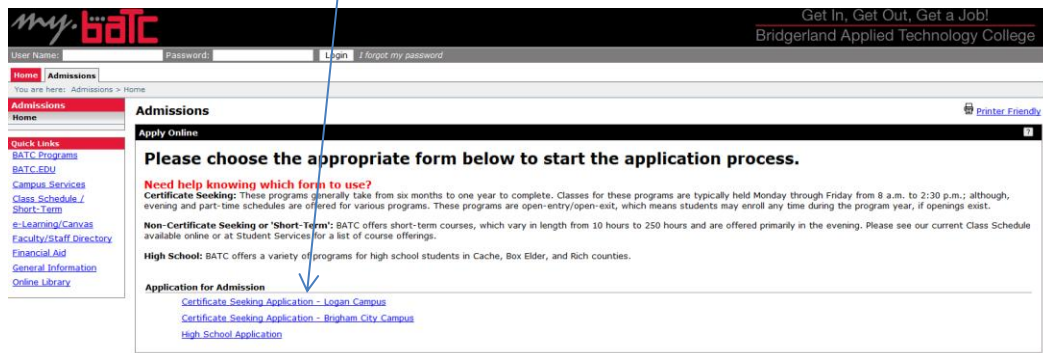




## REGISTERING FOR CERTIFICATE COURSES ONLINE USING DROP/ADD COURSES

There are two ways to register for courses in Certificate Seeking programs. If you know the course number and name you wish to enroll, follow the steps to register:

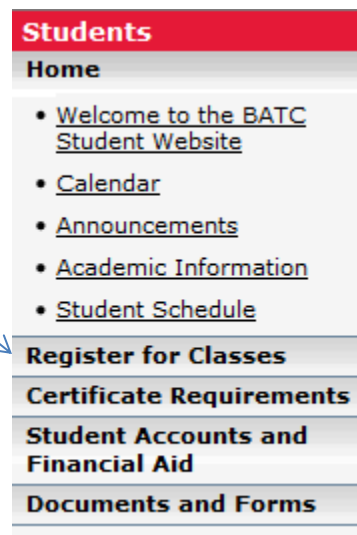
1. Apply to BATC using the Application for Admission found at [my.batc.edu](http://my.batc.edu)




2. You will receive an email from BATC with your username and password
3. Login to [my.batc.edu](http://my.batc.edu) using the user name and password emailed to you





4. Click on the **Students** tab
5. Click on Register for Classes




6. There are two ways to register for courses required in your Certificate Program. One is to click on the Add/Drop Courses link.

 [Printer Friendly](#)

**Register for Classes**  

**Add/Drop**

**Current Term:** 2013-2014 - Certificate Seeker  
Add Period Open / Drop Period Open

 [Add/Drop Courses](#)


**Your Schedule (Registered)**

Course	Title	Status
<a href="#">BTEC 1012 01 LC</a>	Keyboarding I	Current
<a href="#">BTEC 1020 01 LC</a>	Bus. Calc.	Current
<a href="#">BTEC 1132 01 LC</a>	Word Proc I	History
<a href="#">BTEC 1134 01 LC</a>	Doc Production	History
<a href="#">COS 1011A 01 BC</a>	Orientation	History
<a href="#">COS 1011B 01 BC</a>	Hist. & Opport.	History
<a href="#">COS 1011C 01 BC</a>	Life Skills	History
<a href="#">COS 1011D 01 BC</a>	Prof. Image	History
<a href="#">COS 1011E 01 BC</a>	Comm. for Suces	History

7. The first very important step is to choose the correct Term. The school year is displayed first (from July to June) followed by "Certificate Seeker." Think of a regular school year that crossed calendar years (starts in August and ends in May).

[Add/Drop](#) > Add/Drop Courses

**Add/Drop**

**Term:**  

Add Period Open / Drop Period Open

You are currently registered for **0 clock hours**.

**Add by Course Code**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:                      Course Code:

1.                       2.

3.                       4.

5.                       6.

**NOTE: Courses ending in LC are offered at the Logan Campus and courses ending in BC are offered at the Brigham City Campus. Please select the appropriate course carefully.**

1. Every program has a sequence of courses required for graduation. If you know the course number of the course you are enrolling, simply start typing it in the Course Code box. A drop down menu will appear and you can select the course for which you are enrolling. Once the correct course number is in the Course Code box, click Add Course(s).

