

## Office of the Registrar

### Registration Instructions

1. See your advisor. You must seek proper advisement prior to registering for courses. It is your responsibility to ensure that you register for the correct courses. Registering without being advised may cause a delay in your graduation.
2. Log onto the myHSC portal at <https://my.tamhsc.edu/cp/home/loginf>

The screenshot displays the myHSC login interface. At the top, the Texas A&M Health Science Center logo is visible. The main content area features a login section with the following elements:

- Username and Password Fields:** Two input boxes labeled 'username' and 'password'. A red arrow points to the 'username' field.
- Log in Button:** A red button labeled 'Log in'.
- Forgot your password? Link:** A link for users who have forgotten their credentials.
- Welcome Message:** A message stating 'Welcome to myHSC! Log in with your HSC email username and password.'
- Support Section:** A section titled 'HSC HelpDesk' with the phone number '(800) 799-7472' and the email address 'helpdesk@tamhsc.edu'.
- Helpful Links:** A list of links including 'HSC homepage', 'Webmail', 'Faculty/Staff directory', and 'music/a feature in the Pulse'.

The footer of the page contains copyright information: 'Last modified on Oct 2, 2008. © 2008 Texas A&M Health Science Center | Site Map | Campus Webmasters' and various policy links such as 'Privacy Policy', 'Accessibility Statement', 'Contact with Texans', 'Open Records', 'Security', 'HSC Link Policy & Disclaimer', and 'Texas Information'.

# Office of the Registrar Registration Instructions

## 3. Click on the Registrar tab

The screenshot shows the myHSC portal interface in Internet Explorer. The browser's address bar displays the URL: [https://my.tamhsc.edu/render.userLayoutRootNode.UF?UP\\_root=root](https://my.tamhsc.edu/render.userLayoutRootNode.UF?UP_root=root). The page header includes the Texas A&M Health Science Center logo and navigation links for HSC Home, Directory, and Calendars. A top navigation bar contains icons for portal admin, my layout, my account, admin, groups, calendar, email, help, and logout. Below this is a secondary navigation bar with tabs for Registrar, Student Services, Student Life, Academic Life, and Financial Aid. A red arrow points to the 'Registrar' tab.

The main content area is divided into several sections:

- Left Column:**
  - Campus Announcements:** There are no announcements.
  - Action Required:** There are no announcements.
  - Personal Announcements:** There are no announcements.
  - Bryan Campus Webcam:** Includes a photo of a construction site and a 'Show History' link.
  - Portal Spotlight:** A section titled 'Have you taken the myHSC tutorial?' with text explaining the tutorial's purpose and structure.
  - Group Studio:** A section with a 'groups' icon and text describing the Group Studio application.
- Center Column:**
  - Tutorial Step 1:** A 'Welcome to myHSC! Read this first.' section with introductory text and a 'Frequently Asked Questions' list.
  - Access Denied:** A message stating 'You do not have permission to access this service.' with a link to return to the previous page.
- Right Column:**
  - My Calendar:** A section with a link to login to the calendar.
  - Campus/Role Checker:** A section explaining how to verify campus and role settings.
  - Did you know?:** A section providing interesting facts and suggestions for questions.
  - Helpdesk:** A section for the HSC HelpDesk, including contact information: (800) 799-7472 and [helpdesk@tamhsc.edu](mailto:helpdesk@tamhsc.edu).

