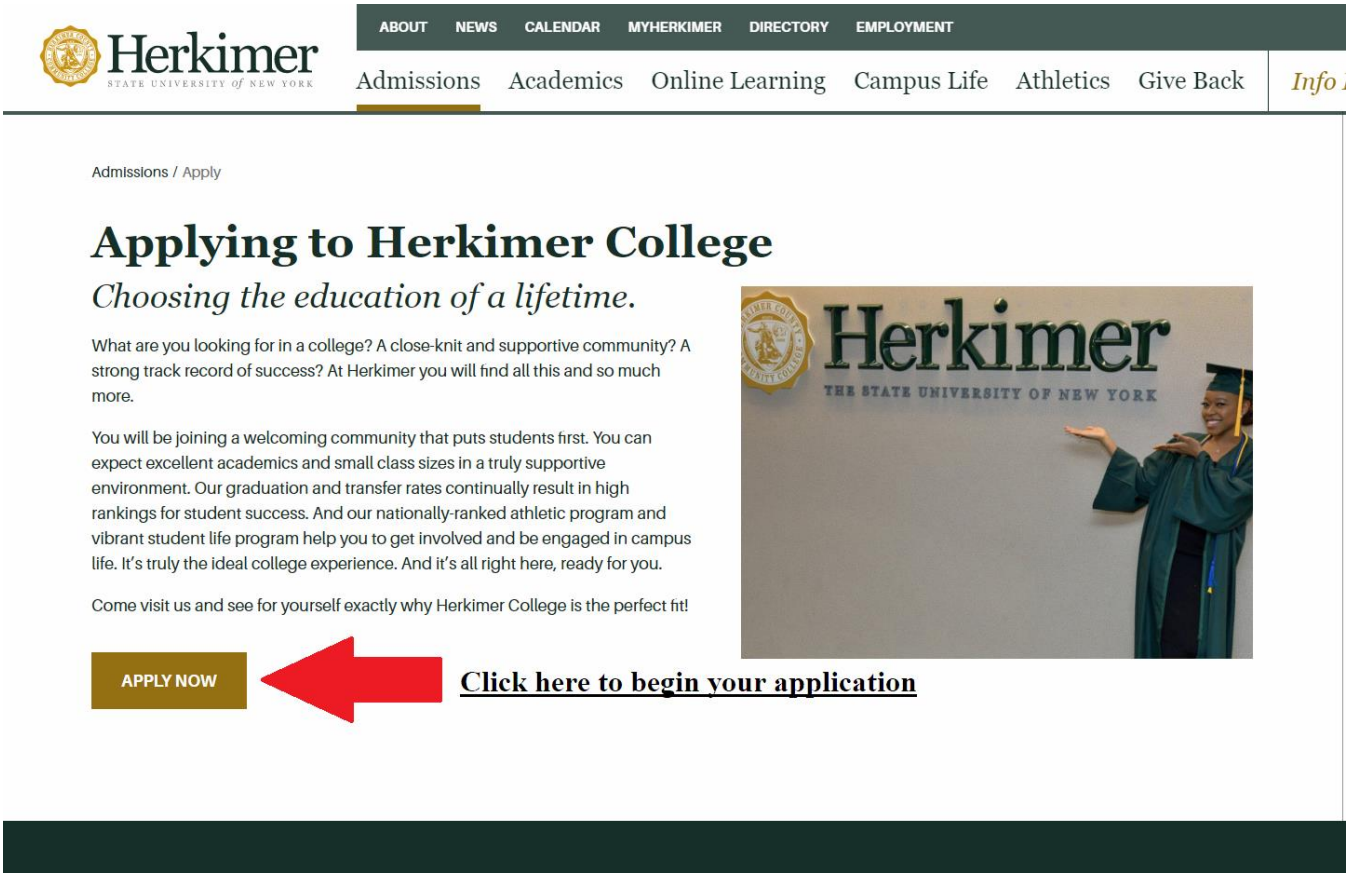
HOW TO WEB REGISTER

Last Updated: 12/11/2019

Step One:

