

1) Sign in by entering your Username and Password.

2) Click on the Graduation Cap (Academics).

3) Click on "Course Catalog."

4) Click on "Advanced Search."

5) Enter the Term, Course Subject, and Course Number. Then Click the green "Search" button.

6) Click "View Available Sections," and scroll down for options.

Section	Times	Locations	Instructors
2	MW 10:00 AM - 1:15 PM 8/26/2019 - 12/18/2019	Main Campus, Keller Arts Performing Center 209 Lecture	Bocanegra, J
0	MW 1:00 PM - 2:15 PM 8/26/2019 - 12/18/2019	Main Campus, Learning Resource Center 116 Lecture	Redding, C

7) If there is a waitlist for the section you want, first check for other open sections. If none of the open sections fit your schedule or there are no open sections, add the waitlisted section to your schedule. Click "Add Section to Schedule."

Introduction to Visual Arts B02
Runs from 10/21/2019 - 12/13/2019

Add Section to Schedule

Waitlisted	Times	Locations	Instructors
3	10/21/2019 - 12/13/2019	Online Delivery Web Based	Bontempo, J

8) Confirm your selection and click "Add Section."

Section Details

ART-101-B02: Introduction to Visual Arts
Credit Fall 2019

Instructors: Bontempo, J (jbontempo@hagerstowncc.edu)

Meeting Information: 10/21/2019 - 12/13/2019
Online Delivery, (Web Based)

Dates: 10/21/2019 - 12/13/2019

This section has a waitlist.

Seats Available: 0 of 22 Total

Waitlisted: 3

Credits: 3

Grading: Graded

Requisites: None

Close Add Section

9) Once you have selected the section you want to waitlist, click on "Academics" then "Student Planning" and finally "Plan & Schedule."

- Home
- Financial Information
- Academics**
- Student Planning**
- Planning Overview
- My Progress
- Plan & Schedule**
- Course Catalog

10) Scroll down until you see the class you wish to waitlist for and click "Waitlist."

Schedule Timeline Advising P

< > Credit Fall 2019

Filter Sections Save to iCal

ART-101-B02: Introduction to Visual Arts

Planned

Credits: 3
Grading: Graded
Instructor: Bontempo, J
10/21/2019 to
12/13/2019
Waitlisted: 3

> Meeting Information

This section has a waitlist

Waitlist

> View other sections

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm

11) Be sure to check your student email everyday, twice a day, for permission from register@hagerstowncc.edu to register for the class. Once you receive the permission email, you have 24 hours to register for that section. After 24 hours, your permission will expire and you will have to repeat the waitlist process.