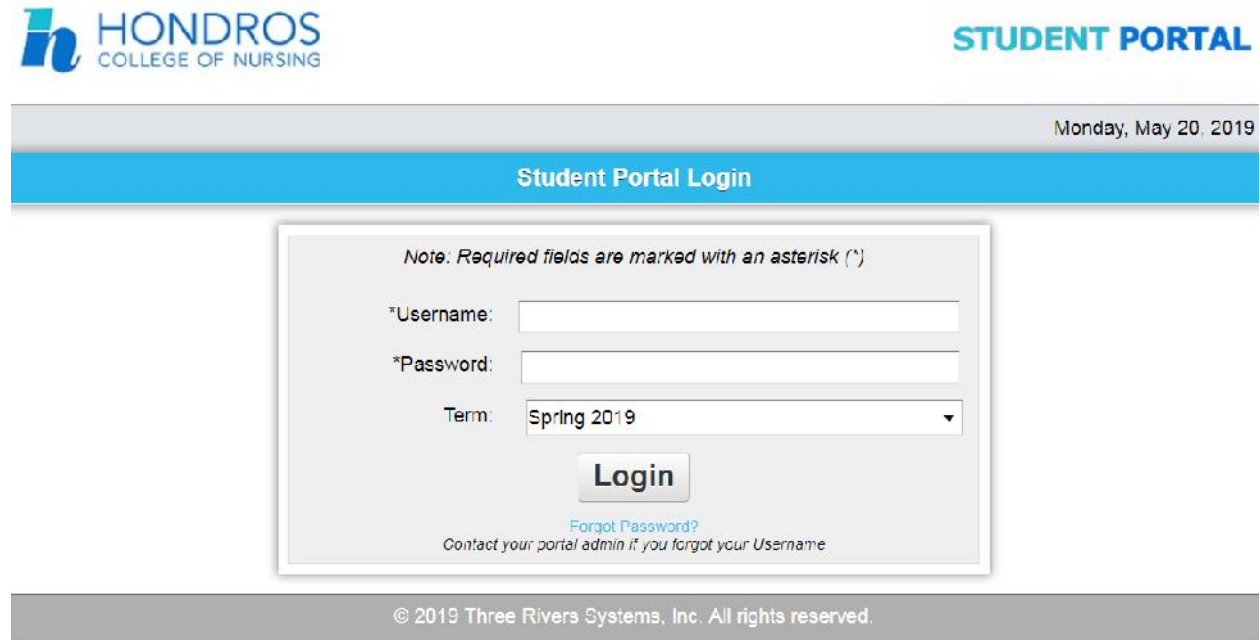


STUDENT PORTAL

The full-service student portal provides students access to their information, including online registration, degree audit, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.

The login window displays when accessing the Student Portal. The link to the portal is <https://my.hondros.edu>



The screenshot shows the Student Portal Login page. At the top left is the HONDROS COLLEGE OF NURSING logo. At the top right is the text "STUDENT PORTAL". Below this is a grey bar with the date "Monday, May 20, 2019". A blue bar contains the text "Student Portal Login". The main content area is a white box with a grey border containing the following fields:

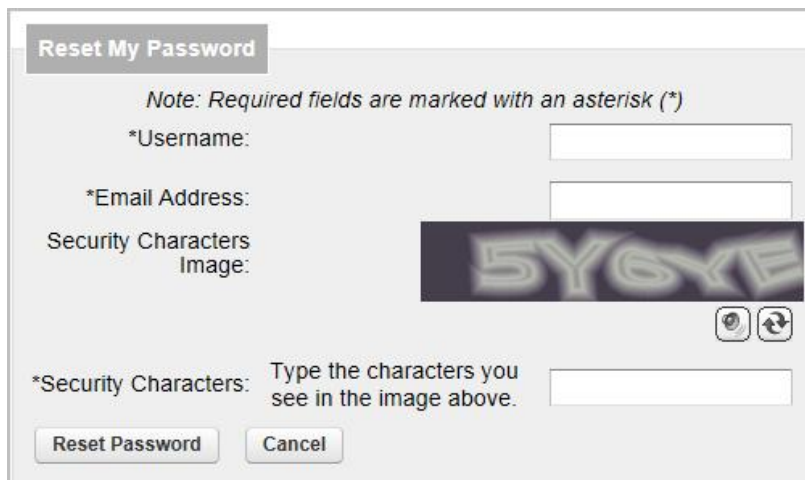
- Note: Required fields are marked with an asterisk (*)
- *Username:
- *Password:
- Term:
-
- [Forgot Password?](#)
- Contact your portal admin if you forgot your Username

At the bottom of the page is a grey bar with the text "© 2019 Three Rivers Systems, Inc. All rights reserved."

