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An aerial photograph of the Houghton University campus, showing modern buildings, green lawns, and a dense forest of trees in vibrant autumn colors (yellow, orange, red). The campus is nestled in a valley, with roads and parking lots visible.

Course Registration

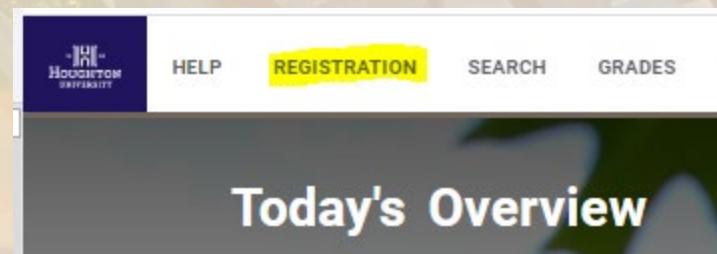
Spring 2026

Selecting Courses

- » Before you can register for courses, you will need to:
 - » Review the course offering and put together a tentative schedule for next semester based on what you think you need to take;
 - » Meet with your advisor to go over your schedule, make any changes, and be authorized for course registration;
 - » Wait until your course registration period opens. If you transferred in credits, you may be able to register earlier.

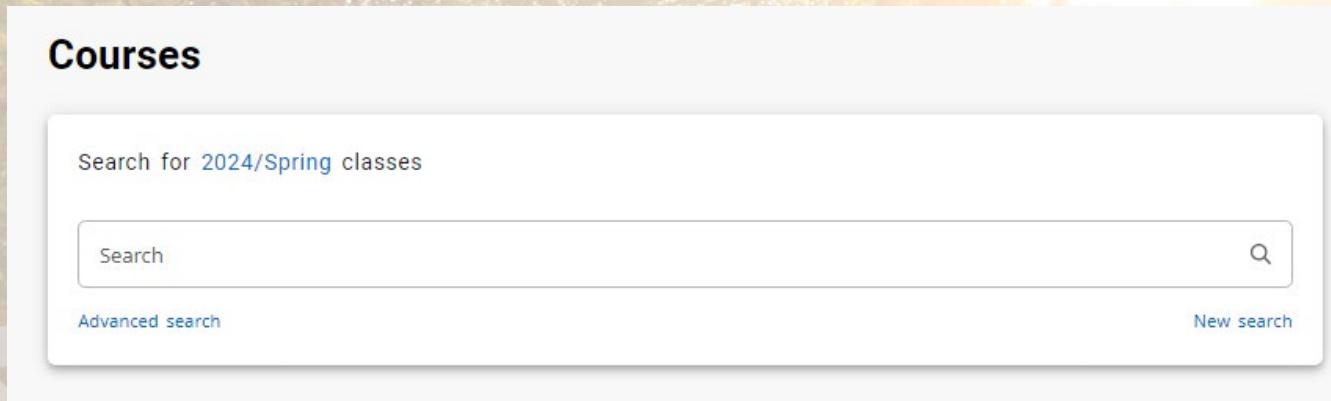
Using Self-Service

- » Access Self-Service from the “Current Students” section of the Houghton website.
- » Sign in with your Houghton username (minus “@houghton.edu”) and your network password.
 - » For example, `firstname.lastname29`
- » Select “registration” from the tabs across the top, and then “courses.”



Registering for Courses

- » You will search for your courses and then add them to your cart:



The screenshot shows a course search interface with the following details:

