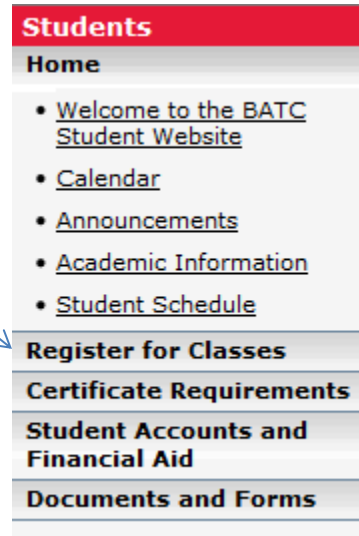


DROP A CLASS

1. Login to my.batc.edu using the username and password emailed to you
2. Click on the **Students** tab
3. Click on Register for Classes



4. 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
BTEC 1012 01 LC	Keyboarding I	Current
BTEC 1020 01 LC	Bus. Calc.	Current
BTEC 1132 01 LC	Word Proc I	History
BTEC 1134 01 LC	Doc Production	History
COS 1011A 01 BC	Orientation	History
COS 1011B 01 BC	Hist. & Opport.	History
COS 1011C 01 BC	Life Skills	History
COS 1011D 01 BC	Prof. Image	History
COS 1011E 01 BC	Comm. for Suces	History
COS 1011F 01 BC	LBS Intro: Prac	History

5. The first very important step is to choose the correct Term. The school year is displayed first (from July to June) followed by “Short-Term” or “Certificate Seeker” depending on your enrollment objective. Think of a regular school year that crossed calendar years (starts in August and ends in May). Once you select the term you are registered for, your classes will show up at the bottom of your screen.

Term: 2013-2014 - Short-Term

Add Period Open / Drop Period Open

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

Term: 2013-2014 - Certificate Seeker

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.

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Clock Hours	Credit Type	Division
<input checked="" type="checkbox"/>	WELD 0011 01 LC	Beg Welding	MW 6:00 PM - 9:00	Logan Logan Main Campus	915 0.00	Short Term Course	Short-Term

6. Click the box next to the class(es) you want to drop and click Drop Selected Courses.
7. Depending on whether you are registered for additional classes, you may or may not have a My Account Info link at the bottom. If you do, click it. Next, click My Account Balances to generate your refund. If you don't have a My Account Info link, navigate to the Student Accounts and Financial Aid page and choose My Account Balances from there.

Students

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Register for Classes

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My Account Info

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