Figure 1: Login

FORGOTTEN PASSWORD

Should the student forget their password or user name, they can click the **Forgot Username/Password?** link on the main login page to have this information emailed to the email address on record. The student must enter the email address on record and their user name, enter the security characters from the image and then click the Reset Password button. The student will be sent a link to the email of record to change their password.



The screenshot shows the Password Recovery window. At the top left is the text "Reset My Password". Below this is a grey bar with the text "Note: Required fields are marked with an asterisk (*)". The form contains the following fields:


- *Username:
- *Email Address:
- Security Characters Image: 
- *Security Characters: Type the characters you see in the image above.
-
-

Figure 2: Password Recovery window

LOGGING IN

Step-By-Step: Student Login

The student's **Portal User Name** and **Password** are necessary to log in. These are provided to the student or were created by the student when they applied through the Student Application Portal. Students cannot modify their Portal User Name.

1. Enter the **Portal User Name** and **Password**.
2. Select the **Term** then click the **Log In** button.

Note: Required fields are marked with an asterisk (*)

*Username:

*Password:

Term:

Login

[Forgot Password?](#)
Contact your portal admin if you forgot your Username

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Figure 3: Login

Once logged in, students can change their passwords using the **Change Password** option in the upper left menu.

NAVIGATING THE HOME PAGE

Logging in will display the Student Portal home page. The portal is split into two sections, left and right. The left pane contains the student information and navigation bars. The right site displays information pertaining to the area selected in the navigation bar.

When the student first logs in, the right pane displays current Student News. The Student News section displays items important for students to see when accessing the portal.

Bobby Funn
Student
ID: A000000156
Current term: Spring 2019 (Change)

[Edit Profile](#) [Change Password](#)
[Logout](#)

My Portal: Home Page / Student News

Student Portal News

2019 Academic Calendar.pdf 86 KB
2019 ACADEMIC CALENDAR
The 2019 Academic Calendar can be found in the attached link. This calendar will show the start and end date of each quarter, College closure dates, as well as the online registration dates for each quarter.
Created on 8/11/2018 11:35:18 AM

****HONDROS COLLEGE OF NURSING SPIRIT STORE****
Check out the online ICON spirit store where you can get decked out in college gear such as hats, hoodies, shirts and backpacks! Click here to shop: [CLICK HERE TO SHOP](#)
Created on 8/15/2018 11:02:09 AM

2018-2019 Student Catalog, April Edition
The **2018-2019 Student Catalog, April Edition** is available for all students by clicking the link "**Student Catalog**" on the left hand side of your student portal.
The 2018-2019 Student Catalog, April Edition contains updates applicable to all programs.
Students are **responsible** for reading and adhering to all policies within the catalog and any published addendums. Addendums are announced via the student portal.
Do you know the disciplinary actions for smoking in your uniform?
Do you know what to do if you miss an exam or quiz?
Do you know the policy on repeating a class?

Click here to access your HONDROS COLLEGE OF NURSING LIBRARY & ACADEMIC RESOURCES

My Courses
Course Name
You have no courses this term.

My Calendar
May's Events View

Student Helpdesk
If you are having any technical issues, please call 855-80NURSE (855-806-8775)
Press 9 to speak to Technical Support, and dial the correct number for your issue.
Press 4 for Student classroom support.

Figure 4: Student Portal Home Page with Student News displayed

STUDENT PROFILE

The Student Profile section allows the student to edit information about their student record. It is located above the navigation bar in the top-left corner of the student portal screen.

Change Theme & Font Size

Portal theme colors and font size can be easily changed by simply clicking one of the colored squares or one of the letters "A" in the left side menu.

Bobby Funn
Student
ID: A000000156
Current term: Spring 2019 (Change)

[Edit Profile](#) [Change Password](#)
[Logout](#)

Four colored squares (blue, orange, green, purple) and three 'A' icons are circled in red.

Figure 5: Change Theme and Font Size

The following items are accessible from the student profile by clicking on the corresponding button:

- Current Term (change) – allows the student to change the term being viewed without logging out of the student portal
- Edit Profile – allows the student to edit their personal profile information
- Change Password – allows the student to change their password (see p. 4 for details)
- Logout – logs the student out of the Student Portal

Edit Profile

Personal information, address information, email, and website links can be changed. The information that displays is associated with the address type that is used for the portals.