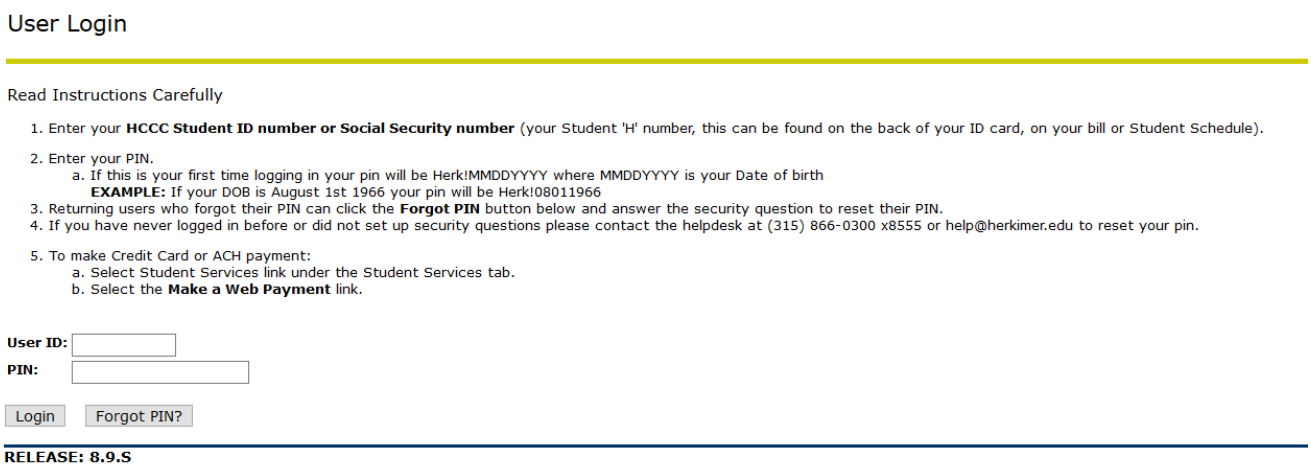
If you haven't already, you will need to apply for admission to Herkimer College. Before registration, you will need to be an accepted student. Non-Matriculated students are automatically accepted within two business days of application. Matriculated students will be notified by our Admissions Department if they are accepted. You can find a link to our online application here:

https://www.herkimer.edu/admissions/apply/



Step Two:

Go to http://herkimer.edu/sos



User Login

Read Instructions Carefully

1. Enter your **HCCC Student ID number or Social Security number** (your Student 'H' number, this can be found on the back of your ID card, on your bill or Student Schedule).
2. Enter your PIN.
   a. If this is your first time logging in your pin will be Herk!MMDDYYYY where MMDDYYYY is your Date of birth
      EXAMPLE: If your DOB is August 1st 1966 your pin will be Herk!08011966
3. Returning users who forgot their PIN can click the **Forgot PIN** button below and answer the security question to reset their PIN.
4. If you have never logged in before or did not set up security questions please contact the helpdesk at (315) 866-0300 x8555 or help@herkimer.edu to reset your pin.
5. To make Credit Card or ACH payment:
   a. Select Student Services link under the Student Services tab.
   b. Select the **Make a Web Payment** link.

User ID:
PIN:

Login Forgot PIN?

