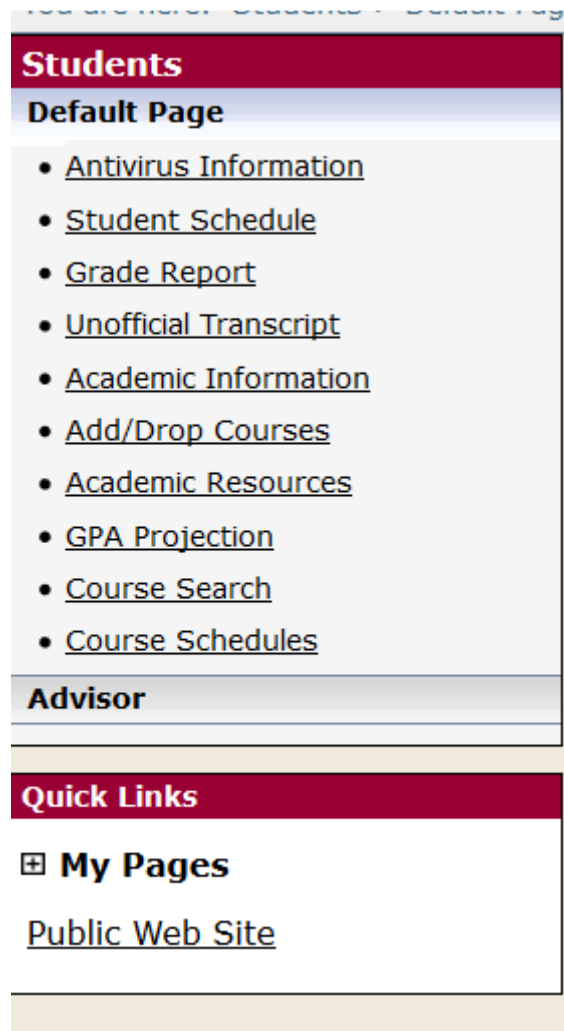


Log on to myHood and click on the Students tab near the top of your screen

Students

Check the courses you have completed and the required courses remaining by clicking on Advisors on the left of your screen.



The screenshot shows a navigation menu for the 'Students' section. It features a dark red header with the word 'Students' in white. Below this is a 'Default Page' section with a light blue background, containing a list of links: Antivirus Information, Student Schedule, Grade Report, Unofficial Transcript, Academic Information, Add/Drop Courses, Academic Resources, GPA Projection, Course Search, and Course Schedules. Below the 'Default Page' is an 'Advisor' section with a light grey background. At the bottom is a 'Quick Links' section with a dark red background, containing a 'My Pages' icon and a link to the 'Public Web Site'.

Students

Default Page

- [Antivirus Information](#)
- [Student Schedule](#)
- [Grade Report](#)
- [Unofficial Transcript](#)
- [Academic Information](#)
- [Add/Drop Courses](#)
- [Academic Resources](#)
- [GPA Projection](#)
- [Course Search](#)
- [Course Schedules](#)

Advisor

Quick Links

☰ **My Pages**

[Public Web Site](#)

Then click on “Course Needs” on either the left or right of your screen.

Advisor

- [Advisor Meetings](#)
- [Degree Audit Portlet](#)
- [Major Exploration and What If Scenarios](#)
- [Course History](#)
- [Course Needs](#)


Next click on “Advising Worksheet”.

Course Needs - Program Requirements

[Course Needs](#) > [Main testing page](#) > Program

Listed below are the requirements which

Requirement	Description
MDIV	Master of Divinity
NONREQ	Non-Required Courses
TOTAL84	84 Hours Required
FREE	Free Electives
ADMNBCKT	Administrative Bucket

[Advising Worksheet](#) 

Use this information when you contact your advisor to discuss your best registration options for the next term/semester.

To begin the registration process, sign on to myHood and click on the Students tab.



Click on "Add/Drop Courses"

A screenshot of the 'Add/Drop Courses' page. At the top is a dark red header with the text 'Add/Drop Courses' in white. Below this is a blue horizontal bar, followed by a gold bar with the text 'Add/Drop'. The main content area is light gray and contains the text 'Current Term: 2017-2018 Spring Term' and 'Add Period Open / Drop Period Open'. There are two blue links: one with a plus and minus icon labeled 'Add/Drop Courses' and another with a magnifying glass icon labeled 'Course Search'. At the bottom, there is a table header 'Your Schedule' with columns for 'Course', 'Title', and 'Status'.

Your Schedule		
Course	Title	Status
PSY 101	General Psychology	Completed

Use the drop-down to change the term to the term for which you wish to register. In the example below the 2018-2019 Fall Term – Semester is selected.

Add/Drop

Term: ▼

Add Period Open / Drop Period Open

You are currently registered for **9 credits**.

Registration Agreement

This form is for the registration agreement.

[Complete the Registration Agreement form](#)

Next click on “Complete the Registration Agreement form” and you will see the message below.

Instructions

As a Hood student you are responsible for payment of all educational related expenses such as tuition, fees and other related charges.

