

# How to Register for Pre-Planned Sections

1) Sign in by entering your Username and Password.



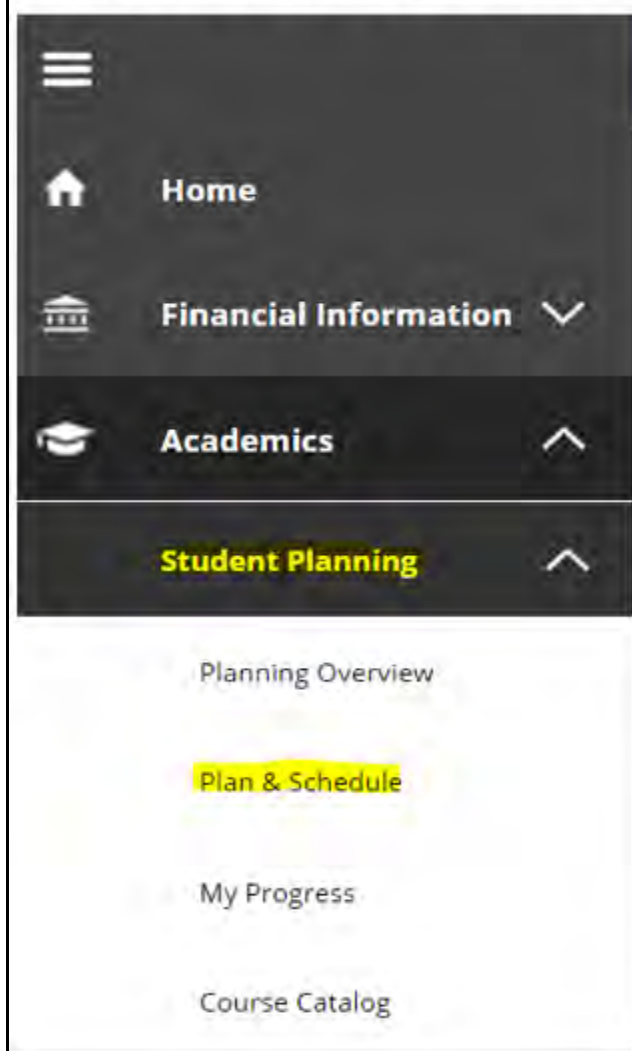
The screenshot shows the Hagerstown Community College website's sign-in page. At the top, there is a green header with the college's logo and name. Below the header, the text "Sign In" is prominently displayed. Underneath, there are two input fields: "User name" with a placeholder "UserName" and "Password" with a placeholder "Password". A green "Sign In" button is located at the bottom of the form.

2) Click on the Graduation Cap (Academics).



The screenshot shows the Hagerstown Community College Self-Service dashboard. The header is green with the college's logo and name. Below the header, there is a navigation menu on the left with icons for Home, Academics, and Student Finance. The main content area displays a welcome message: "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this, there is a "Student Finance" section with a sub-header "Here you can view your latest statement and make a payment online."

3. Click "Student Planning" and then click "Plan & Schedule."



The screenshot shows the Hagerstown Community College Self-Service Student Planning menu. The menu is displayed on a dark background with white text and icons. The options are: Home, Financial Information (with a dropdown arrow), Academics (with an up arrow), Student Planning (with an up arrow and highlighted in yellow), Planning Overview, Plan & Schedule (with an up arrow and highlighted in yellow), My Progress, and Course Catalog.

Turn page for next step.

# How to Register for Pre-Planned Sections

4. Confirm you are in the semester you want to register for. If not click “>” until you get to the semester you want to register for. Once you are in the correct semester confirm your planned class sections on the left side. Then click “Register Now” to register for ALL the class sections you picked for that semester.

The screenshot shows a web interface for planning a degree. At the top, there are navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a search bar with the text 'Plan your Degree and Schedule your courses' and a search icon. A secondary navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The main area features a semester selection dropdown currently set to 'Credit Spring 2020', with left and right arrow buttons. Below the dropdown are buttons for 'Remove Planned Courses' and 'Register Now'. Further down are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary line indicates 'Planned: 15 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. On the left side, two course cards are visible: 'GEO-105-B01: World Regional Geography' and 'PED-141-BM01: Strength Training: Beginning'. The right side of the interface is a class schedule grid with columns for days of the week (Sun-Sat) and rows for time slots (8am-5pm). The grid shows pre-planned sections for 'PED-240-B01' on Tuesdays and Thursdays at 9am, and 'PED-141-BM01' on Tuesdays and Thursdays at 1pm.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Credit Spring 2020 - +

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 15 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

[GEO-105-B01: World Regional Geography](#) X

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Moran, S  
3/16/2020 to 5/5/2020  
Seats Available: 13

Meeting Information

Register

View other sections

[PED-141-BM01: Strength Training: Beginning](#) X

✓ Planned

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am			PED-240-B01		PED-240-B01		
10am							
11am							
12pm							
1pm			PED-141-BM01		PED-141-BM01		
2pm							
3pm							
4pm							
5pm							