My Profile

Address Information

Action	Type	Listing	Phone	Email
Edit	Local	1515 Whittle Way New City, OH 43111 USA	855-906-8773	h@c.com

Placement Information to be viewed by potential employers

Potential employers cannot view your placement information until authorized by career services

Personal Website:	<input type="text" value="about:blank"/>	View Personal Website
Resume URI:	<input type="text" value="about:blank"/>	View Resume URI
Additional URL:	<input type="text" value="about:blank"/>	View Additional URL

Hide personal web links from employers

[Update](#) [Cancel](#)

Figure 6: Edit Profile's Personal Information

Change Password

Once logged in, students can change their passwords using the **Change Password** option in the upper left menu. **NOTE: passwords must be at least six (6) characters long and contain at least one upper case letter (A - Z), one lower case letter (a - z), one number (0 - 9) with no spaces.**

Student Portal Change Password

If you logged in with active directory then active directory controls your password

Note: Required fields are marked with an asterisk (*)

Current Password *	<input type="password"/>
New Password *	<input type="password"/>
Re-Type New Password *	<input type="password"/>

[Change](#) [Cancel](#)

Password validation requires the following:

1. At least one upper case letter [A-Z]
2. At least one lower case letter [a-z]
3. At least one number [0-9].
4. No spaces are allowed
5. Minimum of six (6) characters long

Figure 7: Change Password window

Portal Navigation Bar

The portal navigation bar, on the left side of all portal pages, is broken down into four sections: My Portal, Administrative Services, Campus Services and Help.

The My Portal section contains the following links:

- Home Page / Student News – returns the student to the Home/Student News page
- My Email – opens the student mail login page in a pop-up window
- My Courses – displays the list of courses taken this term and gives access to the course content materials
- Sakai Access – access to the Sakai learning portal for online courses
- NCLEX-PN Test Plan – link to the current program test plan for NCLEX
- NCLES-RN Test Plan – link to the current program test plan for NCLEX
- My Midterm/Final Grades – displays student's midterm and final grades for the term. If the midterm grades have not yet been posted, this page will not display any information.
- My Transcript – displays an unofficial transcript of the student's progress through the program.
- My Schedule – shows the schedule for the current term
- My Calendar – displays the student's personal calendar
- My Documents - displays a list of documents related to the student's enrollment status, such as immunization records, financial aid forms, etc. which are not specific to a particular class or course
- My Ledger – shows the billing ledger for the student and any outstanding balances. Students may also use this page to make a credit card payment on any outstanding balances.
- Tuition Options – link to the Tuition Options payment portal
- My Payment Plan – link to the student's payment plan information
- My Financial Aid – displays the status of the student's financial aid package
- HCN Financial Aid and Contact Info – link to information pertaining to Financial Aid

The Administrative Services section contains the following links:

- Student Catalog – displays the current student catalog
- Commonly Used Forms – contains forms used by different departments that may be needed by the student to change their status, i.e. – change of name form, change of address form
- Course Offering - displays dates/times of classes offered for the specific term selected at log in
- Unofficial Registration – used by the student to register for the next term of classes
- Commencement – contains information on upcoming commencement ceremonies

The Campus Services section contains the following links:

- PaperCut – links to PaperCut services at each campus and instructions on use
- My Library – displays HCN's online library with links to many online library resources
- Tutoring and Office Hours – links to the by-campus tutoring schedule
- Career Placement – accesses a searchable job database
- Replacement Student Scrubs – link to purchase new scrubs
- Scrubs Ordering Instructions – instructions on purchasing scrubs

The Help section contains the following links:

- PaperCut Help – instructions for use of PaperCut
- Information Technology – displays information from the IT Department on training, helpdesk and other technology-related issues
- Student Portal Help – a link to this document
- Email Help – link to the student email tutorial
- Registration Help – link to a document from the Registrar explaining registration

MY PORTAL

My Courses

Once a student has registered for classes, selecting **My Courses** displays their list of classes. The students can access individual course content that the instructor has set up by clicking the “Select” button next to the course name.

My Courses						
List of courses for which you are currently registered:						
	Dept.	ID	Type	Section	Course Name	Credits
Select	NUR	130	LAB	COL-A	Maternal Child Nursing I	0
Select	NUR	130	LAB	COL-B	Maternal Child Nursing I	0

Figure 8: My Courses

Selecting a course takes the student into the Course Options page. There are several areas available to the student: Course Information, Course Communication, Assignments, Online Testing, Student Attendance and Reports.

