


Self-Service & National Student Clearinghouse FAQ's

Students can complete tasks, such as changing their schedules, checking grades, and requesting transcripts, in Self-Service. Click the Home icon on the left  to return to the main screen. See the FAQs listed below:

Where Can I Find My Grades?

- Log into My HUGo.
- Click HU Self-Service.
- Click on Grades.
- Grades will appear by term.



Where Can I Review My Unofficial Transcript (Academic History)?

- Log into My HUGo.
- Click HU Self-Service.
- Click on Student Planning.
- Hover the mouse over Student Planning tab to view drop down box of options.
- Click on Unofficial Transcript.
- Click on the link for Degree Audit Transcript and select open or save.
- Another tab will populate with the Unofficial Transcript.

How Do I Complete a Graduation Application?

- Log into My HUGo.
- Click HU Self-Service.
- Click on Graduation Overview.
- Click on Apply under Application Status next to your graduating program.
- Complete form and click Submit at the bottom.

How Can I Update my Address, E-mail Address or Phone Numbers?

- Log into My HUGo.
- Click HU Self-Service.
- On the grey toolbar on the left click the  icon.
- Click User Profile to update student information or click Emergency Information to update emergency contact.
- Click the  icon, update info, and then click Confirm when finished.

How Do I Change My Major?

- Log into My HUGo.
- Click HU Self-Service.
- Click on Student Planning.
- Hover the mouse over Student Planning tab to view drop down box of options.
- Select Change of Major Request.
- A new tab will open with the form. Complete and click Submit Form at the bottom.

How Do I Change My Schedule after Add/drop or Withdraw from Hodges University?

- Log into My HUGo.
- Click HU Self-Service.
- Click on Student Planning.
- Hover the mouse over Student Planning tab to view drop down box of options.
- Select Schedule Change/Withdraw Form.
- A new tab will open with the form. Complete and click Submit Form at the bottom.

How Can I View My Financial Account Summary?

- Log into My HUGo.
- Click HU Self-Service.
- Click on Student Finance.
- The Account Summary will automatically populate.


How Do I Make a Payment?

- Log into My HUGo.
- Click on Make a Payment.
- Select the Payment Method, check the box next to the item you would like to pay, and click Proceed to Payment.
- Continue with Payment Review and click Pay Now at the bottom.

How Do I Request an Official Transcript?

- Log into My HUGo.
- Click HU Self-Service.
- Click on Student Planning.
- Hover the mouse over Student Planning tab to view drop down box of options.
- Select Official Transcript Requests.
- A new tab will take you to the National Student Clearinghouse.
- Follow the steps to order an Official Transcript.

How Do I Request an Enrollment Verification?

- Log into My HUGo.
- Go all the way to the bottom of the screen.
- Click the  icon to go to the National Student Clearinghouse.
- A new tab will appear for you to select the type of enrollment verification.
- Follow the steps provided.