

How to register quickly in Self-Service

1. Sign in by entering your Username and Password.

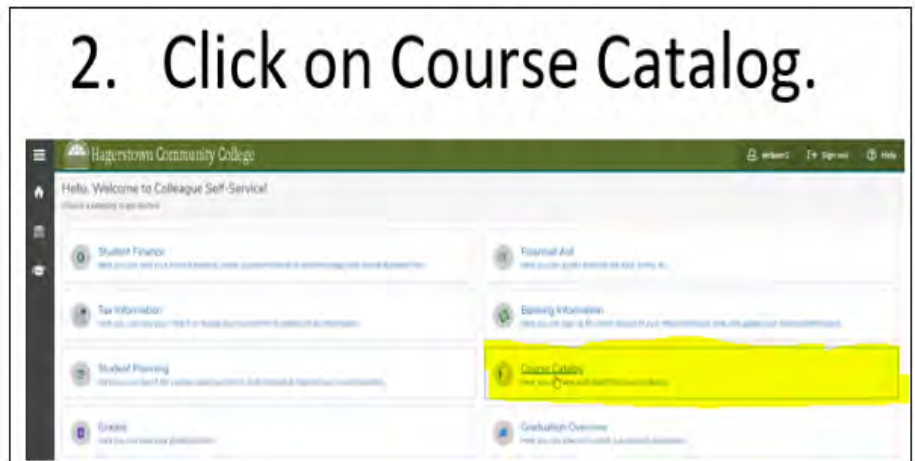
Sign In

User name
wcbauer2

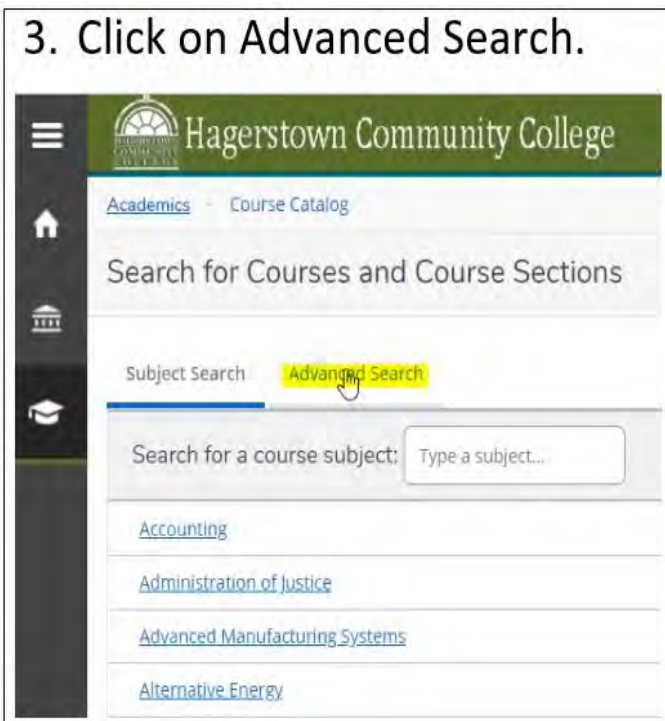
Password
.....

