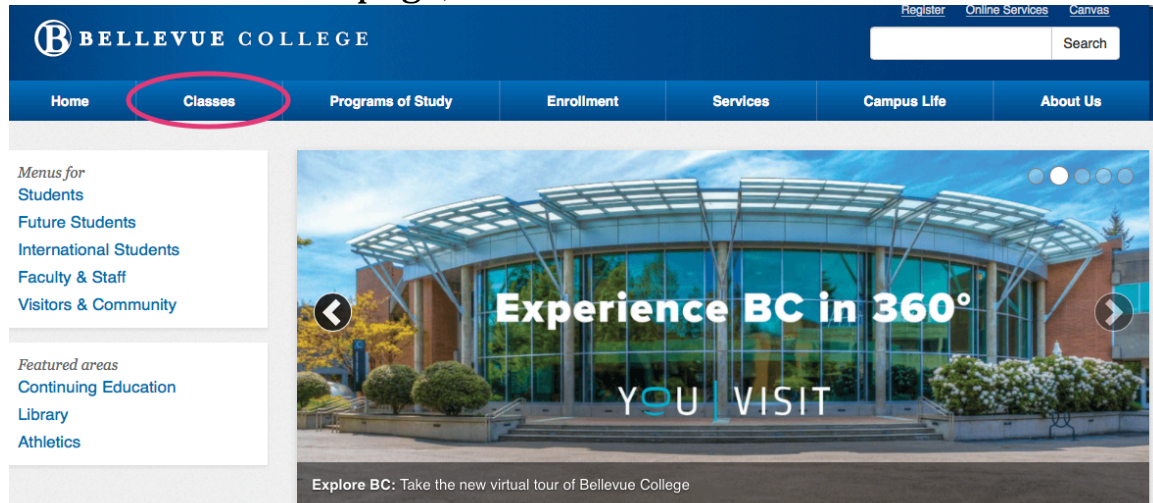


BC Registration Instruction

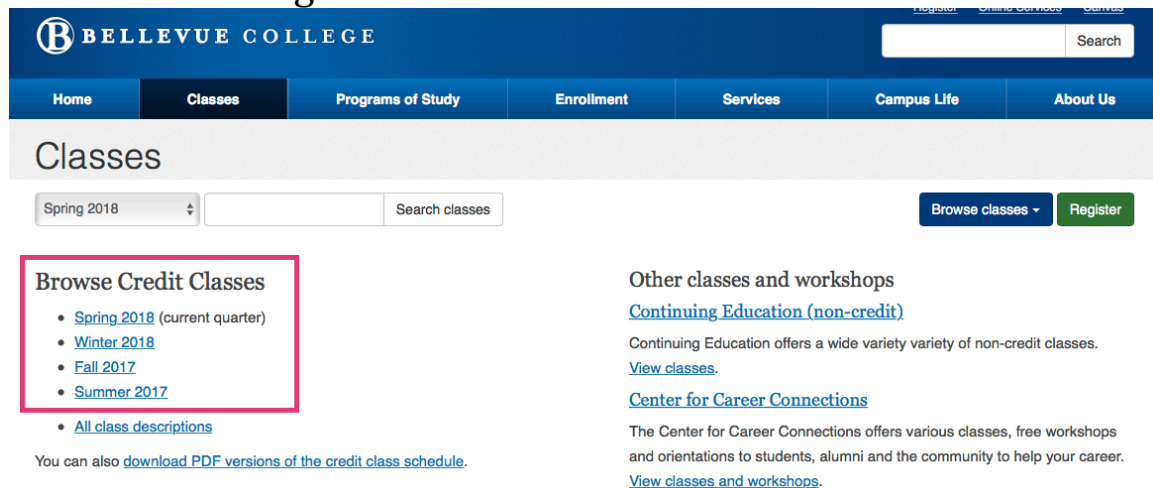
Steps on how to register/enroll for classes

Step 1 → SEARCH CLASSES FOR ENROLLMENT

From the BC home page, select the tab titled “[classes](#)”



From the Credit Classes list, select the correct quarter that you will be attending.



