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 = 7-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 (247-2944), by mail or in person at one of the HCC Campuses.

Contact Bill Underwood with any questions:

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