Courses

Search for 2024/Spring classes

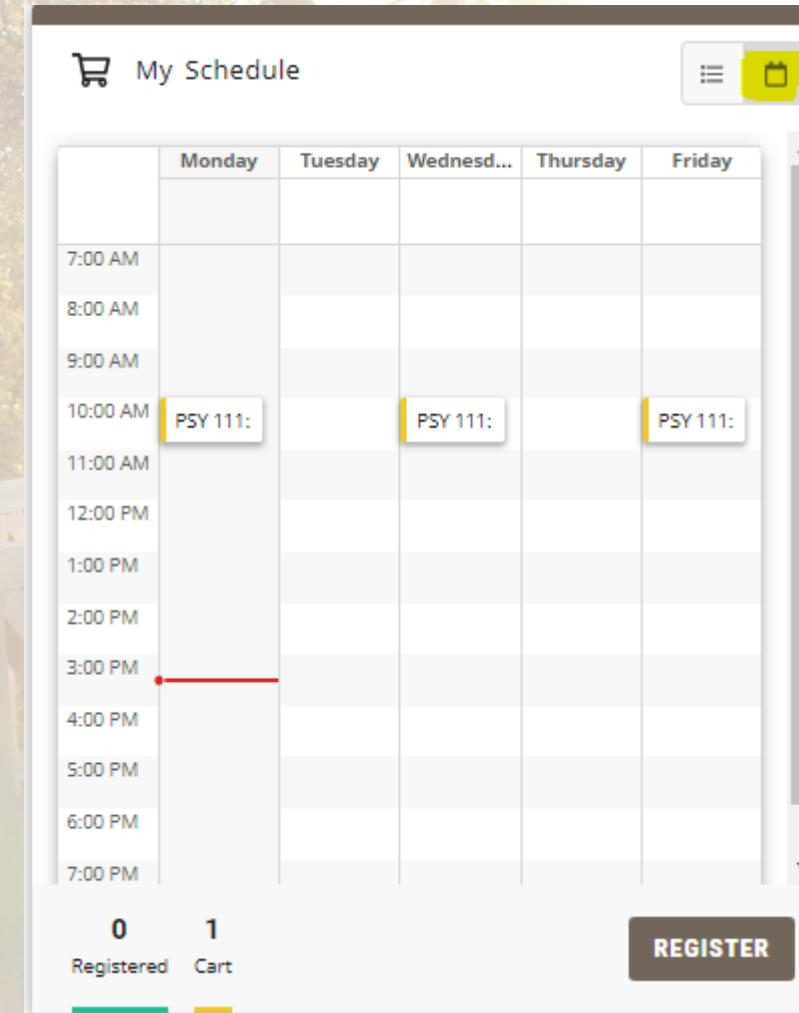
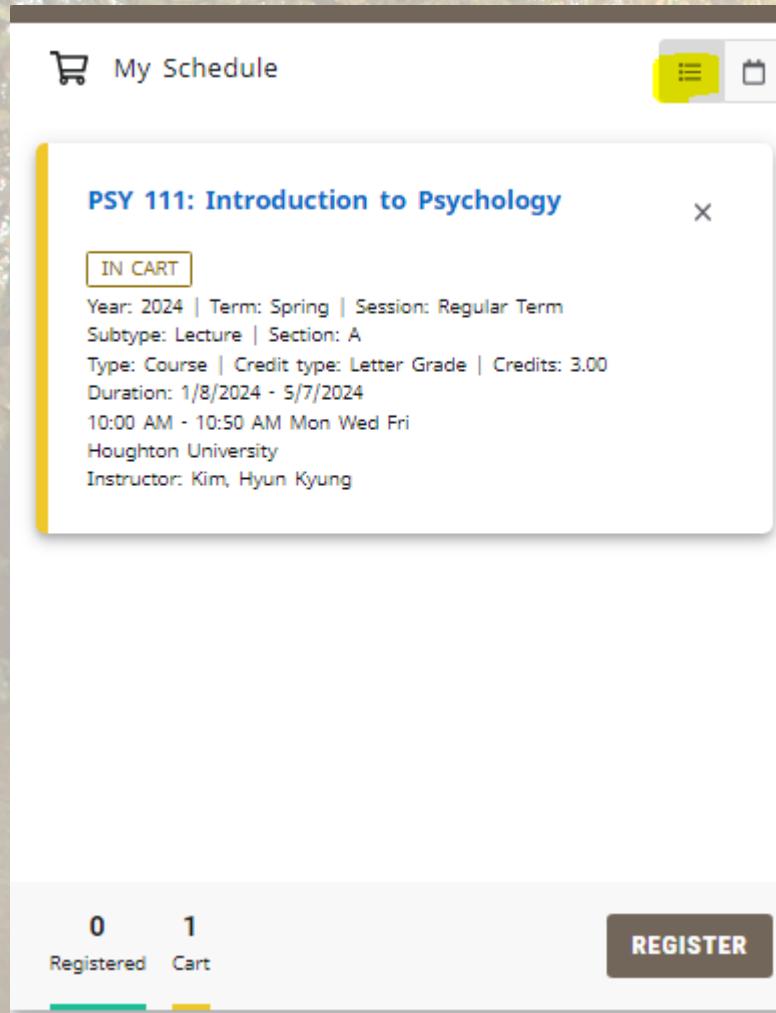
Search Search New search

