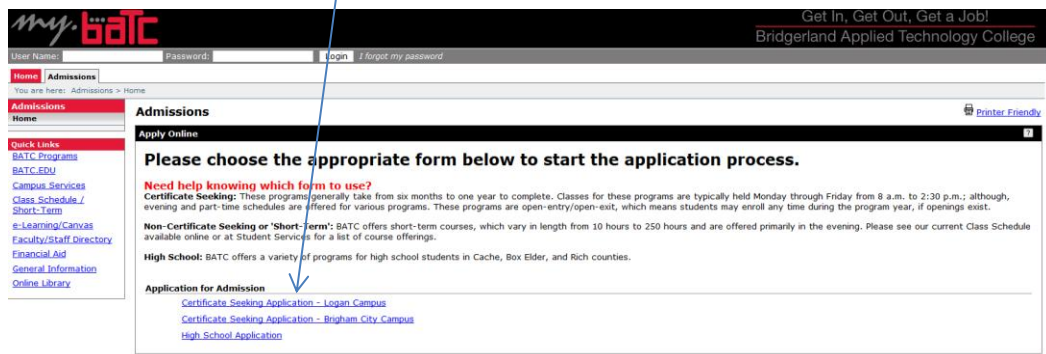




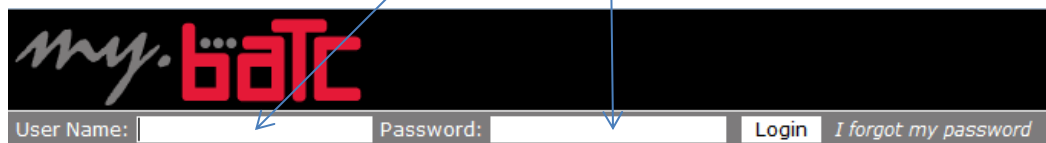
REGISTERING FOR CERTIFICATE COURSES ONLINE USING CERTIFICATE REQUIREMENTS

There are two ways to register for courses in Certificate Seeking programs. If you don't know the course number or course name, you can follow the program requirements outlined in the Certificate Requirements portal.

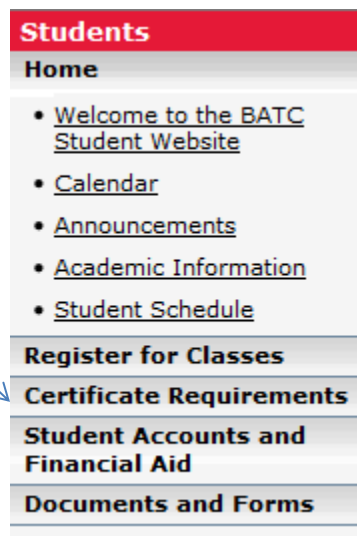
1. Apply to BATC using the Application for Admission found at my.batc.edu



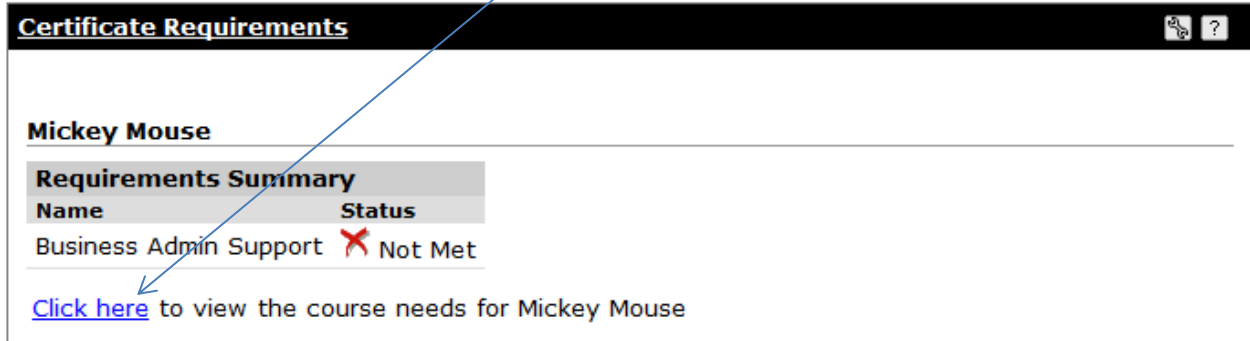
2. You will receive an email from BATC with your username and password
3. Login to my.batc.edu using the user name and password emailed to you



