1) Sign in with your Username and Password.
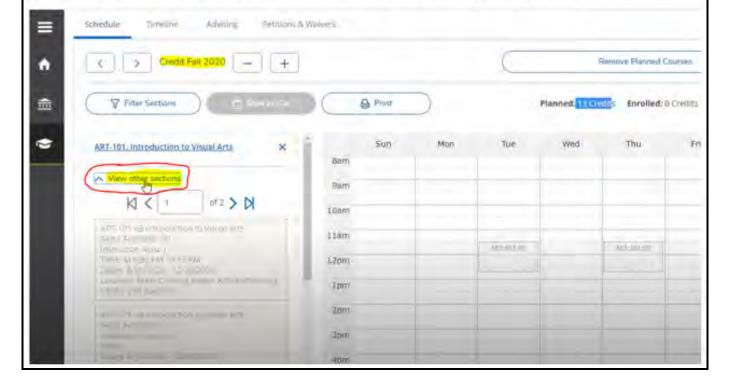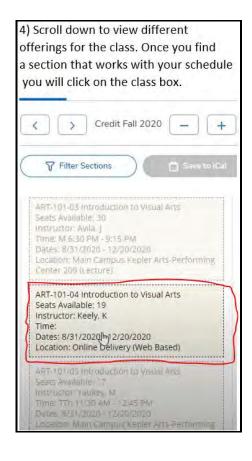
Sign In

User name

wcbaer2

Password

•••••••••

Sign In

2) Click on the Graduation Cap (Academics) on the left hand side of the screen. Then click on "Register for Classes."

Hagerstown Community College

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Home

Financial Information ∨

Academics ∧

Student Planning ∨

Register for Classes

Course Catalog

Grades

Graduation Overview

Student Finance
Here you can view your latest statement, make a payment online or enroll/manage your Nelnet Payment Plan.

Tax Information
Here you can view your 1098-T or change your consent for e-delivery of tax information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Grades
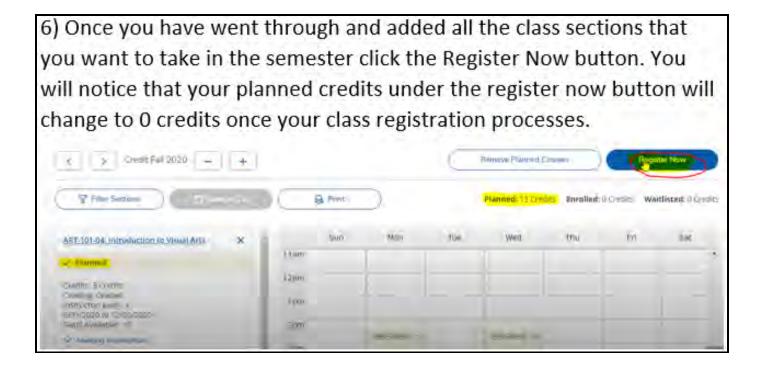Here you can view your grades by term.

3) Confirm that you are in the correct semester. If you are not click the ">" button to move to the next semester. Your classes will be listed on the left hand side and you will want to click on "View other sections" to view your options.

Schedule   Timeline   Advising   Petitions & Waivers

‹ › Credit Fall 2020 — +   Remove Planned Courses

Filter Sections   Save to Cal   Print   Planned: 13 Credits   Enrolled: 0 Credits

ART-101: Introduction to Visual Arts   ✕

View other sections

|◁ ‹ 1 of 2 › ▷|

	Sun	Mon	Tue	Wed	Thu	Fri
8am						
9am						
10am						
11am						
12pm			ART-101		ART-101	
1pm						
2pm						
3pm						
4pm						

4) Scroll down to view different offerings for the class. Once you find a section that works with your schedule you will click on the class box.

| < | > | Credit Fall 2020 | — | + |

▼ Filter Sections   📅 Save to iCal

ART-101-03 Introduction to Visual Arts
Seats Available: 30
Instructor: Avila, J
Time: M 6:30 PM - 9:15 PM
Dates: 8/31/2020 - 12/20/2020
Location: Main Campus Kepler Arts-Performing Center 209 (Lecture)

ART-101-04 Introduction to Visual Arts
Seats Available: 19
Instructor: Keely, K
Time:
Dates: 8/31/2020 - 12/20/2020
Location: Online Delivery (Web Based)

ART-101-05 Introduction to Visual Arts
Seats Available: 17
Instructor: Yaukey, M
Time: TTh 11:30 AM - 12:45 PM
Dates: 8/31/2020 - 12/20/2020
Location: Main Campus Kepler Arts-Performing

5) An additional box should pop up and you will want to confirm all of the information is correct for the class you want to take and then click Add Section.

Section Details

ART-101-04 Introduction to Visual Arts
Credit Fall 2020

Instructors	Keely, K	(krkeely@hagerstowncc.edu)
Meeting Information	8/31/2020 - 12/20/2020 Online Delivery, (Web Based)	
Dates	8/31/2020 - 12/20/2020	
Seats Available	19 of 30 Total	
Credits	3	
Grading	Graded	
Requisites		

⚠ Take RDG-095 or appropriate score on the placement test - Must be completed prior to taking this course.

Close   Add Section

6) Once you have went through and added all the class sections that you want to take in the semester click the Register Now button. You will notice that your planned credits under the register now button will change to 0 credits once your class registration processes.

| < | > | Credit Fall 2020 | — | + | Remove Planned Courses   Register Now

▼ Filter Sections   🖨 Print   Planned: 13 Credits   Enrolled: 0 Credits   Waitlisted: 0 Credits

ART-101-04 Introduction to Visual Arts   ✕

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Keely, K
8/31/2020 to 12/20/2020
Seats Available: 19

📍 Meeting Information

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							

7) Confirm that under the register now button you see your credits have switched from Planned to Enrolled. You will also be able to scroll down on the left side of the screen and see under each class title a green highlighted texts that says "Registered, but not started" or "Registered."