



# Instructions for Registering for Orientation Sessions or Changing Orientation Sessions

## **To Add an Orientation Session to Your Schedule**

1. Log onto OwlNet
2. Select the “My Academic Life” tab
3. In the “Quick Links” menu, select “Credit Schedule”
4. In the “Semester” section, click “Fall 2018”
5. In the “Select a Subject” section, click “Orientation”
6. Click the, “Look Up Classes” button
7. Copy the CRN (course number) for the class you want to add
8. Go Back to the “My Academic Life” tab and click “Register, Add or Drop Classes”
9. Type the course number into the “CRN” field at the bottom of the page and click, “Submit Changes”

## **To Change Your Orientation Session**

1. First, you must drop your existing orientation:
  - Click on the “My Academic Life” tab
  - Locate your orientation session under the “Current Schedule” section
  - Using the drop down menu in the “Action” column, select “Web Dropped”
  - Click on the, “Submit Changes” button
2. Now, follow the “Add an Orientation” instructions listed above

*Note: Locations and times of events are subject to change. Please check <http://www.harford.edu/student-services/student-activities/orientation.aspx> for the most accurate program information.*

Our goal is to make all materials and services accessible. If you need reasonable accommodations to participate, please contact Student Activities at 443-412-2140 at least ten calendar days in advance of event. Programs, unless otherwise noted, are offered for HCC-Registered Credit Students only.