

## Huskies in the High School

Step-by-Step Registration Guide



![](_page_0_Picture_4.jpeg)

- 1. Only admitted students can register for their course through St. Cloud State University. If you just completed your application, it will take our office 3-5 business days to process your application. Admitted students can proceed with registration.
- 2. Go to the St. Cloud State University Huskies in the High School homepage. <u>www.stcloudstate.edu/huskiesintheHS</u>
- 3. Select the "Register for Classes" button

![](_page_1_Picture_3.jpeg)

![](_page_1_Picture_4.jpeg)

4. At the login screen, enter your StarID and your password, then select "Login"

## Please login to continue.

![](_page_2_Figure_2.jpeg)

![](_page_2_Picture_3.jpeg)

You must logout when finished to ensure that nobody else gains access to your records.

While it is recommended that you <u>activate your StarID</u> at this time, you can continue to login to this application with your Login Id and Password into Spring semester 2014.

![](_page_2_Picture_6.jpeg)

- 4. The next screen that appears should be the "Quick Add" page.
- i) For courses with **start** dates from August through the end of December, choose the Fall semester.
- ii) For courses with **start** dates from January through May, choose the Spring semester.

![](_page_3_Figure_3.jpeg)

![](_page_3_Picture_4.jpeg)

- 5. To register for a class, enter the 6 digit course ID number provided by your high school instructor/counselor in the "Course IDs" column.
- 6. Click on the "Register" button.

## THERE IS STILL AN ADDITIONAL STEP TO REGISTER FOR THE COURSE.

![](_page_4_Figure_3.jpeg)

![](_page_4_Picture_4.jpeg)

- 7. The verification page will appear next.
- ✓ Your course(s) should begin with HHS in the title.
- $\checkmark$  Your course(s) should have a section number in the 90s, 70s, or 50s.
- ✓ Your high school instructor should be listed under "Instructor".
- 8. If this is the correct course, enter your StarID *password*. Then select "Register".

![](_page_5_Picture_5.jpeg)

You have chosen to register for the courses listed above. Please check with your academic advisor to ensure selected courses apply toward graduation. If you have not been admitted to St. Cloud State University, please keep in mind that not all courses may transfer or apply to another institution.

![](_page_5_Picture_7.jpeg)

9. The Registration Results screen will display and indicate either successful or failed registration. If successful, students can view their schedule. If registration failed, please email <u>huskiesintheHS@stcloudstate.edu</u> with the error message or a screenshot of the error that appears so that we can assist you.

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![](_page_6_Picture_2.jpeg)