

## How to Search for HFC classes?

1. Go to HFCC.edu
  - a. Admission
    - i. Register
      1. Choose either option, depending on your search plan

**Search for Classes**

Incoming students or current students: Browse our upcoming class schedule, no login required. Search by subject, class name, time and days offered, and more. There are 2 options

1. Subject Search
2. Advanced Search

**Plan and Register for Classes**

Current students: Log in and see your personalized academic plan, schedule courses, register and waitlist for the next semester's classes.

Mail - Ibrahim Atallah - Outlook x Register for Classes | Henry Ford x +

https://www.hfcc.edu/steps/register

HENRY FORD COLLEGE  
FUTUREDRIVEN

STUDENTS EMPLOYEES ALUMNI COMMUNITY GIVE TO HFC SEARCH

ABOUT HFC ADMISSIONS ACADEMICS COST & AID STUDENT SERVICES CAMPUS LIFE

Register for Classes

1. Apply 2. Documents 3. Placement 4. Orientation 5. Advising 6. Register 7. Payment Checklist

**Register for Classes**

**Search for Classes**

*Incoming students or current students:* Browse our upcoming class schedule, no login required. Search by subject, class name, time and days offered, and more.

**SEARCH FOR CLASSES**

**Plan and Register for Classes**

*Current students:* Log in and see your personalized academic plan, schedule courses, register and waitlist for the next semester's classes.

**PLAN AND REGISTER FOR CLASSES**

**Need Help?**

- Go to the **Welcome Center** for in-person registration assistance.
- Contact an **Academic Advisor** for help choosing and planning courses.
- See the **HFC username and password** overview page for login and technical help.

Type here to search

12:02 PM 9/6/2019

## Subject Search

The screenshot shows the 'Subject Search' page of the HFCC Self-Service portal. The browser address bar shows 'https://sss.hfcc.edu/Student/Courses'. The page has a dark blue header with 'HFCC Self-Service' and links for 'Guest', 'Sign in', and 'Help'. Below the header is a search bar with the placeholder 'Search for courses...'. The 'Subject Search' tab is selected, and a blue arrow points to it. The main content area has a search box labeled 'Search for a course subject: Type a subject...'. Below this is a list of course subjects, each with a link: BAC - Accounting, AH - Allied Health, ASL - American Sign Language, ANTH - Anthropology, ARA - Arabic, ACT - Architecture/Construction, ART - Art, ASTR - Astronomy, ATMS - Atmosphere Science, AUTO - Automotive, BIO - Biology, BIDA - Bldg Sciences-Architecture, BIDI - Bldg Sciences-Interior Design, BLDB - BldgScien\_Roller/Refrig Tech, BLDE - BldgScien\_Energy/HVAC& MSFM, and BLDP - BldgScien\_Plumb&Pipe-Fitting. The Windows taskbar at the bottom shows the time as 12:12 PM on 9/6/2019.

