Registration Instructions

Navigate to the myHSC website by either typing in the direct link on your browser or find the quick link on the SRPH website.

https://my.tamhsc.edu/
Registration Instructions

Log in using your SRPH username and password. If you have not activated your account yet, click on the link “register your HSC account with myHSC” in the Login box.
If you have problems when logging into your account, contact TAMHSC Office of Information Technology (OIT).
Registration Instructions

Once logged in, locate the Registrar tab in the top horizontal menu.
First check that you have no registration holds on your account by clicking on the “Registration Status” link in the Registration Tools box.
Registration Instructions

This is the “Registration Status” screen in myHSC.

- You have no Registration Time Ticket. You may register at any time.
- You have no Holds which prevent registration.
- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.
- Your Class for registration purposes is Masters Level.

Earned Credit

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>Institutional</td>
<td>6.000</td>
</tr>
</tbody>
</table>

Curriculum Information

Current Program
- Degree: Not Declared
- Level: Graduate
Registration Instructions

To find a class, click on the link “Look Up Classes” in the Registration Tools box. If you already know the class number and CRN number, then you can click on the “Add or Drop Classes” link.
Registration Instructions

Select the term (semester) for the class, e.g., Fall 2013.
Registration Instructions

Then identify the department the class is offered:

• Environ & Occupnl Health (PHEO)
• Epidemiology & Biostats (PHEB)
• Health Policy & Management (PHPM)
• Social & Behavioral Health (PHSB)

*Note: You can select multiple departments by holding down the ‘Ctrl’ key and clicking on the desired departments
Registration Instructions

*Identify the course you need, then click on the “View Sections” button.*
Registration Instructions

View the course details and identify the course CRN number to register.

Class Schedule Listing

Course name
CRN number
Section number

Campus location (CS, McAllen, Temple or Austin)
Schedule type (Web or Lecture/On-Campus)
Instructor name & email link

Class time (or TBA)
Class day (M=Mon., T=Tues., W=Wed., R=Thurs.)
Registration Instructions

Once you identify the class name and CRN number, then click on the “Add or Drop Classes” link in the Registration Tools box in the Registrar tab.
Registration Instructions

Enter the course CRN number and confirm the class details by clicking on the button “Submit Changes” to add to your schedule.
Registration Instructions

In the Registration Tools box, you can view your class schedule.
Registration Instructions

Example Student Schedule

Rural Public Health Systems - PHPM 601 - 0
Associated Term: Fall 2013
CRN: 3115
Status: Web Registered on May 07, 2013
Assigned Instructor: Jennifer M. Griffith

Grade Mode: Standard Letter
Credits: 3.000
Level: Graduate
Campus: College Station

Scheduled Meeting Times
Type Time   Days Where Date Range               Schedule Type   Instructors
Class 5:30 pm - 6:30 pm M   TBA   Aug 26, 2013 - Dec 13, 2013 Web

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Registration Instructions

*Student Schedule can also be viewed in a block schedule with the ‘Week at a Glance’ link*

<table>
<thead>
<tr>
<th>Previous Week</th>
<th>Week of Apr 29, 2013 (16 of 48)</th>
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<tbody>
<tr>
<td>1pm</td>
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<tr>
<td><strong>Monday</strong></td>
<td><strong>Tuesday</strong></td>
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<td>PHEB 602-500</td>
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<td>1020 Class</td>
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<td>1:00 pm-4:00 pm</td>
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<td>6pm</td>
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<td>PHEO 600-504</td>
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<td>1032 Class</td>
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<td>6:00 pm-7:30 pm</td>
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<td>SRPH3 107</td>
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</tbody>
</table>
Registration Instructions

Other important sections in myHSC include the Personal Information box on the Registrar tab (check to make sure all information is current and correct. i.e. address, phone and emergency contact information).
Registration Instructions

Locate the Student Business Services tab to view and pay your tuition statement.
Questions

Office of Student Affairs
SRPH-OSA@tamhsc.edu
979-458-4054

OIT
helpdesk@tamhsc.edu
800-799-7472

Registrar
registrar@tamhsc.edu
979-436-0191