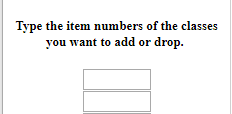
**How to Add/Drop A Class**



The following steps are provided as a guideline to successful add/drop a class at Bellevue College.

|  |  |
| --- | --- |
| **Step : Go to Bellevue College Website**  **www.bellevuecollege.edu**   * Click on [Classes Button] |  |
| **Step 2: Go to Register**   * Click on the word [Register] |  |
| **Step 3: Click Main Campus Credit Classes**   * Click on Register for Main Campus Credit Classes Icon |  |
| **Step 4: Complete Pre-Registration Survey**   * Click on [Submit] button after completing survey |  |

|  |  |
| --- | --- |
| **Step 5: Registration Login Screen**   * Enter your Student Identification Number * Student Pin (MM/DD/YY) * Select the quarter you wish to add classes * Click on [Agree to terms and login to register] |  |
| **Step 6: Go to Register**   * Click on the [Continue] Button |  |
| **Step 7: Enter 4 Digit Item Number**   * Enter a class Item Number for each class within each box * Click on [Submit Add/Drop] Button |  |
| **Step 8: Verify Class Added**   * If you are unable to add a class a reason is given at the top of the screen * Classes are displayed at the top to verify enrollment * Fees are provided for the cost of the class(es) added. |  |

**Step 9: Dropping a Class**

**Repeat Step 7**

* Type 4 digit class to drop
* Click Submit [Add/Drop] Button