Some areas may not be available if they are not enabled for the course.

Nursing Concepts I [NUR100LECCOL-A]

MY COURSES ▸ COURSE OPTIONS

Options not enabled are determined by the instructor.

Course Information

- ▶ Course Information
- ▶ Course Announcements
- ▶ Course Documents
- ▶ Course Hyperlinks
- ▶ Faculty Contact Information
- ▶ Textbooks

Course Communication

- ▶ Discussion Forum
- ▶ Email

Assignments

- ▶ Upload Documents
- ▶ View Graded Documents
- ▶ View Assignments and Grades

Online Testing

- ▶ No Online Tests Currently Available

Reports

- ▶ My Attendance
- ▶ My Portal Usage

Figure 9: My Courses → Course Options screen

Figur

Course Information

This area displays additional general information about the course that an instructor wants students to see.

Course Announcements

Course Announcements contains important information that needs to be conveyed occur during the instruction of the course.

Course Documents

The Course Documents section allows the student to download or view any instructor-provided documents or files necessary for the completion of the course.

Nursing Concepts I [NUR100LECCOL-A]		
MY COURSES ▶ COURSE OPTIONS ▶ COURSE DOCUMENTS		
Course Documents		
Document Type	Document Name	Description
_Unassigned	Calendar.doc	
Assignment	Week 1 HW.doc	Week 1 Homework Assignment
Assignment	Week 2 HW.doc	Week 2 Homework Assignment
Assignment	Week 3 HW.doc	Week 3 Homework Assignment
Assignment	Week 4 HW.doc	Week 4 Homework Assignment
Assignment	Week 5 HW.doc	Week 5 Homework Assignment
Assignment	Week 6 HW.doc	Week 6 Homework Assignment
Assignment	Week 7 HW.doc	Week 7 Homework Assignment
Assignment	Week 8 HW.doc	Week 8 Homework Assignment
Assignment	Week 9 HW.doc	Week 9 Homework Assignment
Assignment	N100 Poster Project Sign-up.doc	This is a revised sign-up list for the project groups.
Assignment	SMAI (SMAI) POSTER PRESENTATION Outline.doc	
Assignment	Peer Evaluation for Poster Presentations.doc	
Assignment	N100 poster project grading sheets.doc	
Lectures	Week 1 - 1 Student version.ppt	
Lectures	Week 1-2 Student.ppt	
Lectures	CK Chap 1 Student.ppt	
Lectures	CK Chap 5 Student.ppt	
Lectures	CK Chap 2 Student.ppt	
Lectures	CK Chap 6 Student.ppt	
Lectures	CK Chap 3 Student.ppt	
Lectures	Chapter_010 revised.ppt	

Figure 10: My Courses → Course Options → Course Documents screen

Clicking the **file name** link displays the associated file. The student must have the appropriate software installed for each file type. Students may also right-click on the file name link and choose **Save As** to save the file.

Course Hyperlinks

The instructor may have other websites or documents that are helpful or important to the students. A list of those links is available from this location.

Faculty Contact Information

The instructor's availability and contact information are displayed here.

Text Book Information

Textbooks for the class are displayed here. This is a list of all the required textbooks.

Discussion Forums

If an instructor has enabled this section and created a discussion group, students will be able to post messages related to the topic and respond to other student's posts.

Email

Students may use this to email other students in the class or a group of students in the class.

Upload Documents

If an instructor permits the uploading of course assignments students can upload their completed assignment using either the original electronic version of their assignment, such as a Word document or a scanned image.

Step-By-Step: Upload an Assignment Document.

1. Click **Upload Documents**. A list of assignments displays.

Nursing Concepts I [NUR100LECCOL-A]				
MY COURSES ▸ COURSE OPTIONS ▸ UPLOAD DOCUMENTS				
Allow popups in your browser in order to view documents. Right click and select save target as from view link to save documents to your local hard drive.				
Due Date	Assignment Description	Total Points	Category	Jobaid
4/13/2000	Week # 1	10	Homework	Due Date has past, document upload no longer available.
4/22/2009	Quiz #1	25	Tests	Document upload not available.
4/27/2009	Week # 3	10	Homework	Document upload not available.
5/4/2009	Week # 4	10	Homework	Document upload not available.
5/11/2009	Week # 5	10	Homework	Document upload not available.
5/13/2009	Midterm exam	50	Tests	Document upload not available.
5/18/2009	Week # 6	10	Homework	Document upload not available.
5/25/2009	Week # 7	10	Homework	Document upload not available.
5/27/2009	Quiz #2	20	Tests	Document upload not available.
6/1/2009	Week # 8	10	Homework	Document upload not available.
6/8/2009	Week # 9	10	Homework	Document upload not available.
6/8/2009	Poster Project	25	Special Projects	Document upload not available.
6/15/2009	Attendance	10	Attendance	Document upload not available.
6/17/2009	Final Exam	100	Tests	Document upload not available.
5/20/2019	Week # 2	10	Homework	Upload Document

