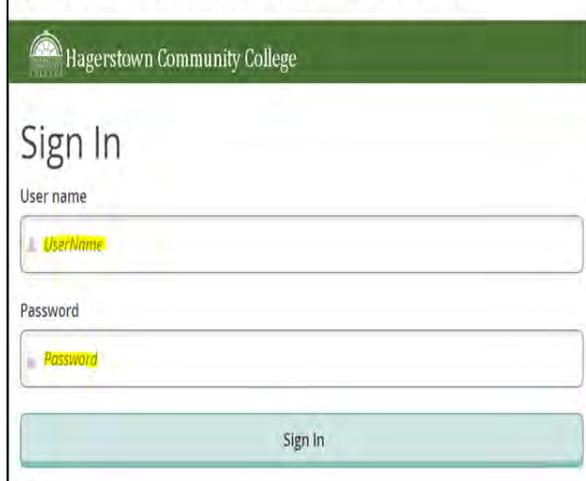


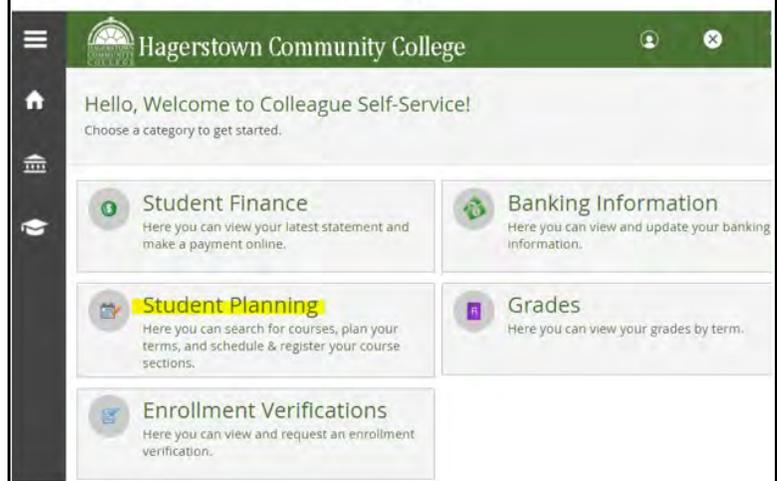
Once you have received permission from register@hagerstowncc.edu in your student email you can register from the waitlist by going to Self-Service.

1) Enter Username and Password.



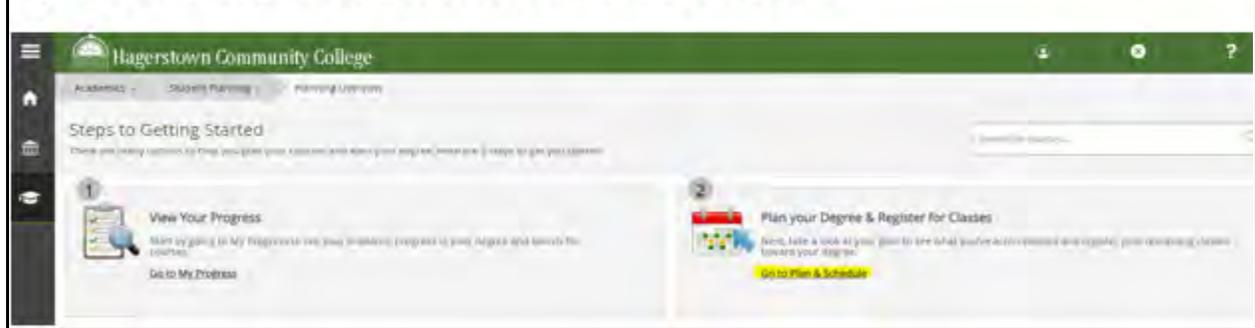
The screenshot shows the 'Sign In' page for Hagerstown Community College. At the top, there is a green header with the college's logo and name. Below the header, the text 'Sign In' is prominently displayed. There are two input fields: 'User name' and 'Password'. The 'User name' field contains the placeholder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

2) Click on "Student Planning."



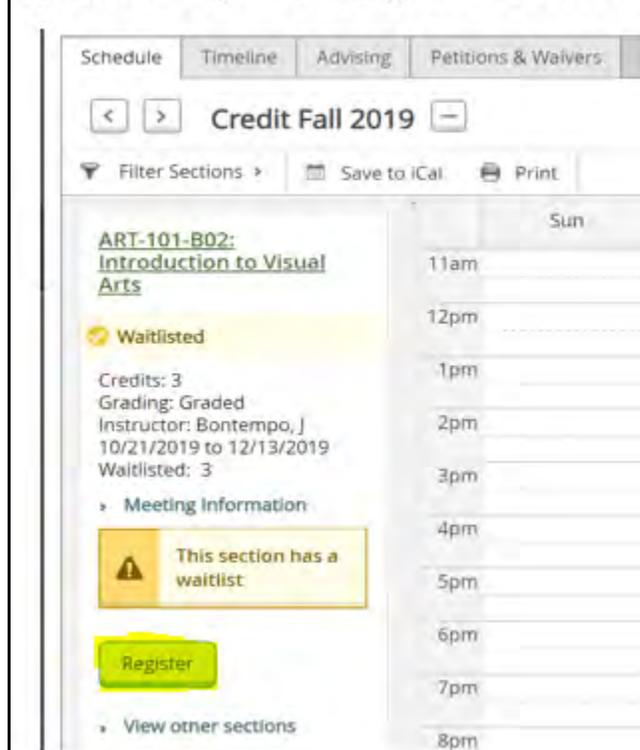
The screenshot shows the 'Colleague Self-Service' dashboard. The header includes the college logo and name. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' There are four main categories displayed in a grid: 'Student Finance', 'Banking Information', 'Student Planning', and 'Grades'. The 'Student Planning' category is highlighted in yellow. Below these categories, there is an 'Enrollment Verifications' section.

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



The screenshot shows the 'Steps to Getting Started' page. The header includes the college logo and name. Below the header, 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 class schedule page for 'ART-101-B02: Introduction to Visual Arts'. The page has a navigation bar with tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The current term is 'Credit Fall 2019'. There are options to 'Filter Sections', 'Save to iCal', and 'Print'. The class is listed as 'Waitlisted' with a yellow checkmark. Below the class name, there is a yellow box with a warning icon that says 'This section has a waitlist'. A green 'Register' button is visible. The class details include: Credits: 3, Grading: Graded, Instructor: Bontempo, J, 10/21/2019 to 12/13/2019, and Waitlisted: 3. The meeting information is expanded to show a table of times for Sunday (Sun).

Time	Sun
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	