Advanced search

2 Results

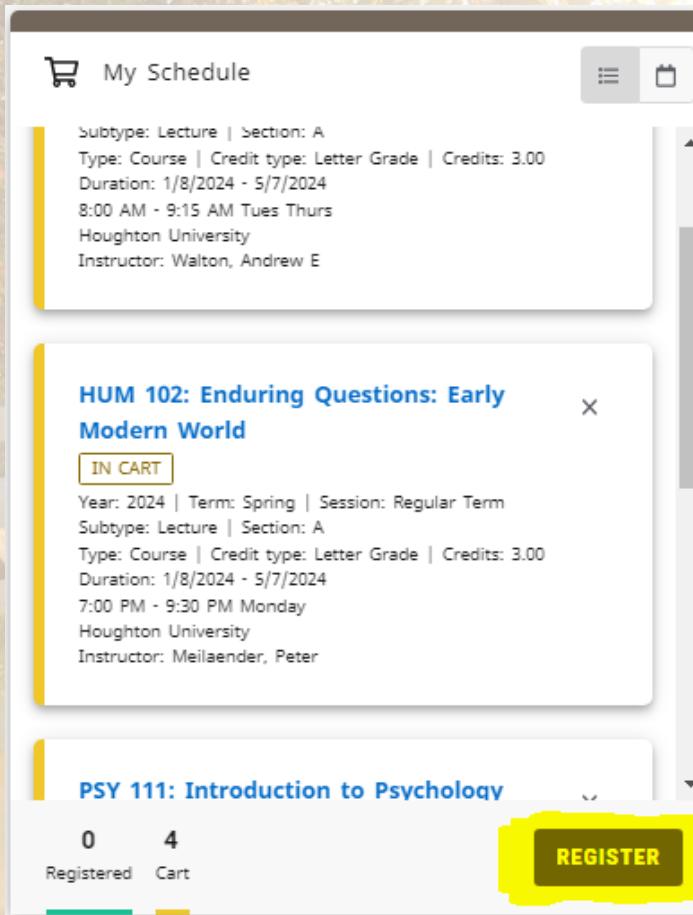
Course Details	Instructor	Credits	Seats Left	Action
PSY 111: Introduction to Psychology Year: 2024 Term: Spring Session: Regular Term Subtype: Lecture Section: A Type: Course Credit type: Letter Grade Duration: 1/8/2024 - 5/7/2024 10:00 AM - 10:50 AM Mon Wed Fri Houghton University	Kim, Hyun Kyung 	3.00	28	ADD

- » Once you select “add,” the course will appear in your schedule/cart (you can view as either a list or a calendar grid):



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- » When you have added all your courses to your cart, select “register.” This step may take a few minutes, especially if many students are using Self-Service all at once.



- » Once your registration has gone through, you will receive this message at the top of your screen:



Congratulations! You have completed your Registration.

- » If you need to make changes between your initial registration and the start of the next semester, you will be able to do so through Self-Service (until the Friday before the next semester starts).



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- » Possible error messages you might see during registration include:
 - » Course conflicts (courses with overlapping times – you may need to change your schedule or request professor permission if there is only a slight overlap)
 - » Courses that are full – when you meet with your advisor, try to identify a few alternatives
 - » Courses that are “by instructor permission only”
 - » You can request instructor permission on Self-Service, but you may also want to email the professor
 - » Messages about prerequisites and corequisites:
 - » A prerequisite is a course you need to take before another course (e.g., Biblical Literature before Introduction to Christianity)
 - » A corequisite is a course you need to take at the same time as another course (e.g., Music Theory I and Musicianship I)

Remember:

- » You normally will take between 12-17 credits as a full-time load. 18 credits is permissible, but requires special advisor approval (see the heavy load procedure on Registrar's Office *Forms for Students* webpage).
- » Leave yourself time for lunch!
- » If your account is on “stop” for any reason, you will see a banner in Self-Service. If you click on it, you will see a reason for the stop and an office to contact (often Student Financial Services, Student Life, or the Registrar’s Office). You will not be able to register until the “stop” is resolved.



Contact Information

- » Please contact the Registrar's Office with any questions!
 - » Email: registrarsoffice@Houghton.edu
 - » Call: 585-567-9350
 - » Visit:
 - » Lower level of Fancher
 - » Monday – Friday
 - » 8 – 12 | 1 – 4