Figure 11: My Courses → Course Options → Upload Documents screen

2. Click **Upload Document** for the desired assignment. If “Upload Document” is not displayed for the assignment in question, either the assignment must be turned in manually or the allowed period for submission has passed. Either way, contact your instructor for additional information.
3. Click **Browse** and navigate to the completed assignment. Any electronic document can be uploaded, such as MS Word, text file, or scanned image of the assignment. Select the document and then click **Upload Document**.

The uploaded assignment is listed. The **Insert Date** displays the date and time that the assignment was uploaded, which can be used to verify if an assignment was turned in on time.

The uploaded assignment can be edited or deleted until the instructor grades the assignment. Once an assignment is graded the student will only be able to view the latest version of their uploaded assignment.

View Grades Documents

An instructor can upload a graded assignment for the student to view. This is a separate version of the student’s uploaded assignment, which allows the student to see their version and the instructor’s graded version at the same time.

View Assignments and Grades

If the instructor permits, students may view their grades for their assignment.

Student Attendance

If the instructor permits, students may view attendance for the course. Students may view an overview of their attendance in the course, or click on the specific attendance type to see the detail for just that type.

My Midterm/Final Grades

My Midterm/Final Grades displays student's midterm and final grades for the term. If the term has not yet gone past the midterm point, this page will not display any data. Individual assignment grades for the courses are available in the My Courses area, provided the instructor has allowed assignment grades to be viewed. It also displays term and cumulative GPA information. Course evaluations must be completed before a student can view the final grade for the course.

Click the printer icon to display a printer-friendly copy of the grade report.

My Transcript

The My Transcript displays an unofficial transcript of the student's progress through the program. Official transcripts must be ordered through the Registrar's office. If a student has a hold or alert on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript.

My Schedule

My Schedule shows a grid and a list of the student's courses for the term. The My Schedule page also lists instructors, class locations and times


My Schedule										
<input checked="" type="checkbox"/> Show wait-listed classes?										
Matrix Display										
Start Time	Monday		Tuesday		Wednesday		Thursday	Friday		
08:30 AM	Introduction to Anatomy and Physiology		Introduction to Anatomy and Physiology Maternal Child Nursing I		Introduction to Anatomy and Physiology					
09:30 AM					Maternal Child Nursing I					
10:30 AM	Nursing Concepts I				Nursing Concepts I					
Student Schedule										
Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Date	Credits
BIO	111	LEC	COL-A	Introduction to Anatomy and Physiology	Hopkin, Mark	MTW	WE-128	08:30 AM - 10:20 AM	Weekly	6
					ZFACSCI, ZFACSCI	MTW	WE-128	08:30 AM - 10:20 AM	Weekly	
ENG	100	ONL-A	COL-A	English I (Composition)	Staff		WE-Online	00:01 AM - 00:02 AM	Weekly	4
NUR	100	LEC	COL-A	Nursing Concepts I	Foster, Brian	MW	WE-128	10:30 AM - 11:45 AM	Weekly	3
					Houser, Andrew	MW	WF-128	10:30 AM - 11:45 AM	Weekly	
					ZFACNUR, ZFACNUR	MW	WE-128	10:30 AM - 11:45 AM	Weekly	
NUR	130	LAB	COL-A	Maternal Child Nursing I	Justice, Stephanie	T	WE-132	08:30 AM - 10:20 AM	Weekly	0
					Seward, Leahjean W	T	WE-132	08:30 AM - 10:20 AM	Weekly	
					ZFACNUR, ZFACNUR	T	WE-132	08:30 AM - 10:20 AM	Weekly	
NUR	130	LAB	COL-B	Maternal Child Nursing I	Justice, Stephanie	W	WE-132	09:30 AM - 11:20 AM	Weekly	0
					Seward, Leahjean W	W	WE-132	09:30 AM - 11:20 AM	Weekly	
					ZFACNUR, ZFACNUR	W	WE-132	09:30 AM - 11:20 AM	Weekly	

Figure 12: My Schedule

My Calendar

My Calendar displays a calendar grid. The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students' calendars to remind them of important class events.