Office of the Registrar  
Registration Instructions

4. Click on the *Look up Classes* tab.

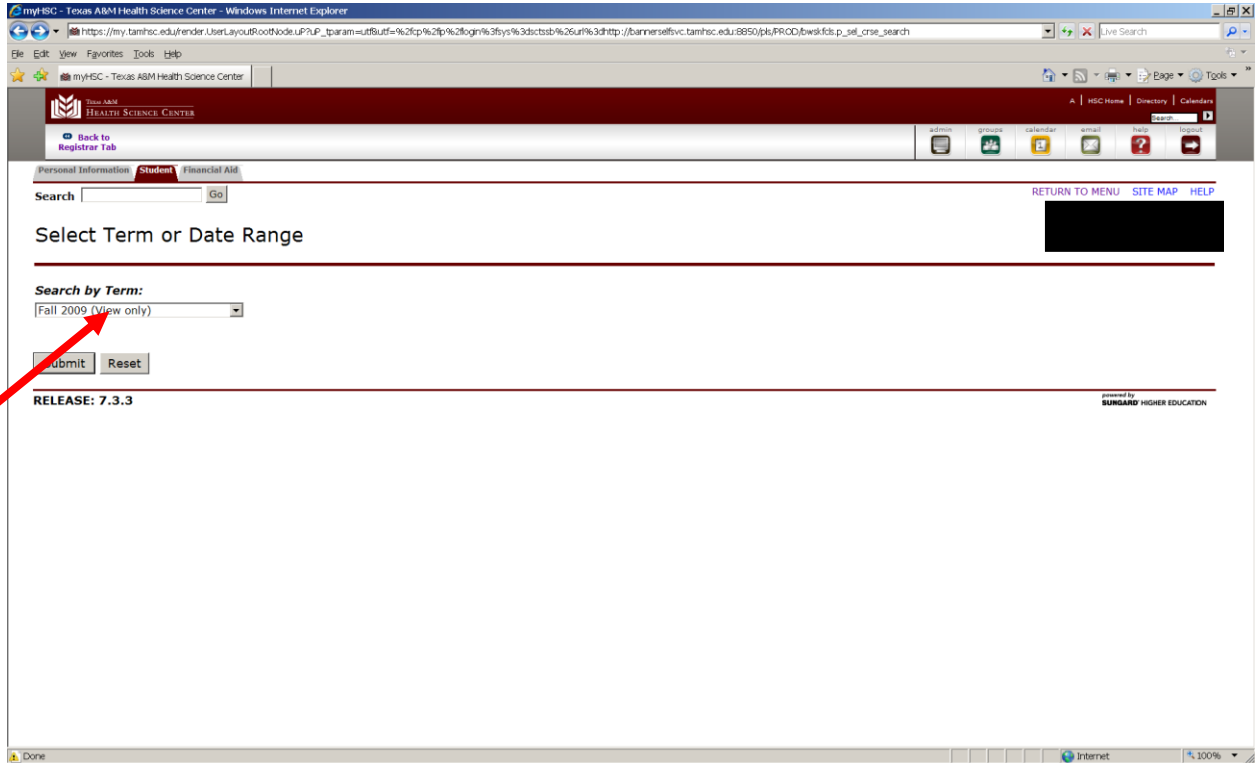
The screenshot shows the myHSC website interface. The browser title is "myHSC - Texas A&M Health Science Center". The URL is "https://my.tamhsc.edu/tag/b92a676a430d395.render.userLayoutRootNode:UP/PUP\_root=oot8UP\_sparam=activeTab&activeTab=1211318UP\_tparam=frm&frm=". The page has a navigation bar with "Home", "Registrar", "Student Services", "Student Life", "Academic Life", and "Financial Aid". The main content area is divided into several sections:

- Academic Profile:** Includes "Primary" (Class Standing: Junior, Effective Term: Summer 2008, Level: Undergraduate, College: College of Nursing, Program: BSN Geriatric Nursing, Major: Nursing, Department: Nursing) and "Registration Tools" (Registration Status, Look Up Classes, Add or Drop Classes, Change Class Options). A red arrow points to the "Look Up Classes" link.
- Registration and Enrollment:** Includes "Registration Tools" and "Registration and Enrollment".
- Advisers:** Includes "Selected Another Term" and "Go".
- Information for COM, CON, GSBS, IBT, COP, SRPH:** Includes "OASIS - Register for classes", "Non-funded Registration", "Non-degree Application", "Request for Reinstatement", "Withdrawal", "Military Withdrawal", "Leave of Absence", "Dismissal", "Student IDs", "Cooperative Consortium", and "Bacterial Meningitis Information".
- Student Grades:** Includes "No Data Found" and "Selected Another Term".
- Courses and Schedule:** Includes "Selected Another Term" and "Go".
- General Information:** Includes "Curriculum Action", "Add or Drop Courses", "Course Audit", "Waiver or Exceptions", and "Schedule Change".
- Personal Information:** Includes "Update Addresses and Phones", "Update Emergency Contacts", and "Change PIN".
- Personal:** Includes "These forms are used to update your personal information." and "General Forms/Information" (FERPA release form, Hazelwood Exemption Application, Residency Information & Questionnaire, Student Privacy, Residency and Reclassification, Voter Registration, Change address (HSC), Name change (HSC)).
- Grades:** Includes "OASIS - look up and manage grades", "Office of the Registrar's FAQ", "Grading policies and criteria", "Transcript request procedures", "Grade change request form", and "Request for incomplete form".
- Graduation:** Includes "OASIS online application for graduation", "Registrar's service form", "Diploma replacement form", "Diploma reorder form", and "Degree Audit".

