

REGISTRATION INSTRUCTIONS

PRINT these instructions to refer to while registering for your Opticianry courses

To register using HawkNet:

1. Go to www.hccfl.edu and choose the **HawkNet** link on the top right-side of the page
2. From the HCC Hawknet Page Select **HawkNet – WebAdvisor**
3. Select **Log In (at the top right-side of the page)**
4. Your **User ID** is the first letter of your first name and your last name (plus a number if there is more than one student with the same names as you (Ex. Bunderwood or bunderwood22). If you do not know your User ID; Click **“HCC FAQ Page”** or **Return to the Main Menu and select “Password Management”** at the bottom of the page.
5. Your password is initially set to your seven-digit student ID number. If you do not know your student ID number; Click **“Main Menu”** then **“HCC FAQ Page”** at the bottom right-side or Return to the Main Menu and select **“Password Management”** at the bottom of the page. Follow the instructions to obtain your User ID
6. **Log into** your account and select **Students** (on the right-side of the page)
7. Select **Register for Sections** (under the Registration menu)
8. Select **Express Registration** (section numbers are provided on the Opticianry Website)
9. **Type in the required information and click “Submit”**
 - Synonym = Section Number
 - Subject = Ophthalmic Technology
 - Course Number = 4-digit course number only (Ex: for OPT1000 use: 1000)
 - Section Number = 5-digit section number (Ex: for OPT1000 #70858 use: 70858)
 - Term = Choose the term you are registering for (Ex: 09/FA Fall Term 2009)
10. Repeat Step # 9 for each course you are registering for.
11. Click the “Submit” button at the bottom of the page. Click Submit **ONE TIME ONLY**.
12. Under “Action” choose **RG REGISTER** for each course entered and click **SUBMIT**
13. To see a complete confirmed schedule of all your classes, click on **“My Class Schedule”** under Academic Profile of the HawkNet Student Menu page. Check your schedule every day through the first two-weeks of the semester to be sure your do not get purged.
14. Online payment is available via HawkNet. Click **MAKE PAYMENT** at the bottom of the page or under Financial Information on the HawkNet Student Menu page.
15. Payment can also be made by calling the Telephone registration system (813-247-2944), by mail or in person at one of the HCC Campuses.

Contact Bill Underwood or Jim Reese with any questions:

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