**Add by Course Code** Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:  Course Code:

1.  2.

3.  4.

5.  6.

2. You are now registered and course charges have been added to your personal student account. For assistance seeing your account, see the "Checking Account Balances" Help file.

Your Schedule (Registered)								
Drop	Code	Title	Schedule	Location		Clock Hours	Credit Type	Division
<input type="checkbox"/>	<a href="#">BTEC 1012 01 LC</a>	Keyboarding I	Open Times/Arranged	Logan Logan Main Campus	1210	0.00	CS Number Ratings	Certificate Seeker
<input type="checkbox"/>	<a href="#">BTEC 1020 01 LC</a>	Bus. Calc.	Open Times/Arranged	Logan Logan Main Campus	1210	0.00	CS Number Ratings	Certificate Seeker
<input type="checkbox"/>	<a href="#">BTEC 1040 01 LC</a>	Records Mgmt	Open Times/Arranged	Logan Logan Main Campus	1210	0.00	CS Number Ratings	Certificate Seeker

[My Account Info](#)

To finalize your registration, you must click on My Account Info at the bottom of the screen. You will see a Please Wait icon while the database updates your registration.

**Please Wait**



Please Wait...

## IF YOU DO NOT KNOW THE COURSE NUMBER

Follow instructions 1 – 7 and then follow from here

8. If you are not sure of the course number, you can perform a search using a variety of variables (Title, Course Code, Department, etc.). If you were searching for a Welding class for example, you could type “WELD” in the Course Code [Begins With] field and press Search. If you knew the name of the course had the words “forklift,” you could type “forklift” in the Title [Begins With] field and press Search.

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2013-2014 - Short-Term - Spring

Department: All

Division: Short-Term

[More Search Options](#)

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Clock Hours	Credit Type	Division
No Current Courses for the selected Term and Division.							

9. The results of your search will display the matching courses. Simply click the check box next the course in which you wish to register and click Add Courses.

**Search Results**

[Search Again](#) Term: 2013-2014 - Certificate Seeker Division: All

Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Clock Hours	Begin Date	End Date
<input type="checkbox"/>	☒	<a href="#">BTEC 1020 01 BC</a>	Bus. Calc.	Bogue, Kristen Kae Campbell, Bonnie G	987/999	Open	Open Times/Arranged; Brigham City, Brigham City Campus, Business 200	0.00	7/1/2013	6/30/2014
<input checked="" type="checkbox"/>	☒	<a href="#">BTEC 1020 01 LC</a>	Bus. Calc.	Saunders, Kyle D Cardwell, Elizabeth Sue Huber, Madlyn H Maples, Evelyn Israelsen Seamons, Gail A	975/999	Open	Open Times/Arranged; Logan, Logan Main Campus, Business 1210	0.00	7/1/2013	6/30/2014

10. You will see at the bottom of the screen the new course under Your Schedule (Registered).

**Messages**

BTEC 1040 01 LC - Successfully added to registration record.

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2013-2014 - Certificate Seeker ▼

Department: All ▼

Division: Certificate Seeker ▼

[More Search Options](#)

---

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Clock Hours	Credit Type	Division
<input type="checkbox"/>	<a href="#">BTEC 1012 01 LC</a>	Keyboarding I	Open Times/Arranged	Logan Logan Main Campus	1210 0.00	CS Number Ratings	Certificate Seeker
<input type="checkbox"/>	<a href="#">BTEC 1020 01 LC</a>	Bus. Calc.	Open Times/Arranged	Logan Logan Main Campus	1210 0.00	CS Number Ratings	Certificate Seeker
<input type="checkbox"/>	<a href="#">BTEC 1040 01 LC</a>	Records Mgmt	Open Times/Arranged	Logan Logan Main Campus	1210 0.00	CS Number Ratings	Certificate Seeker

[My Account Info](#) ←

To finalize your registration, you must click on My Account Info at the bottom of the screen followed by My Account Balances. You will see a Please Wait icon while the database updates your registration.

**Please Wait**



Please Wait...

**If you will be bringing in evidence of an outside sponsor, contact Student Services so you will not be liable for payment.**