Office of the Registrar

Registration Instructions

5. You will be asked to choose the semester for which you are registering from a drop down box. Click the *submit* button.



## Office of the Registrar

### Registration Instructions

6. After clicking on the submit button, the “Look Up Classes” screen will appear, and you will choose the parameters available to you from the drop down boxes. Once the parameters are chosen, click “Class Search.”

myHSC - Texas A&M Health Science Center - Windows Internet Explorer

https://my.tamhsc.edu/render.UserLayout600b0de4F7LP\_tparam=ut8uuf=%26cp%2fp%26ogr%3fsys%3dsctsb%26uf%3dhttp://barnersefvc.tamhsc.edu:8850/pls/PROC/bwskfcd.p\_sil\_crse\_search

myHSC - Texas A&M Health Science Center

Personal Information Student Financial Aid

Search [ ] Go

RETURN TO MENU SITE MAP HELP

### Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:** Adv Ed in General Dentistry  
Advanced Ed in Dental Hygiene  
Biomedical Sciences

**Course Number:** [ ]

**Title:** [ ]

**Schedule Type:** All  
Clinical Rotation  
Independent Study

**Instructional Method:** All  
Classroom  
Clinical Rotation

**Credit Range:** [ ] hours to [ ] hours

**Campus:** All  
Austin  
College Station

**Course Level:** All  
Graduate  
Pharmacy

**Part of Term:** All  
Non-date based classes only  
Dental Graduate Student Dates  
Dental Hygiene Junior Dates

**Instructor:** All  
Abraham, Celeste M  
Adams, Terry B

**Session:** All  
Day  
Evening

**Attribute Type:** All  
BCD Tuition

Office of the Registrar

Registration Instructions

- The search will return the courses that are available based on the parameters that you have input. Click on the "CRN" (Course Request Number) of the course(s) for which you wish to register. The CRN's are in blue text. Clicking on the CRN will give you additional information about the course. Such as whether or not the course is web based or lecture based, and the instructor.