Note: If a student deletes an instructor calendar item it will not be added again if the instructor changes it.

My Documents

My Documents displays list of required documents that must be completed for each student. Students can view a list of documents that are required to be provided to the institution and the status of each document, along with the department requiring the information, the document name and the date it is due. Documents with IMG links can be viewed and printed from this page. Right-click the **IMG** link and choose **Save As** to save the document.

My Documents						
<input type="checkbox"/> Include Completed Items?						
List of Documents						
Image	Department	Date	Document	Description	Document Status	Completion Date
	ADMISSIONS	12/30/2008	ADM PN License	LPN License	Optional	
	ADMISSIONS	12/30/2008	ADM High School Transcript	High School Transcript	Optional	
IMG	ADMISSIONS	8/1/2014	ADM Essay	Essay	Optional	
IMG	ADMISSIONS	12/30/2008	ADM-Photo ID	Adm-Photo ID	Required	
	ADMISSIONS	12/30/2008	ADM-Liability Insurance	Liability Insurance	Required	
	ADMISSIONS	12/30/2008	ADM-Immunization/Physical Records	Immunization/Physical Records	Required	
	ADMISSIONS	12/30/2008	ADM-HESI Entrance Exam	HESI Entrance Exam	Required	
	ADMISSIONS	12/30/2008	ADM-Health Insurance	Health Insurance	Required	
	ADMISSIONS	12/30/2008	ADM-Enrollment Agreement	Enrollment Agreement	Required	
	ADMISSIONS	12/30/2008	ADM-CPR Card	CPR Card - Healthcare Provider	Required	
	ADMISSIONS	12/30/2008	ADM-Background Check	Background Check	Required	
	ADMISSIONS	12/30/2008	ADM-Application	Application	Required	
IMG	ADMISSIONS	3/11/2009	ADM-College Transcript	College Transcript	Required	

Depending on the image, you may have to have a plug-in installed on your browser in order to see the image in a browser. To save image document to your hard drive, right click on IMG and select "Save Target as-".

Figure 13: My Documents

My Ledger

The **My Ledger** option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch since enrollment.

My Billing Ledger							
Billing Ledger							
Term	Date	Description	Debits	Credits	Balance	Ledger/Pending	
Spring 2009	4/20/2009	Charged 0 CR for NUR130LABCOL-A Maternal Child Nursing I	\$0.00	\$0.00	\$0.00	Ledger	
Spring 2009	4/20/2009	Charged 0 CR for NUR130LABCOL-B Maternal Child Nursing I	\$0.00	\$0.00	\$0.00	Ledger	
Spring 2009	5/17/2019	Charged 3 CR for NUR100LECCOL-A	\$630.00	\$0.00	\$630.00	Pending Charge	
Spring 2009	5/17/2019	Charged 4 CR for ENG100ONL-ACOL-A	\$840.00	\$0.00	\$1,470.00	Pending Charge	
Spring 2009	5/17/2019	Charged 5 CR for BIO111LECCOL-A	\$1,260.00	\$0.00	\$2,730.00	Pending Charge	
Spring 2009	5/17/2019	Real Writing with Readings 4e w/CDROM	\$74.00	\$0.00	\$2,804.00	Pending Charge	
Spring 2009	5/17/2019	Structure and Function of the Body 13e	\$49.00	\$0.00	\$2,853.00	Pending Charge	
Spring 2009	5/17/2019	Study Guide Struct. & Funct. of Body 13e	\$27.00	\$0.00	\$2,880.00	Pending Charge	
Spring 2009	5/17/2019	Tax - Real Writing w/ Readings 4e w/ CDR	\$5.00	\$0.00	\$2,885.00	Pending Charge	
Spring 2009	5/17/2019	Tax - Structure & Function of Body 13e	\$3.31	\$0.00	\$2,888.31	Pending Charge	
Spring 2009	5/17/2019	Tax - Study Guide Struct.& Funct Body 13e	\$1.82	\$0.00	\$2,890.13	Pending Charge	

Show Pending Financial Aid

** Previous Balance:	\$0.00
** Current Balance:	\$2,890.13
Pending - Financial Aid:	\$0.00
** Overall Balance:	\$2,890.13

[Pay by Credit Card](#)

Choose this option for all payments: not serviced by Tuition Options.