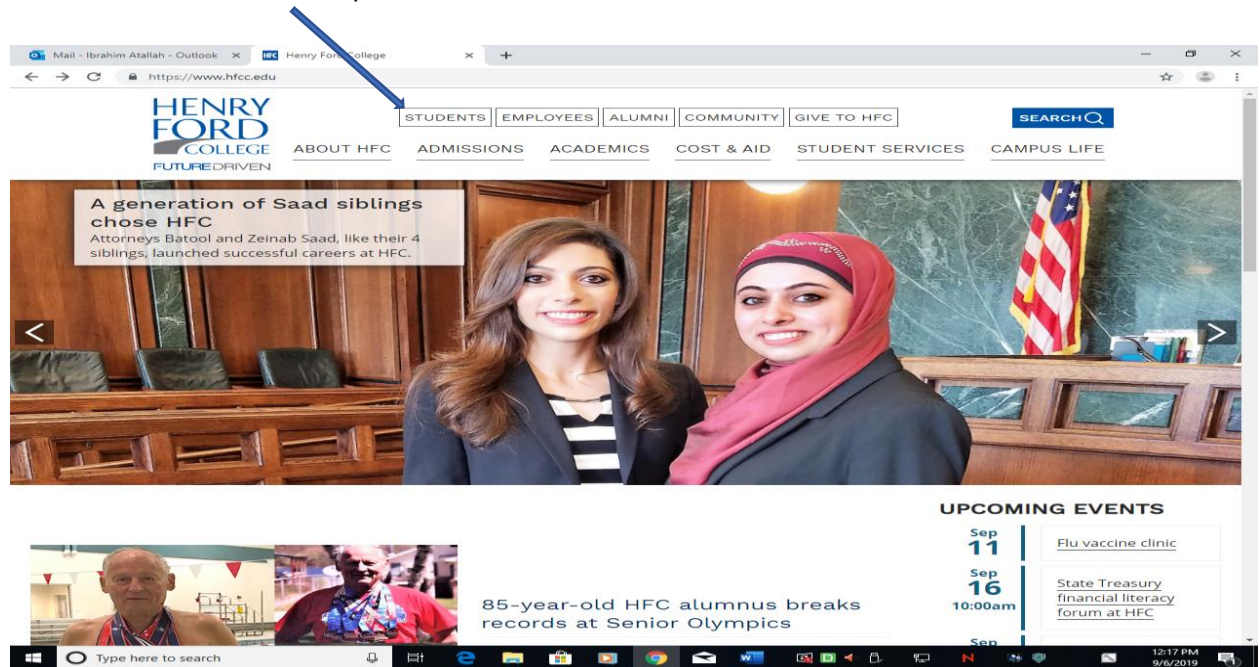
## Advanced Search

The screenshot shows the 'Advanced Search' page of the HFCC Self-Service portal. The browser address bar shows 'https://sss.hfcc.edu/Student/Courses'. The page has the same header as the Subject Search page. The 'Advanced Search' tab is selected, and a blue arrow points to it. The main content area is titled 'Catalog Advanced Search' and contains several search filters: 'Term' (a dropdown menu), 'Meeting Start Date' (a date field), 'Meeting End Date' (a date field), 'Courses' (three rows of 'Subject' dropdowns, 'Course number' text boxes, and 'Section' text boxes), '+ Add More...' button, 'Days Of Week' (checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday), 'Location' (a dropdown menu), 'Academic Level' (a dropdown menu), 'Time Of Day' (a dropdown menu), and 'Course Type' (a dropdown menu). At the bottom are 'Clear' and 'Search' buttons. The Windows taskbar at the bottom shows the time as 12:13 PM on 9/6/2019.