4. Click on the **Students** tab
5. Click on Certificate Requirements

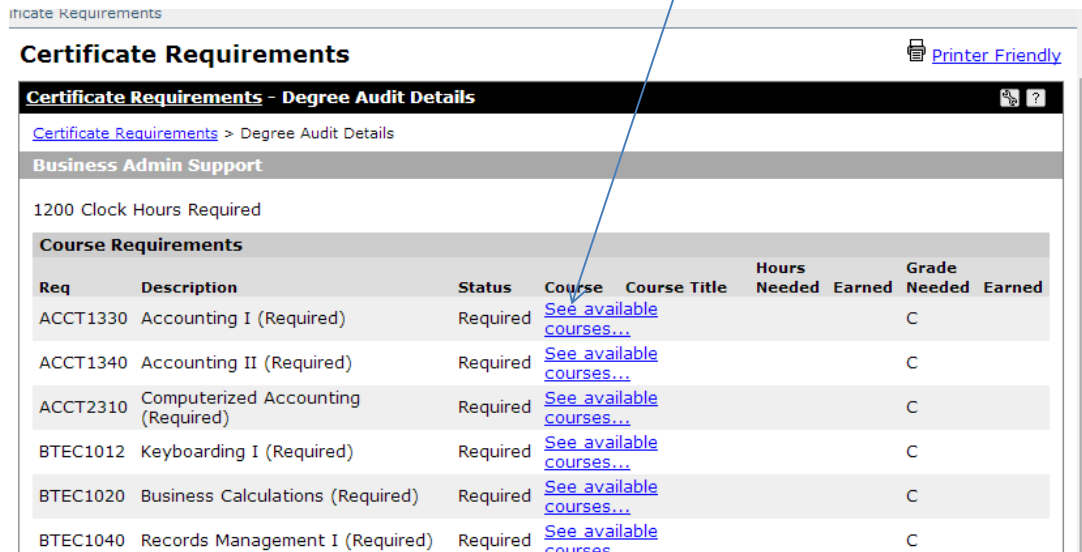


6. On the next screen select the Click here link.



The screenshot shows a web interface titled "Certificate Requirements". At the top right, there are icons for a printer and a help question mark. Below the title, the name "Mickey Mouse" is displayed. A section titled "Requirements Summary" contains a table with two columns: "Name" and "Status". The table has one row: "Business Admin Support" with a red "X" icon and the text "Not Met". Below the table, there is a blue hyperlink "Click here" with an arrow pointing to it from the text above. The text below the link says "to view the course needs for Mickey Mouse".

7. The requirements for the Certificate Program in which you are enrolled will be populated on the screen. Click on the See available courses link for the course you wish to enroll.



The screenshot shows a web interface titled "Certificate Requirements" with a "Printer Friendly" link at the top right. Below the title, there is a breadcrumb trail: "Certificate Requirements > Degree Audit Details". The main heading is "Business Admin Support". Below this, it states "1200 Clock Hours Required". A section titled "Course Requirements" contains a table with the following columns: "Req", "Description", "Status", "Course", "Course Title", "Hours Needed", "Earned", "Grade Needed", and "Earned". The table lists six required courses, each with a "See available courses..." link. An arrow from the text above points to the "Course" column header.

Req	Description	Status	Course	Course Title	Hours Needed	Earned	Grade Needed	Earned
ACCT1330	Accounting I (Required)	Required	See available courses...				C	
ACCT1340	Accounting II (Required)	Required	See available courses...				C	
ACCT2310	Computerized Accounting (Required)	Required	See available courses...				C	
BTEC1012	Keyboarding I (Required)	Required	See available courses...				C	
BTEC1020	Business Calculations (Required)	Required	See available courses...				C	
BTEC1040	Records Management I (Required)	Required	See available courses...				C	

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.

8. Check the Add check box and click the Add Courses button.

Search Results

[Search Again](#) Term: Division: 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"/>	<input type="checkbox"/>	BTEC 1020 01 BC	Bus. Calc.	Bogue, Krysten 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"/>	<input type="checkbox"/>	BTEC 1020 01 LC	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

9. You will see at the bottom of the screen the new course under Your Schedule (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"/>	BTEC 1012 01 LC	Keyboarding I	Open Times/Arranged	Logan Logan Main Campus	1210 0.00	CS Number Ratings	Certificate Seeker
<input type="checkbox"/>	BTEC 1020 01 LC	Bus. Calc.	Open Times/Arranged	Logan Logan Main Campus	1210 0.00	CS Number Ratings	Certificate Seeker
<input type="checkbox"/>	BTEC 1040 01 LC	Records Mgmt	Open Times/Arranged	Logan Logan Main Campus	1210 0.00	CS Number Ratings	Certificate Seeker

[My Account Info](#)

10. 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.