[Pay to Tuition Options](#)

Choose this link to make your monthly payments to Tuition Options. When selecting this link you will

Figure 14: My Ledger

- **Previous Ledger Balance** is the balance from previous terms as shown in the student's ledger
- **Term** that the transaction was associated with
- **Date** of the transaction
- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pending** is where the transaction is located. Ledger means the transaction is in the student's ledger and Pending means the transaction is in a Billing Batch.
- **Overall Balance** is the current balance as of this date from the student's ledger and any billing batches
- The **Pay By Credit Card** link is only used to pay outstanding balances not covered by Tuition Options.
- The **Pay Tuition Options** link is only use to make a payment on your payment plan.
- **Show Pending Financial Aid** shows the pending Financial Aid awards

Pay by Credit Card

A student with a debit balance can pay online using the Online Payment Option.

Step-By-Step: Pay by Credit Card

1. Click **Make Payment**. The **Credit Card Payment** page displays.
2. The payment option dropdown can allow a student to mark the payment for a specific type of transaction; tuition, housing, full payment, etc.
3. Enter the correct billing information.
4. Click **Make Payment**.
5. Once the payment has been authorized the student will receive notice of a successful transaction.

Pay Tuition Options

A student with a debit balance can pay online using the Online Payment Option.

Step-By-Step: Pay by Credit Card

1. Click **Make Payment**. The **Credit Card Payment** page displays.
2. The payment option dropdown can allow a student to mark the payment for a specific type of transaction; tuition, housing, full payment, etc.
3. Enter the correct billing information.
4. Click **Make Payment**.
5. Once the payment has been authorized the student will receive notice of a successful transaction.

My Financial Aid

My Financial Aid lists all financial aid awards that are available, and provides the option of accepting or declining the award. If a student's financial aid awards are packaged for the year (vs. just a single term) under a single financial aid status record then all the awards for that package will display in the student portal under their financial aid section. For example, if a student was packaged and received an award for \$2000 dollars split 50/50 over FA-10 and SP-11 then when the student goes to the student portal for FA-10 or SP-11, they will see both awards for both terms. Awards for a single term are also displayed for the current or future terms.

My Financial Aid								
Financial Aid Awards and/or Scholarships								
Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Year	Term	Date	Award Type	Status	Description	Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA11/SP12	FA-11	11/21/2011	TEOG	APPROVED	TEOG Grant	\$1,000.00
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	FA11/SP12	FA-12	4/4/2012	Sub	APPROVED@	Subsidized Loan	\$995.00
Total								\$1,995.00
@ Indicates Financial Aid item has been sent to Student Accounts.								
<input type="button" value="Submit"/>								

Figure 15: My Financial Aid

A student can **Accept** or **Decline** each award that is available to them. Once the award has been accepted or declined and submitted, the student cannot modify the selection in the portal. You will need to contact your financial aid officer to change your selection.

HCN Financial Aid and Contact Info

The **Financial Aid and Contact Info** link takes you to the Financial Aid page of the HCN website which contains information on FA available to students as well as contact information for the FA teams at each campus.

STUDENT SERVICES

School News

School News opens the school news page of www.hondros.edu.

Student Catalog

The **Catalog** displays the current catalog for the program.

Commonly Used Forms

The **Commonly Used Forms** page displays forms that are not required for each student, but may be used by a student to address a particular need, like changing their address or their name. Students may be directed to this page to retrieve documents needed by staff members to complete a student request.

Course Offering

The **Course Offering** section displays dates/times of classes that are being offered for the specific term selected when logging in, called Current Term.

The **Set class filter** option can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules.

You can select any combination of days and times, such as, classes on Monday and Wednesday that are between 12 PM – 8 PM. You can also include filter criteria by Campus, Departments and/or Divisions.

If you select only Monday then classes meeting on Monday will display. Classes that are on Monday *and* Wednesday also display in the list. If Monday and Wednesday are used as filtering criteria then all Monday and Wednesday classes, Monday only classes, and Wednesday only classes will display.

Unofficial Registration

Online registration is accessed via the **Unofficial Registration** link of the Navigation bar. The first page provides course filter search options, so only desired courses are displayed.

