HOW TO REGISTER FOR CLASSES

TO OBTAIN ACCESS TO REGISTER:

You must attend the New International Student Orientation

All students who attend orientation will have online access to register starting at 6pm on Orientation Day

ATTENTION:

BEFORE YOU REGISTER YOU WILL NEED TO UPDATE YOUR ADDRESS

You can update your address/phone number on the Bellevue College Website here: http://www.bellevuecollege.edu/services/

Under ONLINE SERVICES:

1) Select *Update Contact Information*
2) Sign in with your student ID and PIN number
3) Select *Change My Address* and update your information
4) *Submit Address Change*
5) Click *OK*

Records and Grades

- View Unofficial Transcript
- Official Transcript Request
- Update Contact Information
- Student Tax Information
- Degree Audit

Student Address Information Login

Student ID (SID) [   ]

Student PIN [   ]

View My Address

If you are not able to login to registration, please contact your IE advisor by email. We will also assist you during your registration appointment.
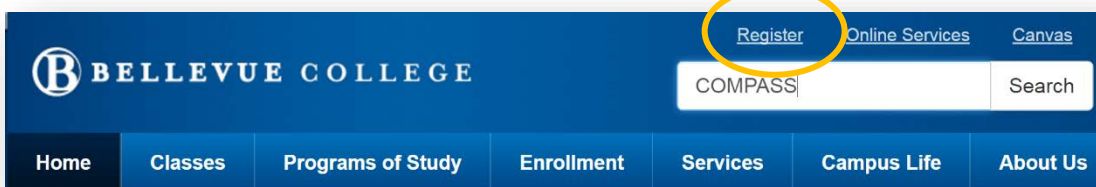
Change My Address

Submit Address Change

OK

ONLINE REGISTRATION

STEP 1) Go to www.bellevuecollege.edu and click **Register**

BELLEVUE COLLEGE

Register   Online Services   Canvas

COMPASS   [Search]

Home | Classes | Programs of Study | Enrollment | Services | Campus Life | About Us

STEP 2) Click **Log in to Register for Main Campus Credit Classes**.

Registration

In this Section

Enrollment Services Home
Registration Home
About Registration
Required Attendance Information
Payments & Deadlines Information
Waitlist information
Class Withdrawal Information
Student Central Appeal Process

Log in to Register for
Main Campus Credit Classes

Resources for credit class registration

- Select your classes
- Clearing course prerequisites
- How Web registration works
- Check your registration time
- Find books for your classes

STEP 3)
- Type your **BC student number and your *PIN number**, using no spaces, dashes (-), or slashes (/ \)
    - *Your PIN is your birthdate formatted MMDDYY (Month/Day/Year).
      (Example: 10/09/1994 = PIN 100994)
- Select the quarter you want to register for

Registration Login

Student ID (SID)	[ ]
Student PIN	[ ]
Select Quarter	Fall 2020 ⌄

[Agree to terms and login to register]

STEP 4)
- Read the information CAREFULLY, pay attention to "Pay tuition and fees by deadline."
- Click **Continue**

STEP 5) Answer the survey questions, then click **Continue**

[Continue]

STEP 6) Read the instructions to register and pay for classes.

Type the item numbers of the classes you want to add or drop.

[Submit Add/Drop]

BELLEVUE COLLEGE

To ADD a class to your schedule
To add classes enter class **item numbers** in the boxes on the left.
Click **Submit Add/Drop**

To DROP a class from your schedule
To drop classes enter class **item numbers** in the boxes on the left.
Click **Submit Add/Drop**

*To find item numbers for classes, refer to "Classes" on the BC website.
www.bellevuecollege.edu/classes/
Item numbers are listed on the left

Accounting-Transfer

Need more info? Visit the Business T

ACCT& 201 Principles of Ac

Prerequisites: ENGL& 101 with C or be

Item #	Section	Instructor
5480	A	Sheila Lozan
5481	B	Sheila Lozan
5482	A	Aron Segal
548?	OAS	Leslie Lum

Fee: $52.50 eLearning Fee.
course syllabus or contact th

IMPORTANT TIPS FOR CLASS REGISTRATION

Waitlist

If a class you want to take is full, you can go on <u>one</u> waitlist in total. Please check your schedule daily to learn if you are registered for the class. If a seat becomes available, you will be automatically enrolled in the class, unless there is a time conflict with your schedule or unpaid fee. If enrolled, **please pay your tuition immediately; otherwise, your classes may be dropped**.

To check your waitlist status go to: Online Services
- Under Register
- Select **Check Waitlist Status**
www.ctc.edu/~bellevue/webreg/waci230.html

<u>WARNING</u>: **Waitlist stops working the last business day before the first day of the quarter.** Starting the first day of the quarter, instructor permission is required through a *Late Registration Petition*.

*Late Registration Petition

To add a class late (on the first day of the quarter or later), you must submit a Late Registration Petition.

For Late Registration Petitions go to: Online Services
- Under Register
- Select **Late Registration Petitions**
www.bellevuecollege.edu/services/late-registration-petitions/

*For Online or Hybrid classes added late:
1) Complete the Late Registration petition online:

2) Check your schedule morning, noon and night to see if you are added to the class
3) If you are enrolled, <u>pay for the class *immediately*</u>.

*For On-Campus Classes, print the Late Registration Petition:
1) Bring to the teacher for a signature
2) Bring to the IE to be added to the class.
3) If you are enrolled, <u>pay for the class *immediately*</u>.

Cannot pay tuition by the deadline?
Please talk to your IE advisor.

PAYING FOR CLASSES

Please pay tuition at Student Financial Services in the B building or online. For tuition deadlines, go to the BC website here www.bellevuecollege.edu/tuition/ and select "Payment Deadlines."

*If you do not pay, classes will be dropped. Students are charged $21.50 every time they are dropped from classes for non-payment. A week before classes start, tuition is due immediately after registration.