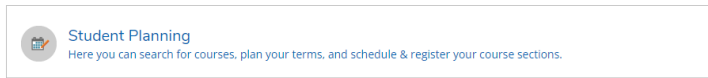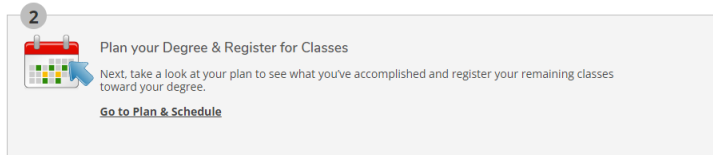# Using Self Service Student Planning: **Waitlist a Planned Class**

When a course section reaches its maximum capacity, it is possible for you to add yourself to a waitlist via Self Service on the Hub.

1. Visit **Self Service** on the Hub
2. Click **Student Planning**

3. Click **Plan your Degree & Register for Classes**

4. Verify the term displayed is the term in which you want to drop a course or use the arrow buttons to locate the correct term
5. Locate the individual class in the left navigation - if there is a waitlist, the course will show in yellow in the left navigation and red on the calendar grid
6. From the left navigation, click **Waitlist**
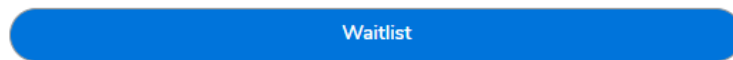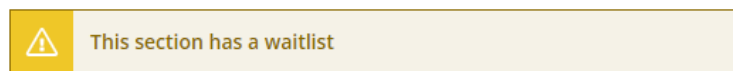
7. A waitlisted course will remain yellow in the left navigation and red in the calendar grid
8. The number of students waitlisted and your rank on the waitlist are displayed in the left navigation with the additional course information and can also be viewed by clicking the course name to review **Section Details**
9. Monitor your email closely for additional waitlist information. If a seat becomes available you will be notified via email and will need to claim it within a limited timeframe. Additional instructions will be included in the email.

Email Address

You must have a current email address on file at Southeast Community College, before adding yourself to a waitlist. To verify your email address is accurate, visit Self Service on the Hub. From the main Self Service menu click your username in the upper right hand corner and select **User Profile**. Email addresses are listed near the bottom of the page. If the email address listed as **Personal Email # 1** is incorrect, make the necessary changes and click **Update Email**.

Removal from the Waitlist

1. Visit **Self Service** on the Hub
2. Click **Student Planning**
3. Click **Plan your Degree & Register for Classes**
4. Verify the term displayed is the term in which you want to drop a course or use the arrow buttons to locate the correct term
5. Locate the individual class in the left navigation - if there is a waitlist, the course will show in yellow in the left navigation and red on the calendar grid
6. From the left navigation, click **Drop Waitlist**

Tuition

Students are not charged tuition for courses in which they are waitlisted. Tuition charges will not be posted to the student account until the registration process is complete.

Dates

All waitlists are removed on day 2 of each term.

Login Support

Don't know your Username? Go to Recover SCC Username and ID# and enter your last name and full Social Security Number with no dashes. You will be given your SCC Username and ID#, please note that you must add **@southeast.edu** to the SCC Username when logging in to the Hub.

Temporary Password: The FIRST time you log in, your initial eight character password is **Scc#__ __ __ __** (the last four digits of your social security number.) (note the **S** is uppercase) For example: if the last four digits of your social security number were 1234, your **temporary** password would be Scc#1234.

Note: You will need to reenter the **Temporary Password** in the **Current Password** field at first time login

Now you create your own password.

Passwords must:
- Contain 7 – 16 characters
- Use at least one capital letter, one lower case letter and one number
- Cannot contain your name or ID#
- Cannot be a password that was used for your account previously

Need to reset Password?

If you have an older existing account or the temporary password is not working please change your password.

If you know your ID# or you have retrieved your ID# from the link above please use this link to Reset your password

You will be required to enter your non-SCC (personal) email address and it must match what we show on file along with your SCC ID#. You will then be sent a link to change your password, after which you should be able to immediately log into the SCC Hub with your new password

Still can't log in?

Visit https://helpdesk.southeast.edu/index.php/login-help/ or contact the SCC Help Desk by email @ helpdesk@southeast.edu or 402-437-2447

"No Show" Students

Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).

"No Show" students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the "no show" student did not drop the class with an "Official Drop/Add Form for Credit Classes" within the designated refund period. (See "Student-Initiated Drop or Withdrawal")

All students with a "hold" on their account (including "No Show" Students) will not be allowed to register for classes for the next term until the account is paid in full.