RELEASE: 8.9.S

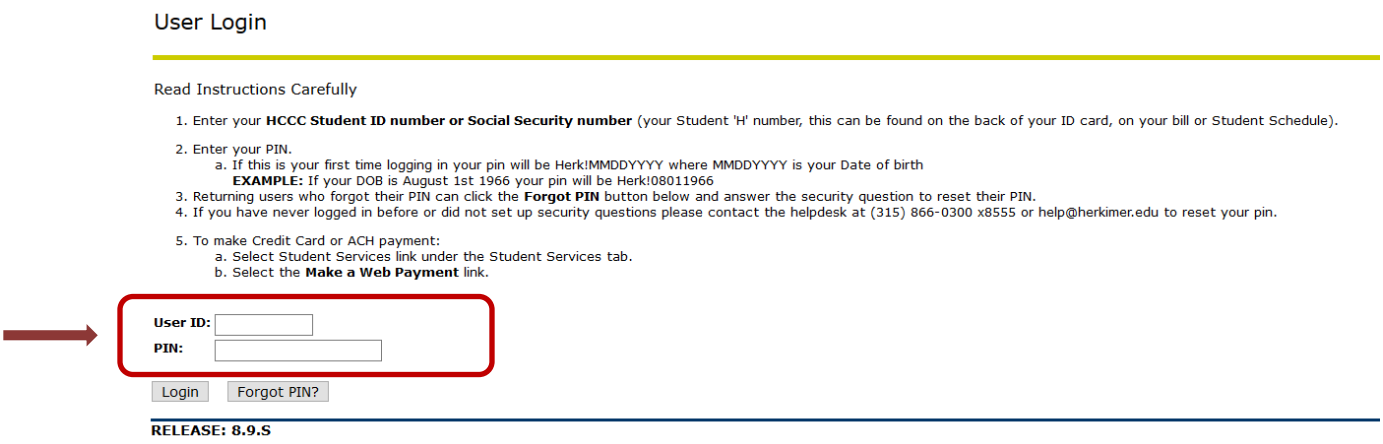
Step Three:

Login to Student Online Services

User ID – HCCC assigned Student ID Number (it begins with an "H") or your Social Security Number, no dashes, no spaces

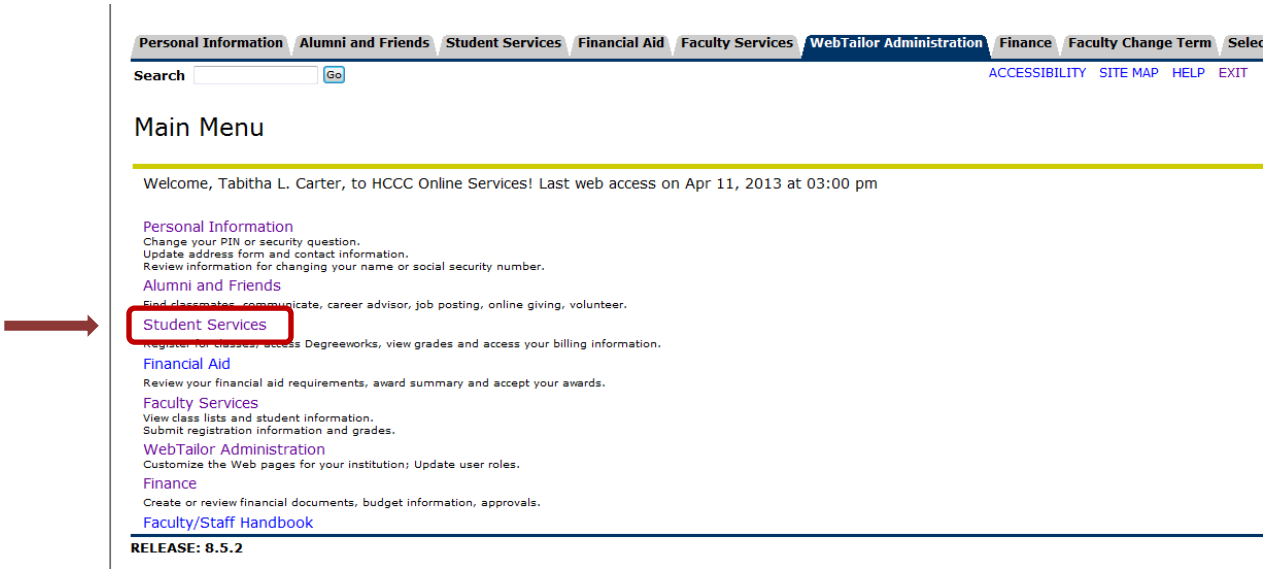
PIN – Initially Herk!mmddyyyy (mmddyyyy would be your 8-digit date of birth)

If you need any assistance with your Student Online Services (SOS) Account, please contact the Help Desk at Help@herkimer.edu or by telephone, during regular business hours, at 315-866-0300, X8555.