myHSC - Texas A&M Health Science Center - Windows Internet Explorer

Search [ ] Go

RETURN TO MENU SITE MAP HELP

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

**Sections Found**  
Social & Behavioral Health

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
NR	<a href="#">3289</a>	PHSB	603	100	CST	3.000	Soc Behav Determnts of Hlth	T	05:30 pm-08:30 pm	58	0	58	0	0	0	0	0	0	Thomas S. Tai-Seale (P)	08/31-12/18	SRPH3 109	COP Elective Course and COP Student in SRPH Courses and PHSB Required Course
NR	<a href="#">3292</a>	PHSB	604	100	CST	3.000	Social Ecology Hlth M Behavior	M	05:30 pm-08:30 pm	58	0	58	0	0	0	0	0	0	Gregory B. Colwell (P)	08/31-12/18	SRPH3 109	COP Student in SRPH Courses and PHSB Required Course
NR	<a href="#">3295</a>	PHSB	604	206	MCA	3.000	Social Ecology Hlth M Behavior	M	05:30 pm-08:30 pm	25	0	25	0	0	0	0	0	0	TBA	08/31-12/18	STC	COP Student in SRPH Courses and PHSB Required Course
NR	<a href="#">3297</a>	PHSB	605	100	CST	3.000	Social Behav Research Methods	R	09:00 am-12:00 pm	26	0	26	0	0	0	0	0	0	Joseph R. Sharkey (P)	08/31-12/18	SRPH3 107	COP Student in SRPH Courses and PHSB Required Course
NR	<a href="#">3300</a>	PHSB	611	0	CST	3.000	Program Planning	M	09:00 am-12:00 pm	26	0	26	0	0	0	0	0	0	Thomas S. Tai-Seale (P)	08/31-12/18	SRPH3 107	COP Student in SRPH Courses and PHSB Required Course
NR	<a href="#">3301</a>	PHSB	635	0	CST	3.000	Community Hlth Development	T	09:00 am-12:00 pm	26	0	26	0	0	0	0	0	0	James N. Burdine (P)	08/31-12/18	SRPH3 107	COP Student in SRPH Courses and SRPH Elective Course
NR	<a href="#">3302</a>	PHSB	674	0	CST	3.000	Smnr in Soc Behavrl Hlth Practicum	TBA	TBA	25	0	25	0	0	0	0	0	0	Kenneth R. McLeroy (P)	08/31-12/18	TBA	COP Student in SRPH Courses and PHSB Required Course
NR	<a href="#">3306</a>	PHSB	684	0	CST	3.000-6.000	Practicum	TBA	TBA	50	0	50	0	0	0	0	0	0	James L. Alexander (P)	08/31-12/18	TBA	COP Student in SRPH Courses and PHSB Required Course
NR	<a href="#">3307</a>	PHSB	684	200	CST	3.000-	Practicum	TBA	TBA	50	0	50	0	0	0	0	0	0	James L.	08/31-12/18	TBA	COP Student in SRPH Courses



## Office of the Registrar

### Registration Instructions

9. Once you have decided on a schedule, you may click on the “select” box for the course(s) for which you wish to register. Then click, *add to worksheet*. Keep adding the appropriate CRN’s to your worksheet until you have added all of the courses for which you wish to register. When you have completed adding courses, click on *register*.

The screenshot displays the myHSC registration interface. At the top, there is a navigation bar with links for Home, Directory, and Calendars. Below this, a section titled "Sections Found" lists various nursing courses. Each course entry includes a checkbox for selection, followed by course details such as CRN, subject, section, credit, title, days, time, and instructor. At the bottom of the list, there are three buttons: "Register", "Add to Worksheet", and "Class Search". A red arrow points to the checkbox for course 2601, and another red arrow points to the "Register" button. The interface also includes a footer with the text "RELEASE: 7.3.3" and "powered by SUNGARD HIGHER EDUCATION".

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	2599	NURS 310	0	CST	1.000		Clinical and Emergency Preparedness	T	09:00 am-12:00 pm	50	22	28	0	0	0	0	0	0	Jodie C. Gary (P)	06/01-08/11	SRPH1 335	CON Required Course and CON Tuition
<input type="checkbox"/>	2600	NURS 310	0	CST	1.000		Clinical and Emergency Preparedness	T	01:00 pm-04:00 pm	50	21	29	0	0	0	0	0	0	Jodie C. Gary (P)	06/01-08/11	SRPH1 335	CON Required Course and CON Tuition
<input type="checkbox"/>	2601	NURS 311	0	CST	2.000		Dynamics of Nursing	R	09:00 am-12:00 pm	50	43	7	0	0	0	0	0	0	Regina Bentley (P)	06/01-08/11	SRPH1 335	CON Required Course and CON Tuition
<input type="checkbox"/>	2602	NURS 314	0	CST	4.000		Health Assessment	TBA		43	43	0	0	0	0	0	0	0	TBA	06/01-08/11	TBA	CON Required Course and CON Tuition
<input type="checkbox"/>	2501	NURS 316	200	CST	4.000		Pharmacology Principles	MWF	08:00 am-08:50 am	40	1	39	0	0	0	0	0	0	TBA	05/26-08/10	TBA	CON Required Course
<input type="checkbox"/>	2595	NURS 331	0	CST	6.000		Adult Nursing II	W	09:00 am-12:00 pm	50	40	10	0	0	0	0	0	0	Patricia Schrader (P)	06/01-08/11	SRPH3 111	CON Elective Course and CON Tuition
<input type="checkbox"/>								W	01:00 pm-02:30 pm										Patricia Schrader (P)	06/01-08/11	SRPH3 111	CON Elective Course and CON Tuition
<input type="checkbox"/>								RF	06:30 am-04:00 pm										Patricia Schrader (P)	06/01-08/11	TBA	CON Elective Course and CON Tuition
<input type="checkbox"/>	2607	NURS 414	0	CST	4.000		Health Assessment for the RN	TBA		20	4	16	0	0	0	0	0	0	Candi Seaback (P)	06/01-08/11	TBA	CON Tuition
<input type="checkbox"/>	2596	NURS 421	0	CST	5.000		Care of Community Hlth Clients	MT	09:00 am-05:00 pm	50	18	32	0	0	0	0	0	0	TBA	06/01-08/11	TBA	CON Required Course and CON Tuition
<input type="checkbox"/>								MT	05:00 pm-07:00 pm										TBA	06/01-08/11	TBA	CON Required Course and CON Tuition
<input type="checkbox"/>	2608	NURS 441	0	CST	2.000		Trasntion to Professional Nursing	TBA		20	4	16	0	0	0	0	0	0	Sharon Wilkerson (P)	06/01-08/11	TBA	CON Tuition