If you accept these conditions and any charges incurred as a result registering for courses, select the Yes radio button below and click the Save button.

Response to Registration Conditions

1. I accept these conditions. Yes
 No

*Required

Click "Yes" and "Submit". Your next screen will look like the one below.

Add/Drop Courses - Add/Drop Courses

[Add/Drop](#) > [Add/Drop Courses](#) > > Add/Drop Courses

Thank you for submitting your Registration Agreement

Add/Drop

Term: 2018-2019 Fall Term - Fall Semester ▼
Add Period Open / Drop Period Open

Course Search

Title: Begins With ▼

Course Code: Begins With ▼

Term: 2018-2019 Fall Term - Fall Semester ▼

Department: All ▼

Division: Master ▼

[More Search Options](#)

Click on "Search" to see all the classes. Be especially carefully to distinguish between weekday and weekend classes. You will see two listings for almost every course -- Track I and Track II.

Add/Drop Courses - Results



[Add/Drop](#) > [Add/Drop Courses](#) > > [Add/Drop Courses](#) > Results

Search Results

[Search Again](#)

Term:

Division:

Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		BST 100 10	Introduction to Biblical Hebrew I	Grinter, Thomas E.	20/20	Open	R 8:00 AM-10:00 AM; Main Campus, Building 300, Medium Classroom - Room 308	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 100 20	Introduction to Biblical Hebrew I	Grinter, Thomas E.	20/20	Open	S 2:00 PM-4:00 PM; Main Campus, Building 300, To Be Announced	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 103 10	Introduction to OT I (Torah)	Mbuwayesango, Dora R.	35/35	Open	W 8:00 AM-10:00 AM; Main Campus, Building 300, Large AV Classroom - Room 315	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 103 20	Introduction to OT I (Torah)	Mbuwayesango, Dora R.	35/35	Open	S 11:00 AM-1:00 PM; Main Campus, Building 300, To Be Announced	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 112 10	Intro to NT I (Gospels & Acts)	Trick, Bradley Ryan	40/40	Open	W 11:00 AM-1:00 PM; Main Campus, Building 300, Large AV Classroom - Room 315	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 112 20	Intro to NT I (Gospels & Acts)	Trick, Bradley Ryan	40/40	Open	F 6:10 PM-8:10 PM; Main Campus, Building 300, To Be Announced	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 250 10	The Epistle to the Galatians	Trick, Bradley Ryan	12/12	Open	T 6:00 PM-9:00 PM; Main Campus, Building 300, Medium Classroom - Room 308	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 250 20	The Epistle to the Galatians	Trick, Bradley Ryan	12/12	Open	F 8:30 PM-11:30 PM; Main Campus, Building 300, To Be Announced	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 265 10	OT Exegesis Seminar Micah	Mbuwayesango, Dora R.	12/12	Open	R 2:00 PM-5:00 PM; Main Campus, Building 300, To Be Announced	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		BST 265 20	OT Exegesis Seminar Micah	Mbuwayesango, Dora R.	12/12	Open	S 2:00 PM-5:00 PM; Main Campus, Building 300, To Be Announced	3.00	8/21/2018	12/8/2018
<input type="checkbox"/>		CHT 115 10	History Christianity Global Context	Grant, Sharon J.	40/40	Open	R 11:00 AM-1:00 PM; Main Campus, Building 300, Large AV Classroom - Room 315	3.00	8/21/2018	12/8/2018

Scroll down to see more courses and check the box by the courses you want to add. Check for any error messages such as a pre-requisite missing.

When you have selected your courses, click on “Add Courses” at the bottom of the screen.

<input type="checkbox"/>	TSE 355 20	Christian Theol & Rel Pluralism	Eppehimer, Trevor	12/12	Open	F 5:10 PM-8:10 PM; Main Campus, Building 300, To Be Announced	3.00	8/21/2018	12/8/2018
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Add Courses

[<-- Previous Page](#) [BS - PT](#) | [PT - TS](#)

Messages

BST 100 10 - Successfully added to registration record.
 PTH 109 10 - Successfully added to registration record.
 PTH 303 10 - Successfully added to registration record.

Add by Course Code | **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2018-2019 Fall Term - Fall Semester

Department: All

Division: Master

[More Search Options](#)

Your Schedule Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
Advisor approval is required before courses are added to your schedule.							
Selected Courses - Awaiting Advisor Approval							
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	BST 100 10	Introduction to Biblical Hebrew I	R 8:00 - 10:00 AM	Main Campus Building 300 308	3.00	Letter Grade	Master
<input type="checkbox"/>	PTH 109 10	Intro Theological Education	R 2:00 PM - 5:00	Main Campus Building 300 315	3.00	Pass/Fail	Master
<input type="checkbox"/>	PTH 303 10	Educational Ministry among Seniors	R 11:00 - 1:00	Main Campus Building 300 306	3.00	Letter Grade	Master

Drop Course(s) [Email your advisor](#)

*******When you see this screen click on “Email your advisor”.**

Your advisor has 10 days to go online and approve or not approve your selections. If no action is taken within a 10 day period, your choices will be deleted and you must start over.