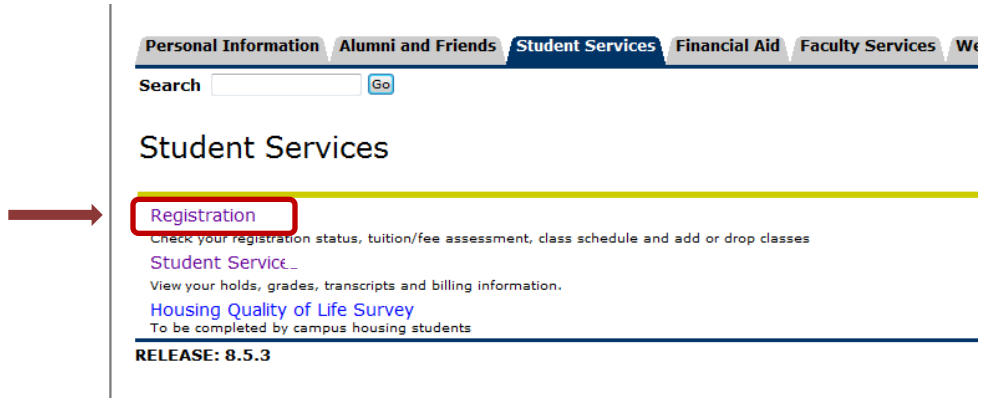
Step Four:

Select Student Services.



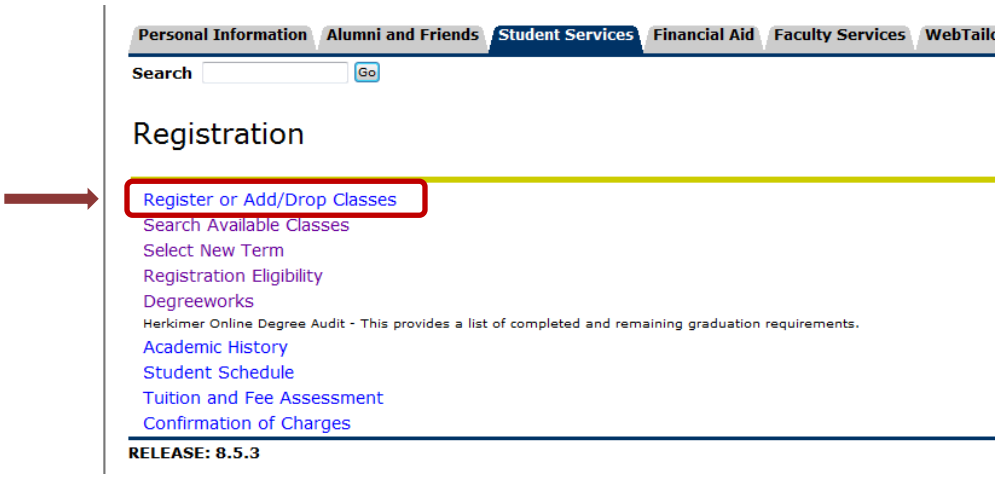
Step Five:

Select Registration link.



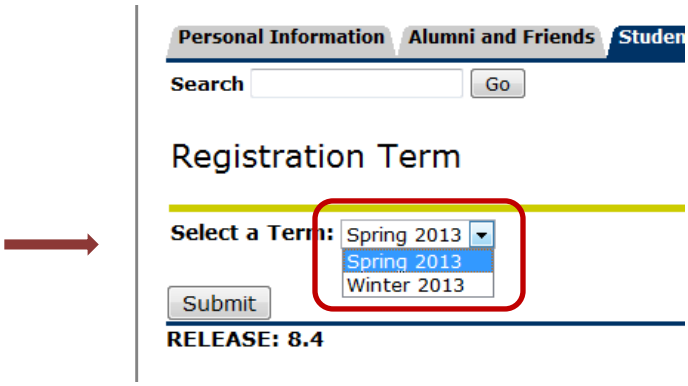
Step Six:

Select Register or Add/Drop Classes link.