Step-By-Step: Register For a Class

1. Click **Unofficial Registration** on the menu.

The screenshot shows the 'Unofficial Registration' interface. At the top, there is a blue header with the text 'Unofficial Registration'. Below this is a dark blue box with white text: 'Registration for multiple sections of the same courses is not allowed. You are allowed to take a maximum of 15 credit hours this term. You may add yourself to the waitlist for courses that are full or already have a waitlist.' Below this are two buttons: 'Cancel' (red) and 'Process Registration' (green). Underneath are three filter buttons: 'Show Academic Information', 'Show Filter', and 'Show Pending Courses'. A blue bar indicates 'This is your current schedule for the FA-12 term'. Below this is a table with columns: Drop, Audit, Course ID, Course Name, Credits, Instructor, Days, Time, Date. A dark blue bar below the table says 'Current Offering for Term: FA-12'. Below that is a pagination bar with numbers 1 through 10 and a 'Next' button, with 'Viewing Page #1 (Total Pages: 31)'. The main content area shows a course listing for 'MANAGERIAL ACCOUNTING [AC221L01]' with '18 seats left' and 'START-END DATES: 8/23/2012 - 12/17/2012'. There is a '+ Book List' button. Below the course listing is a table with columns: Reg, Instructor, Credits, Campus, Room, Days, Date, Time. The row shows: Reg, Graham, Hubert J., 3, Main, BEA-101, MWR, Weekly, 2:00 AM - 3:00 AM. Below this table is another course listing for 'MANAGERIAL ACCOUNTING [AC221L02]'.

Figure 16: Filter Courses

2. Follow the instructions provided by your Campus Director and/or the Registrar's office. These are typically posted into the News section of the Student Portal a few days before unofficial registration starts for the next term.

3. Click View Courses.

The Registration page opens with the student's current schedule displayed at the top of the page. Unofficially registered courses may be dropped by selecting the checkbox next to the appropriate class. Courses available for registration are displayed in the lower portion of the page. The portal compares the student's transcripts against the course offering, and if prerequisites for a course have not been met, the course will not display.

Other codes the student may see:

- Reg – The student is already registered for the course.
- FacAppReq – The Instructor's permission is required. Only the Registrar can register this course.
- DegAudit – the course is not in the student's degree audit as remaining.
- PreReq – Prerequisite has not been met.
- DLPreReq – this course has a prerequisite DL Orientation course that must have been completed in a prior term.
- Last Add – The date is past the date this course may be registered.
- Class is Full – The course is full.
- Waitlist – The course has a waitlist and, if enabled, students may only select the Waitlist check box to place themselves on the waitlist for this course.


Unofficial Registration Checkout					 Printer Friendly Version	
Current Schedule for the FA-12 term						
Course ID	Course Name	Instructor	Days	Time	Date	
AR160LEC100	ART HISTORY I	Bumgardner, George Richlie	MWF	02:00 PM - 03:00 PM	8/23/2012 - 12/31/2012	
		Staff	TR	10:00 AM - 11:00 AM		
ENG102LEC01	ENGLISH COMP II	Staff	N/A	-	8/23/2012 - 12/17/2012	
You are on a waitlist for the following courses:						
Course ID	Course Name	Instructor	Days	Time	Wait Order	
BL251LEC01	MICROBIOLOGY	Staff	N/A	-	1/1	
**Note: Waitlist courses will not show on a schedule.						

Figure 17:

Registered Classes

Students can then print their schedule. As long as the registered class remains unofficial the student may drop it at any time. Only the registrar can authorize unofficial classes.

Once a student has unofficially registered for classes they will see the Unofficial Registration Checkout page with their schedule including any waitlisted courses.

Commencement

The **Commencement** page offers information on dates, times and locations of the upcoming commencement ceremonies by campus, as well as ordering information and deadlines for caps and gowns.

CAMPUS SERVICES

PaperCut

The **PaperCut** page links to information on PaperCut – HCN's on-campus student printing solution. The page contains links to the service at each campus as well as detailed instructions on its use.

My Library

The **My Library** page displays our online library with links to many online library resources as well as contact information for HCN's librarian.

Career Placement

The **Career Placement** link Job Search will allow job searches for current job openings which meet specific criteria. Searches can be filtered by type, salary, and availability. This is not currently in use.

Replacement Student Scrubs

The **Replacement Student Scrubs** links to the order page for new students to place orders for scrubs.

PaperCut Help

The **PaperCut Help** page links to detailed instructions on how to access and use PaperCut.

Information Technology

The **Information Technology** page provides additional help and assistance to students with campus technology resources. Downloadable software, FAQ's, Microsoft Office training and other items are located here. This page also contains information on the Helpdesk, how to contact the Helpdesk and hours of operation.

Student Portal Help

A link to this document.

Email Help

The **Email Help** page provides information on accessing the student mail system.

Registration Help

The **Registration Help** links to a frequently-updated PowerPoint from the Registrar's office outlining the process of registration for all programs.