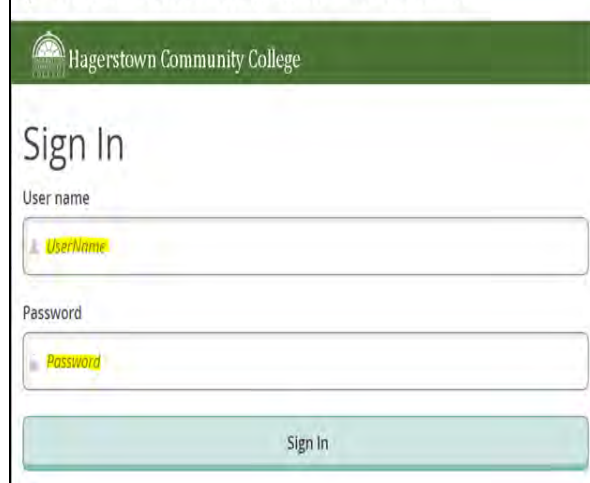


Once you have received permission from register@hagerstowncc.edu in your student email you can register from the waitlist by going to Self-Service.

### 1) Enter Username and Password.



The screenshot shows the Hagerstown Community College Sign In page. At the top is the college logo and name. Below is a 'Sign In' heading. There are two input fields: 'User name' with a placeholder 'UserName' and 'Password' with a placeholder 'Password'. A 'Sign In' button is at the bottom.

### 2) Click on "Student Planning."



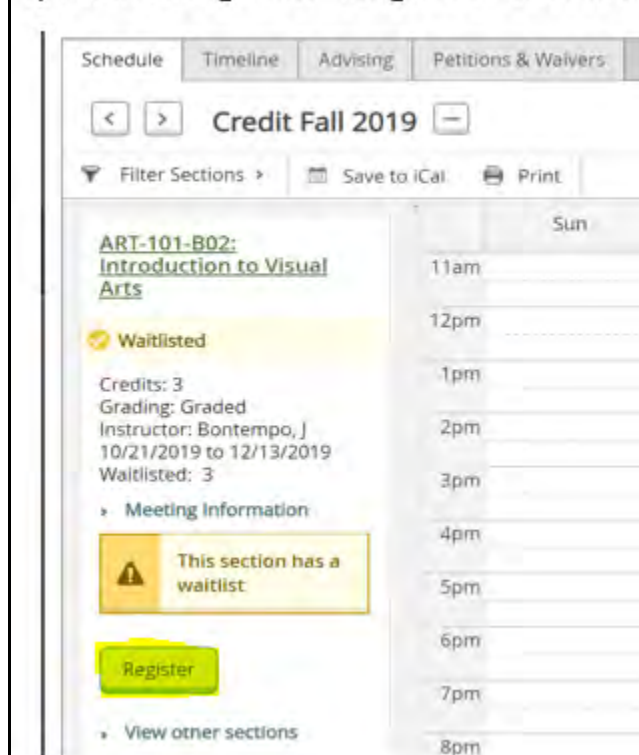
The screenshot shows the Hagerstown Community College Self-Service dashboard. It features a green header with the college logo and name. Below the header is a welcome message: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' There are four main categories: 'Student Finance', 'Banking Information', 'Student Planning' (highlighted in yellow), and 'Grades'. Each category has a brief description of its functionality. A 'Sign Out' button is visible in the top right corner.

### 3) Click on "Go to Plan & Schedule."



The screenshot shows the Hagerstown Community College Student Planning page. It features a green header with the college logo and name. Below the header is a 'Steps to Getting Started' section. There are two main steps: 'View Your Progress' and 'Plan your Degree & Register for Classes'. The 'Plan your Degree & Register for Classes' step is highlighted in yellow and includes a 'Go to Plan & Schedule' button.

### 4) Click the green "Register" button.



The screenshot shows the Hagerstown Community College Course Registration page. It features a green header with the college logo and name. Below the header is a 'Schedule' tab. The page displays a course titled 'ART-101-B02: Introduction to Visual Arts'. The course is marked as 'Waitlisted' with a yellow checkmark. Below the course title, there is a yellow box with a warning icon and the text 'This section has a waitlist'. A green 'Register' button is visible. The page also shows a list of times (11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm, 6pm, 7pm, 8pm) and a 'View other sections' link.