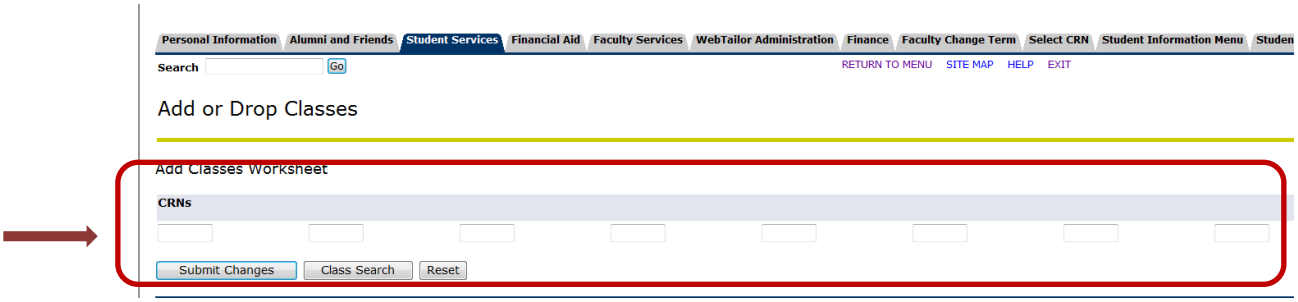
Step Seven:

Select the term using the drop-down menu and click the Submit button.

