

NEW STUDENTS

HOW TO
REGISTER
FOR CLASSES

HOW TO
PAY TUITION



Harper College®

REGISTER FOR CLASSES

1

Go to my.harpercollege.edu and log in with your username and password.

If you do not remember your username, use the Lookup Your Username feature found under the login. To create a password, use the Forgot Password/Unlock Account feature and enter your personal e-mail address on file with Harper College.

If you have trouble logging in, contact the Student Service Desk at 847.925.6866 or studentsd@harpercollege.edu.

2

Click on the My Registration tab.

3

Click on the Register for Classes link in the Register for Classes section. Select a term.

4

Click on the Class Search button at the bottom of the page. Then choose a subject from the drop-down menu and click the Course Search button.

You can click the Advanced Search button if you want to narrow your search and be more specific (i.e. instructional method, campus, part of term, session, etc.).

5

Once you have chosen a course, click the View Sections button.

This will display the course's sections. Available sections have a box on the left-hand side.

6

Click on the Course Reference Number (CRN) for more detailed information about the class (e.g., format, instructor's email, books and class description/prerequisites).

Click on Return to Previous or the backspace key to view sections again.

7

Choose a section you want and click the box in front of the CRN. Scroll to the bottom of the page and click Add to Worksheet.

This will allow you to start building your schedule. Repeat this process until you have added all of your courses.

8

Once you have added the CRNs to your worksheet, click the Submit Changes button to register for the classes.

9

View and print your schedule, which includes drop and withdrawal deadlines, anytime at the My Registration tab ([View Student Detailed Schedule link](#)).

OTHER ESSENTIALS

Harper Student Photo ID Card (HarperCard)

Students should obtain their ID card in Building J, Room J135. The ID card gives you access to the library, computer labs, box office discounts and more. Photo ID, such as a driver's license or passport, is required.

Emergency Alert System and Emergency Contact

In the event of a campus emergency, it is vital that we contact you as quickly as possible. Log into MyHarper Student Portal and go to the My Registration tab. You can Sign Up for Emergency Alerts and Update Emergency Contacts under the View and Update Student Personal Information section (on the right-hand side).

E-mail Account

You will need to check your Harper e-mail frequently for communications about your registration, financial aid status, payment information, important updates, and e-mails from teachers. To set up your account or to have it forwarded to an existing e-mail account, go to MyHarper Student Portal and click on the MyHarper E-mail tab. If you need assistance, contact the Student Service Desk at 847.925.6866 or studentsd@harpercollege.edu.

STUDENTS RECEIVING SCHOLARSHIPS OR FINANCIAL AID

Students receiving federal, state, private, or institutional (Harper College) grants, scholarships, or student loans must sign up for e-Cashier's Deferred Payment Plan. If you have accepted financial aid on your student account, you will automatically be directed to the Deferred Payment Plan. If there is no accepted aid on your account, you should log into the MyHarper Student Portal and click on the MyFinAid tab to check the status of your financial aid. Make sure that there are no outstanding requirements for your financial aid. If you still need assistance, please contact the Office of Student Financial Assistance (C102) by email at finaid@harpercollege.edu or at 847.925.6248.

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.
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PAY TUITION AND FEES

1

Go to my.harpercollege.edu and log in with your username and password.

2

Click on the My Payments tab.

3

The Student Account Links navigation is on the lefthand side. Check your tuition balance by clicking on Account Summary by Term.

4

Pay in Full

Click on the Pay in Full/QuikPay link.

or

You can also pay in full at the Business Office in Building A, Room A214. Cash, electronic check, Visa, MasterCard, American Express, or Discover are accepted in the Business Office.

Pay with the e-Cashier Interest Free Payment Plan

(click on Set Up a Payment Plan/e-Cashier).

There is a \$35 fee for the payment plan per semester. For e-Cashier, the tuition payment is automatically deducted from a savings or checking account or can be charged to a credit or debit card. Typically, the first payment is an immediate down payment, while the remaining payments are automatically withdrawn on the fifth of each consecutive month.

IMPORTANT

Harper College has gone to paperless billing and no longer sends a copy of the bill to your address. Check your Harper e-mail for billing statements and payment deadlines.

Make sure to pay in full or set up a payment plan by the payment due date, or you will be automatically dropped from your class. Students are responsible for payment of the \$15 non refundable registration fee for all registrations that are dropped for non payment. If you have questions about e-Cashier, contact the Business Office (A214) at 847.925.6880.