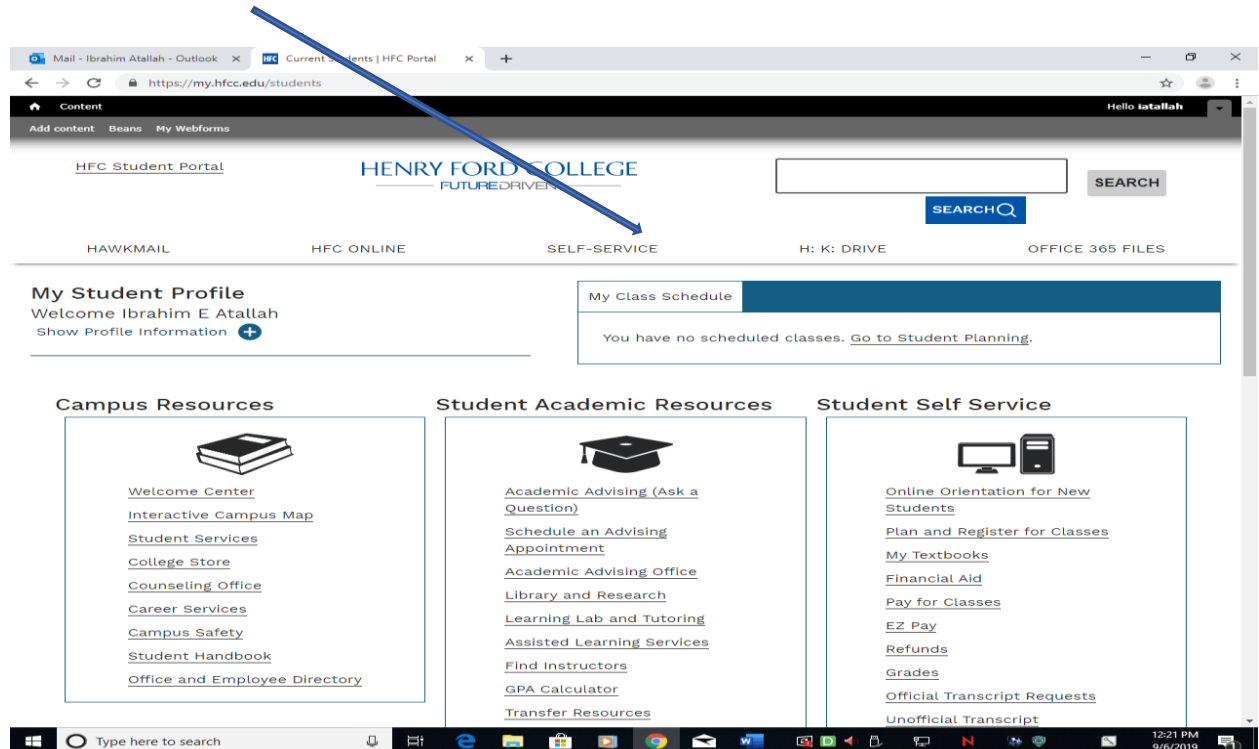
## Student Menu

## HFCC Self-Serve, Student Planning

1. Go to HFCC.edu
2. Click on the "Student" tap



3. Select "Self-Serve"



Here is the menu of options available for admitted and registered HFC students

The screenshot displays the HFC Self-Service portal in a web browser. The browser's address bar shows the URL <https://sss.hfcc.edu/Student/>. The portal's header includes the HFC Self-Service logo, a user profile for 'iatallah', and links for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to HFC Self-Service!' and prompts the user to 'Choose a category to get started.' Below this, there are ten service tiles arranged in two columns. The tiles are: 'Student Finance' (view statement, make payment), 'Financial Aid' (access aid data, forms), 'Employee' (view tax forms, earnings), 'Student Planning' (search courses, plan terms), 'Find a Class' (view course catalog), 'Grades' (view grades by term), 'Graduation Overview' (view/submit application), 'Academic Attendance' (view attendances), 'Advising' (access advisees, provide guidance), and 'Faculty' (view active classes, submit grades). A blue box highlights the 'Financial Management' tile at the bottom left, which is not in the main grid but appears below it. The footer contains the copyright notice: '© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'. The Windows taskbar at the bottom shows the search bar, task view button, and several application icons, with the system clock indicating 12:24 PM on 9/6/2019.

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https://sss.hfcc.edu/Student/

HFC Self-Service iatallah Sign out Help

Hello, Welcome to HFC Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Employee**  
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Find a Class**  
Here you can view and search in course catalog
- Grades**  
Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Academic Attendance**  
Here you can view your attendances by term.
- Advising**  
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Management**  
Here you can view the financial health of your cost centers and your projects.

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https://sss.hfcc.edu/Student/ColleagueFinance

Type here to search

12:24 PM  
9/6/2019

## Student Planning

1. Click on Student Planning (As Shown above)
2. Click on Go to Plan a Schedule as shown

Mail - Ibrahim Atallah - Outlook x Student Planning - HFC Self-Serv x +

https://sss.hfcc.edu/Student/Planning

HFC Self-Service

Atallah Sign out Help

Academics Student Planning Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2 Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Search for courses...

Programs	Cumulative GPA	Progress
Degree Seeking - No Specific Degree	(4.000 required)	<div></div>

Fall 2019 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Type here to search

12:32 PM 9/6/2019

This section gives the students the option to schedule courses and plan their degrees

Mail - Ibrahim Atallah - Outlook x Plan & Schedule Courses - HFCC x +

https://sss.hfcc.edu/Student/Planning/DegreePlans

HFCC Self-Service iatallah Sign out Help

Academics Student Planning Plan & Schedule

The following payment policies are currently in effect:  
Tuition and fees are due by \*Payment Due\*. Dates posted in the Enrollment Services Calendar found here: <https://www.hfcc.edu/events/academic>  
Failure to pay may result in removal from classes.  
Upon registration, a \$50 registration fee is charged to your account. This registration fee is non-refundable.

Plan your Degree and Schedule your courses Search for courses...