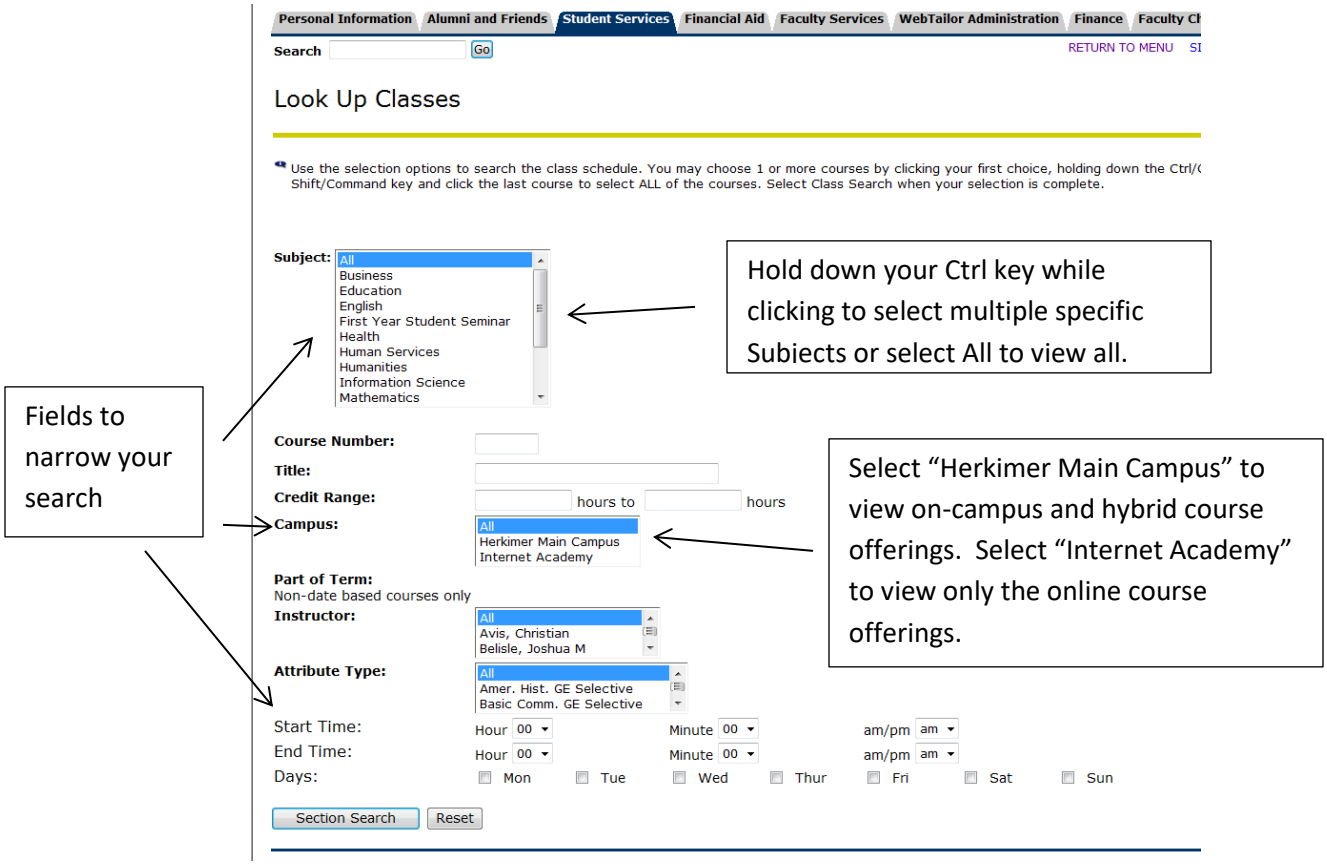


Step Eight:

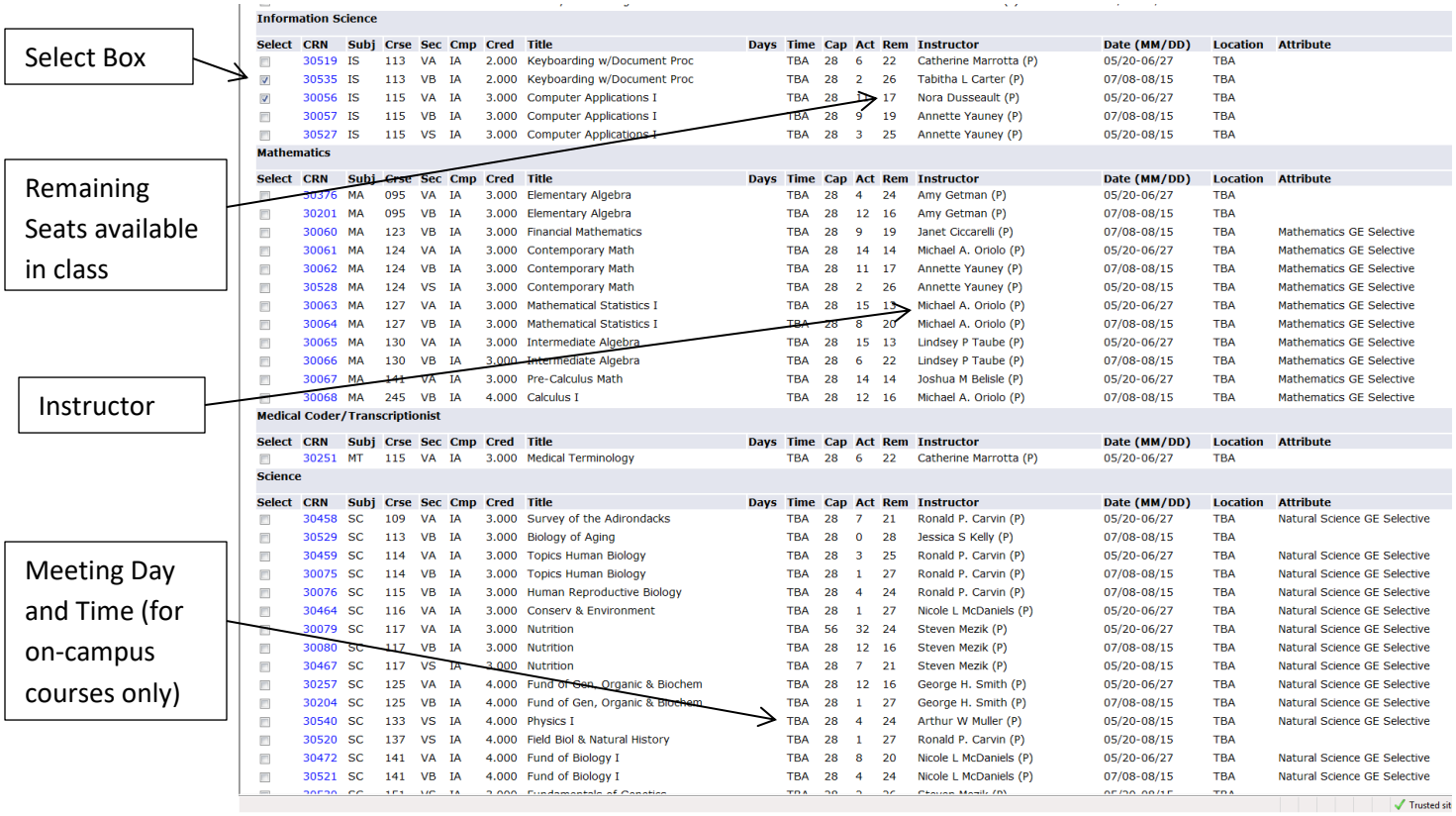
Enter the CRN Number(s) for the course(s) you would like to register for then click the Submit Changes button.