Sign In

2. Click on Course Catalog.

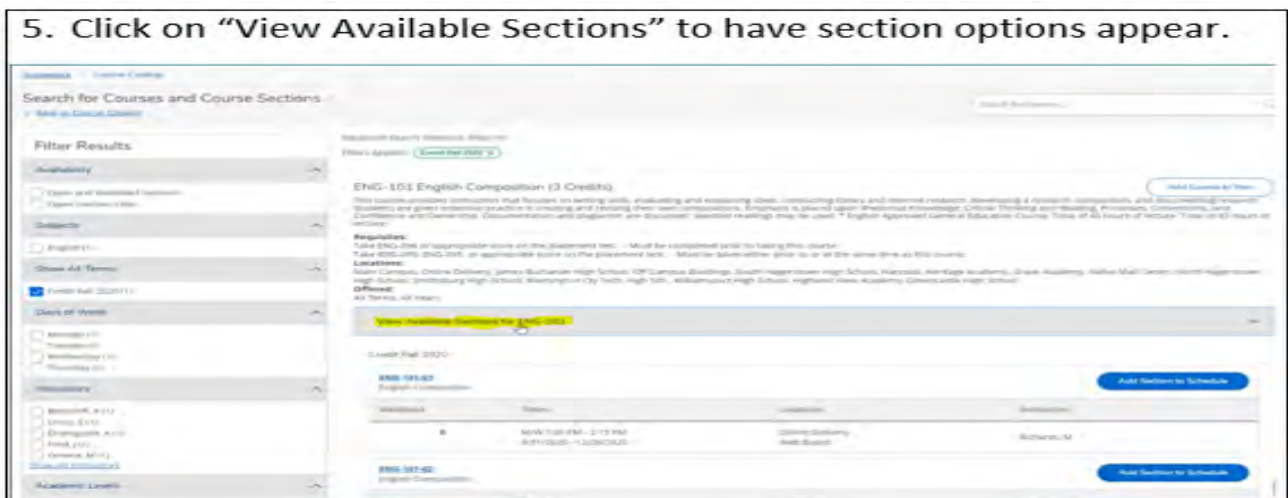


3. Click on Advanced Search.



4. Pick your term, course, and course number then click search.

5. Click on "View Available Sections" to have section options appear.

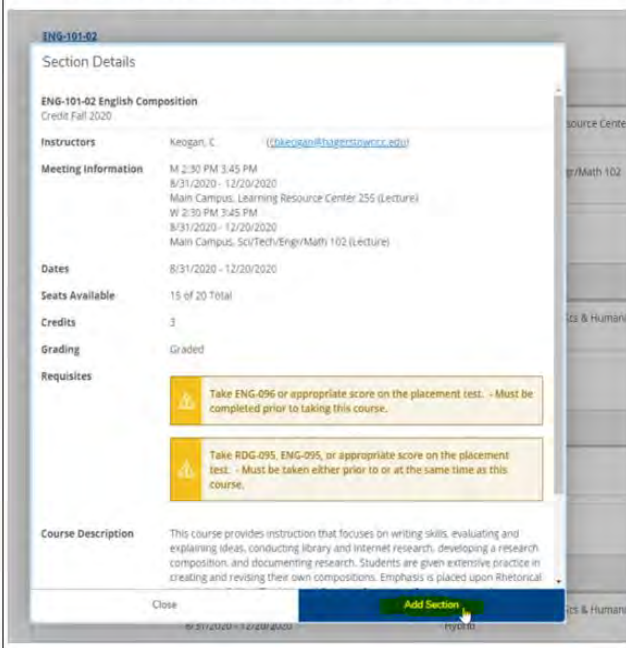


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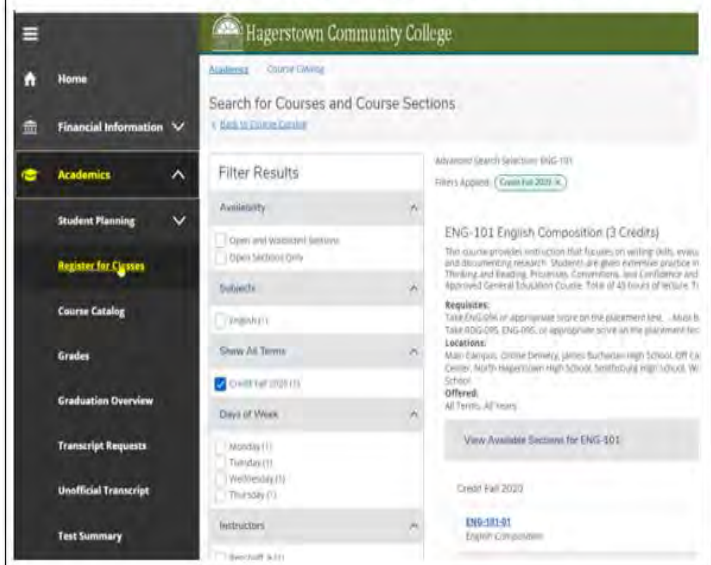
6. The sections that you see will allow you to see how many seats are available, days and times the class is held, location of the class and instructor. Once you find a section that works for your schedule you will want to click “Add Section to Schedule” button.



7. Another box will appear you will want to confirm the meeting information and then click the “Add Section” button.



8. Click on the graduation cap. Then click on Register for Classes.



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9. If you don't see your class you might be in the wrong semester. If this is the case click the arrow button to get to the next semester.

The screenshot shows the Hagerstown Community College Self-Service interface. At the top, there is a navigation bar with "Academics", "Student Planning", and "Plan & Schedule". Below this, the main heading is "Plan your Degree and Schedule your courses". There are four tabs: "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active. Below the tabs, there are navigation arrows and a dropdown menu currently set to "Credit Summer 2020". A yellow box highlights the right arrow button, with a callout that says "Show the next term". Below the semester selector are buttons for "Filter Sections" and "Save to iCal". At the bottom, a blue box with an information icon contains the text "No Courses Selected For This Term".

10. Confirm your class on the left hand side of the screen then click the "Register" button.

The screenshot shows the Hagerstown Community College Self-Service interface. The semester is set to "Credit Fall 2020". Below the semester selector are buttons for "Filter Sections", "Save to iCal", and "Print". A class selection window is open for "ENG-101-02: English Composition". The class is marked as "Planned" and has the following details: Credits: 3 Credits, Grading: Graded, Instructor: Keogan, C, 8/31/2020 to 12/20/2020, Seats Available: 15. Below the class details is a blue "Register" button, which is highlighted with a yellow box. At the bottom of the class selection window is a link for "View other sections". To the right of the class selection window is a calendar grid showing the class is scheduled for Monday at 3pm.

11. Below the class name you should see "Registered" or "Registered, but not started" if you registered correctly.

The screenshot shows the Hagerstown Community College Self-Service interface. The semester is set to "Credit Fall 2020". Below the semester selector are buttons for "Filter Sections", "Save to iCal", and "Print". A class selection window is open for "ENG-101-02: English Composition". The class is marked as "Registered, but not started" and has the following details: Credits: 3 Credits, Grading: Graded, Instructor: Keogan, C, 8/31/2020 to 12/20/2020. Below the class details is a blue "Drop" button. At the bottom of the class selection window is a link for "View other sections". To the right of the class selection window is a calendar grid showing the class is scheduled for Monday at 3pm.