It looks like you don't have any courses planned. Load Sample Course Plan

Schedule Timeline Advising Petitions & Waivers

HFCC < > Fall 2019 +

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

No Courses Selected For This Term. Search for Courses or go to My Progress and load a sample course plan.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

Type here to search 12:34 PM 9/6/2019

## To Schedule a Course

1. Do a search for the desired course

The screenshot shows the HFCC Self-Service interface. At the top, the user is logged in as 'iatallah'. The main heading is 'Plan your Degree and Schedule your courses'. A search bar on the right contains the text 'coll 101'. Below the search bar, a message states: 'It looks like you don't have any courses planned.' with a 'Load Sample Course Plan' button. The 'Schedule' tab is selected, showing a calendar for 'Fall 2019'. The calendar grid is empty, with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for times from 8am to 6pm. A message on the left says: 'No Courses Selected For This Term. Search for Courses or go to My Progress and load a sample course plan.' The bottom of the page shows a Windows taskbar with the time 12:41 PM on 9/6/2019.

2. Select based on desired variables, date, time, faculty, etc
3. Click to Add Section to Schedule

The screenshot displays the HFCC Self-Service Student Planning interface. The top navigation bar includes links for Academics, Student Planning, and Find a Class. The main heading is "Search for Courses and Course Sections". A search bar on the right contains the text "Search for courses...".

On the left, the "Filter Results" panel is expanded, showing filters for Availability, Subjects, Locations, and Days of Week. The "Subjects" filter is selected, showing a list of subjects with checkboxes. The "Locations" filter is also expanded, showing a list of locations with checkboxes. The "Days of Week" filter is expanded, showing a list of days with checkboxes.

The main content area displays the search results for "COLL-101 College Success (3 Credits)". The course description states: "Intended for students seeking to maximize their college experience; students will discover ways to achieve academic success by learning how to navigate a diverse campus environment. An emphasis will be given to using academic support systems, thinking critically with career decision-making, program planning, time management, and college financing, together with implementing success motivation, study habits, and testing strategies. Students will create action plans that will help them focus on achieving academic and career success." The course is offered in Fall and Winter Terms.

Below the course description, the "View Available Sections for COLL-101" section is displayed. It shows three sections for Fall 2019:

- College Success 01**: 0 seats, M 11:10 AM - 12:30 PM, 8/22/2019 - 12/15/2019, Main Campus, Learning Success Center A-121, Computer and Classroom, Boza, L. [Add Section to Schedule](#)
- College Success 02**: 1 seat, T 2:10 PM - 3:30 PM, 8/22/2019 - 12/15/2019, Main Campus, Learning Success Center A-121, Computer and Classroom, Berry, N. [Add Section to Schedule](#)
- College Success 03**: 0 seats, M 4:10 PM - 5:55 PM, 9/12/2019 - 12/15/2019, Main Campus, Learning Success Center A-121, O'Kray, L. [Add Section to Schedule](#)

A blue arrow points to the "Add Section to Schedule" button for the first section.



Once you add the course to the schedule, it is then automatically added to the planner

The screenshot displays the HFCC Self-Service Student Planning interface. The top navigation bar includes the HFCC logo, user name 'Iatallah', and links for 'Sign out' and 'Help'. The main header shows 'Academics > Student Planning > Plan & Schedule'. A notification banner at the top provides information about payment policies. The main section is titled 'Plan your Degree and Schedule your courses' and includes a search bar. Below this, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a calendar for 'Fall 2019'. On the left, a course card for 'COLL-101-03: College Success' is displayed, indicating it is 'Planned' with 3 credits, graded, and a waitlist. A blue arrow points from the 'Planned' status to the 'Waitlist' button. On the right, a calendar grid shows the course 'COLL-101-03' added to the schedule for Monday at 4pm. A blue arrow points from the 'Waitlist' button to the course card. Another blue arrow points from the 'Waitlist' button to the 'Register Now' button. The bottom status bar shows 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The Windows taskbar at the bottom shows the date and time as 1:13 PM on 9/6/2019.