Or, if you don't know the CRN Numbers, click the "Class Search" button. Then click the "Advanced Search" button.



Check the box located directly in front of the courses which you would like to register for:



Information Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	30519	IS	113	VA	IA	2.000	Keyboarding w/Document Proc		TBA	28	6	22	Catherine Marrotta (P)	05/20-06/27	TBA	
☑	30535	IS	113	VB	IA	2.000	Keyboarding w/Document Proc		TBA	28	2	26	Tabitha L Carter (P)	07/08-08/15	TBA	
☑	30056	IS	115	VA	IA	3.000	Computer Applications I		TBA	28	11	17	Nora Dusseault (P)	05/20-06/27	TBA	
☐	30057	IS	115	VB	IA	3.000	Computer Applications I		TBA	28	9	19	Annette Yauney (P)	07/08-08/15	TBA	
☐	30527	IS	115	VS	IA	3.000	Computer Applications I		TBA	28	3	25	Annette Yauney (P)	05/20-08/15	TBA	

Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	30376	MA	095	VA	IA	3.000	Elementary Algebra		TBA	28	4	24	Amy Getman (P)	05/20-06/27	TBA	
☐	30201	MA	095	VB	IA	3.000	Elementary Algebra		TBA	28	12	16	Amy Getman (P)	07/08-08/15	TBA	
☐	30060	MA	123	VB	IA	3.000	Financial Mathematics		TBA	28	9	19	Janet Ciccarelli (P)	07/08-08/15	TBA	Mathematics GE Selective
☐	30061	MA	124	VA	IA	3.000	Contemporary Math		TBA	28	14	14	Michael A. Oriolo (P)	05/20-06/27	TBA	Mathematics GE Selective
☐	30062	MA	124	VB	IA	3.000	Contemporary Math		TBA	28	11	17	Annette Yauney (P)	07/08-08/15	TBA	Mathematics GE Selective
☐	30528	MA	124	VS	IA	3.000	Contemporary Math		TBA	28	2	26	Annette Yauney (P)	05/20-08/15	TBA	Mathematics GE Selective
☐	30063	MA	127	VA	IA	3.000	Mathematical Statistics I		TBA	28	15	13	Michael A. Oriolo (P)	05/20-06/27	TBA	Mathematics GE Selective
☐	30064	MA	127	VB	IA	3.000	Mathematical Statistics I		TBA	28	8	20	Michael A. Oriolo (P)	07/08-08/15	TBA	Mathematics GE Selective
☐	30065	MA	130	VA	IA	3.000	Intermediate Algebra		TBA	28	15	13	Lindsey P Taube (P)	05/20-06/27	TBA	Mathematics GE Selective
☐	30066	MA	130	VB	IA	3.000	Intermediate Algebra		TBA	28	6	22	Lindsey P Taube (P)	07/08-08/15	TBA	Mathematics GE Selective
☐	30067	MA	141	VA	IA	3.000	Pre-Calculus Math		TBA	28	14	14	Joshua M Belisle (P)	05/20-06/27	TBA	Mathematics GE Selective
☐	30068	MA	245	VB	IA	4.000	Calculus I		TBA	28	12	16	Michael A. Oriolo (P)	07/08-08/15	TBA	Mathematics GE Selective