Select the link titled “**Alcohol & Drug Counseling (ALDAC, HSSA&)**”

The screenshot shows the Bellevue College website's 'Classes' page for Spring 2018. The navigation bar includes 'Home', 'Classes', 'Programs of Study', 'Enrollment', 'Services', 'Campus Life', and 'About Us'. The 'Classes' section is active, showing a search bar and a 'Browse classes' button. A 'Refine' sidebar on the left allows filtering by subject, class format (On Campus, Online, Hybrid), days and times, credits, and other options. The main content area displays 'Spring 2018 Credit Classes' with a list of classes under the letter 'A'. The class 'Alcohol & Drug Counseling (ALDAC, HSSA&)' is highlighted with a red box. Other classes listed include Accounting (ACCT), Accounting-Transfer (ACCT&), Adult Basic Education (ABE), Allied Health Education (AHE), Allied Health Education Administration (AHEA), Allied Health Education Laboratory (AHEL), Allied Health Education Medicine (AHEM), Allied Health Education Pharmacology (AHEP), American Sign Language (ASL, ASL&), Anthropology (ANTH, ANTH&), Arabic (ARAB), Art (ART), and Astronomy (ASTR, ASTR&).

Scroll and choose classes for enrollment.

Please note, In order to register you will need to submit the course item#

An example has been shown below.

[ALDAC 102 Chemical Dependency Pharm of Alcohol and Drugs • 3 Cr.](#)

Item #	Section	Instructor	Day(s), Times, Room	Books	Seats available
6564		Peggy Hopkins Paul Weatherly	M, 6:30pm-9:30pm in T125 F in T125		18 refreshed about 12 hours ago
Class meets on Mondays 4/2 - 6/11 from 6:30p - 9:30p. Class will also meet Friday 5/4 from 6:00p - 9:00p in room T125. No class 5/28. Fee: \$323.10					
6575	OAS	Gerald Blackburn Paul Weatherly	Online Online		22 refreshed about 16 hours ago
Class begins 4/2. class ends 6/15. Fee: \$405.60					

If you want to enroll in class **ALDAC 102** you will need **item# 6564**

Step 2 → REGISTER FOR CLASSES

From the BC home page, select the link titled “**Register**”

Register Online Services Canvas

Home Classes Programs of Study Enrollment Services Campus Life About Us

Menus for Students
Future Students
International Students
Faculty & Staff
Visitors & Community

Featured areas
Continuing Education
Library
Athletics

Experience BC in 360°
YOU VISIT

Explore BC: Take the new virtual tour of Bellevue College

Select “**Login to register for Main Campus Credit Classes**”

Register Online Services Canvas

Home Classes Programs of Study Enrollment Services Campus Life About Us

Registration

In this Section

- [Student Central Home](#)
- [Registration Home](#)
- [About Registration](#)
- [New student checklist](#)
- [Payments & Deadlines Information](#)
- [Waitlist information](#)
- [Student Central: Withdrawal Information](#)
- [Registration Appeal](#)

Log in to Register for Main Campus Credit Classes

Log in to Register for Continuing Education Classes

Resources for credit class registration

- [Select your classes](#)
- [Request prerequisite check \(if you completed courses at another institution\)](#)
- [How Web registration works](#)
- [Check your registration time](#)
- [Find books for your classes](#)

Submit your registration login information

You will need your SID# and your PIN. Remember to select the correct quarter

Register Online Services Canvas

B BELLEVUE COLLEGE

Search

Home Classes Programs of Study Enrollment Services Campus Life About Us

Registration Login

Student ID (SID)

Student PIN

Select Quarter

Agree to terms and login to register

Terms: It is your responsibility to know [college enrollment policies, procedures, and deadlines](#). Unpaid balances may be subject to collections and you may be responsible for any collection and legal fees. Check the [Academic Calendar](#) for exact dates and deadlines.

Note: This site works best with Internet Explorer. If you experience problems using other browsers, please try logging in with Internet Explorer.

[Look-up my SID](#) [Help](#) [Back to Main Menu](#)

Phone: (425) 564-2222 · [Need help?](#)

This next screen is very important

Please read the following screen and select continue



to Spring Quarter Registration

After you have selected and registered for the classes you want, click on the next button to view your schedule and/or to proceed and pay your tuition and fees.

Your registration is not complete until payment is made. If payment is not made by the [deadline](#), your classes may be dropped by the Registration Office.

Note: If classes are dropped for nonpayment, a processing fee will be charged.

Continue

Type the item numbers of the classes you want to register for.
Select submit to add the class.
An example has been shown below.

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



You may now register for classes.

<<Return to Main Menu Pay in full Pay in installments Check/Change Waitlist Look-up Textbooks Next>>

PLEASE NOTE

Your registration is not complete until payment is made.

Once you have selected and registered for the classes you want, select the next button to view your schedule and/or proceed to pay your tuition and fees.

<<Return to Main Menu Pay in full Pay in installments Check/Change Waitlist Look-up Textbooks **Next>>**

If you have any trouble with this process, please contact the following:

- Registration: 425.564.2222 -For enrollment and/or tuition payment .-

or

-ALDAC program manager at 425.564.2627