4. Last, is registration

## To Run an Eval for a New Program

## 1. Go to “Go to My Progress”

The screenshot shows the HFCC Self-Service Student Planning web application. The browser address bar displays <https://sss.hfcc.edu/Student/Planning>. The user is logged in as 'iatalah' and can click 'Sign out' or 'Help'. The navigation menu includes 'Academics', 'Student Planning', and 'Planning Overview'. The main heading is 'Steps to Getting Started' with a search bar for courses. Two steps are listed:

- 1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Below the steps, a progress bar shows the user's status:

Programs	Cumulative GPA	Progress
Degree Seeking - No Specific Degree	(4.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

The 'Winter 2020 Schedule' section displays a grid for the week of January 5th to January 11th, 2020. The grid has columns for each day of the week and rows for each hour from 8am to 8pm. The grid is currently empty.

Click on "Load Sample Course Plan"

The screenshot shows the HFCC Self-Service portal. The user is logged in as 'iatallah'. The page title is 'My Progress' for the 'Degree Seeking - No Specific Degree' program (1 of 1 programs). A blue arrow points to the 'Load Sample Course Plan' button. The page includes a search bar for courses, a 'View a New Program' button, and a 'Print' button. The 'At a Glance' section shows program details: Cumulative GPA: (4.000 required), Institution GPA: (4.000 required), Degree: Associate in Arts, Majors: Undeclared/Undecided, Departments: Academic VP Office, Catalog: 01-02, Anticipated Completion Date: Select catalog year..., and Alternate Catalog Year: Select catalog year... The 'Description' section includes 'Program Notes' and a link to 'Show Program Notes'. The 'Requirements' section shows 'Invalid Program' and a message: 'Complete the following item. ✓ 1 of 1 Completed. Show Details'. The 'Other Courses' section displays a table with one course: COLL-101, College Success, 19/FA, 3 credits.

Mail - Ibrahim Atallah - Outlook x My Progress - HFCC Self-Service x

https://sss.hfcc.edu/Student/Planning/Programs/MyProgress#DEGREE-UNDCL

HFCC Self-Service iatallah Sign out Help

Academics Student Planning My Progress

My Progress Search for courses...

< > Degree Seeking - No Specific Degree (1 of 1 programs) View a New Program Load Sample Course Plan

At a Glance Print

Cumulative GPA: (4.000 required)  
Institution GPA: (4.000 required)  
Degree: Associate in Arts  
Majors: Undeclared/Undecided  
Departments: Academic VP Office  
Catalog: 01-02  
Anticipated Completion Date:  
Alternate Catalog Year: Select catalog year...

Description  
Program Notes  
[Show Program Notes](#)

Requirements  
Invalid Program  
Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)

Other Courses

Status	Course	Grade	Term	Credits
Planned	COLL-101 College Success		19/FA	3

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Type here to search 1:29 PM 9/6/2019

## Sample Program

The screenshot displays the HFCC Self-Service Student Planning interface. The browser address bar shows the URL: <https://sss.hfcc.edu/Student/Planning/DegreePlans?message=You%20have%20successfully%20added%20courses%20to%20the%20plan.&notificationType=Su...>

The interface includes a navigation bar with the following links: [Academics](#), [Student Planning](#), and [Plan & Schedule](#). The user is logged in as [iatallah](#) and can [Sign out](#) or access [Help](#).

A notification banner states: "The following payment policies are currently in effect: Tuition and fees are due by 'Payment Due' Dates posted in the Enrollment Services Calendar found here: <https://www.hfcc.edu/events/academic>. Failure to pay may result in removal from classes. Upon registration, a \$50 registration fee is charged to your account. This registration fee is non-refundable."

The main heading is "Plan your Degree and Schedule your courses" with a search bar labeled "Search for courses...".

A green success message indicates: "You have successfully added courses to the plan."

The interface shows a timeline view with four terms: Fall 2019, Winter 2020, Fall 2020, and Winter 2021. Each term has a list of planned courses and a total credit count.

Term	Planned Courses	Total Credits
Fall 2019	ART-102: Drawing I (3 Credits), ART-107: Photoshop (3 Credits), COLL-101-03: College Success (3 Credits)	9 Planned Credits
Winter 2020	ART-106: Introduction to Animation (3 Credits), ART-209: 3-D Animation (3 Credits)	6 Planned Credits
Fall 2020	ART-255: Animation Basics (3 Credits)	3 Planned Credits
Winter 2021	ART-265: Illustration (3 Credits), ART-275: Advanced Projects (3 Credits)	6 Planned Credits

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