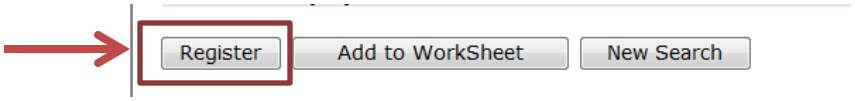
Medical Coder/Transcriptionist

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	30251	MT	115	VA	IA	3.000	Medical Terminology		TBA	28	6	22	Catherine Marrotta (P)	05/20-06/27	TBA	

Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	30458	SC	109	VA	IA	3.000	Survey of the Adirondacks		TBA	28	7	21	Ronald P. Carvin (P)	05/20-06/27	TBA	Natural Science GE Selective
☐	30529	SC	113	VB	IA	3.000	Biology of Aging		TBA	28	0	28	Jessica S Kelly (P)	07/08-08/15	TBA	
☐	30459	SC	114	VA	IA	3.000	Topics Human Biology		TBA	28	3	25	Ronald P. Carvin (P)	05/20-06/27	TBA	Natural Science GE Selective
☐	30075	SC	114	VB	IA	3.000	Topics Human Biology		TBA	28	1	27	Ronald P. Carvin (P)	07/08-08/15	TBA	Natural Science GE Selective
☐	30076	SC	115	VB	IA	3.000	Human Reproductive Biology		TBA	28	4	24	Ronald P. Carvin (P)	07/08-08/15	TBA	Natural Science GE Selective
☐	30464	SC	116	VA	IA	3.000	Conserv & Environment		TBA	28	1	27	Nicole L McDaniels (P)	05/20-06/27	TBA	Natural Science GE Selective
☐	30079	SC	117	VA	IA	3.000	Nutrition		TBA	56	32	24	Steven Mezik (P)	05/20-06/27	TBA	Natural Science GE Selective
☐	30080	SC	117	VB	IA	3.000	Nutrition		TBA	28	12	16	Steven Mezik (P)	07/08-08/15	TBA	Natural Science GE Selective
☐	30467	SC	117	VS	IA	3.000	Nutrition		TBA	28	7	21	Steven Mezik (P)	05/20-08/15	TBA	Natural Science GE Selective
☐	30257	SC	125	VA	IA	4.000	Fund of Gen, Organic & Biochem		TBA	28	12	16	George H. Smith (P)	05/20-06/27	TBA	Natural Science GE Selective
☐	30204	SC	125	VB	IA	4.000	Fund of Gen, Organic & Biochem		TBA	28	1	27	George H. Smith (P)	07/08-08/15	TBA	Natural Science GE Selective
☐	30540	SC	133	VS	IA	4.000	Physics I		TBA	28	4	24	Arthur W Muller (P)	05/20-08/15	TBA	Natural Science GE Selective
☐	30520	SC	137	VS	IA	4.000	Field Biol & Natural History		TBA	28	1	27	Ronald P. Carvin (P)	05/20-08/15	TBA	
☐	30472	SC	141	VA	IA	4.000	Fund of Biology I		TBA	28	8	20	Nicole L McDaniels (P)	05/20-06/27	TBA	Natural Science GE Selective
☐	30521	SC	141	VB	IA	4.000	Fund of Biology I		TBA	28	4	24	Nicole L McDaniels (P)	07/08-08/15	TBA	Natural Science GE Selective

Once you have selected the courses you would like to register for, scroll to the bottom and click the "Register" button:



Step Nine:

Review your schedule:

Select Student Services tab.

Select the Registration link.

Select the Student Schedule link.

If you can view the courses you registered for, you were successful!