Register   Add to WorkSheet   Class Search

RELEASE: 7.3.3   [ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

powered by SUNGARD HIGHER EDUCATION

Office of the Registrar

Registration Instructions

10. If you are registering for a course that has variable credits such as MSCI 691, please select the course and click on the credit hours in the “Cred” column, you will then be directed to the course to select the actual credit hours for which you wish to register.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Feb 24, 2009	None	4082	SRPH	690	0	Graduate	3.000	Satisfactory/Unsatisfactory	Advanced studies with Health Administration
**Web Registered** on Apr 29, 2009	None	4088	SRPH	640	800	Graduate	3.000	Standard Letter	Public Health Informatics
**Web Registered** on Apr 29, 2009	None	4090	MSCI	689	0	Graduate	1.000	Satisfactory/Unsatisfactory	Special Topics: Part Vier

Total Credit Hours: 7.000  
Billing Hours: 7.000  
Maximum Hours: 25.000  
Date: Apr 29, 2009 03:16 pm

Add Classes Worksheet

CRNs

[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

You may change a selected class which has multiple grading options, variable credits, or different levels for which you can register.

**Advanced studies with Health Administration**  
Course: 4082 SRPH 690 0  
Credit Hours: 3.000  
Grade Mode: Satisfactory/Unsatisfactory  
Course Level: Graduate

**Public Health Informatics**  
Course: 4088 SRPH 640 800  
Credit Hours: 3.000  
Grade Mode: Standard Letter  
Course Level: Graduate

**Special Topics: Part Vier**  
Course: 4090 MSCI 689 0  
Credit Hours (1.000 to 4.000):   
Grade Mode: Satisfactory/Unsatisfactory  
Course Level: Graduate

11. Click on Submit changes

*Office of the Registrar*  
*Registration Instructions*

12. After registration is complete you can click on “return to menu” to view your schedule under *Student Detail Schedule*. If the course credit hours are incorrect, go to *Add or Drop Classes* and submit your change. This is the only way that the change will be saved.

The screenshot shows the 'Add or Drop Classes' page in the myHSC system. At the top right, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. A red arrow points to the 'RETURN TO MENU' link. Below the search bar, there is a section for 'Current Schedule' with a table of registered classes.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 15, 2009		2595	NURS	331	0	Undergraduate	6.000	Standard	Letter	Adult Nursing II
Registered on Apr 15, 2009		2596	NURS	421	0	Undergraduate	5.000	Standard	Letter	Care of Community Hlth Clients

Below the table, there are statistics: Total Credit Hours: 11.000, Billing Hours: 11.000, Maximum Hours: 18.000, Date: May 20, 2009 01:49 pm. There is also an 'Add Classes Worksheet' section with input fields for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

You will be directed to the following menu. Click on *Student Detail Schedule* to view your class schedule.

The screenshot shows the 'Registration' menu in the myHSC system. A red arrow points to the 'Student Detail Schedule' link in the menu list.

- Select Term
- Add or Drop Classes
- Look Up Classes
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Active Registration
- Registration History

RELEASE: 7.4

