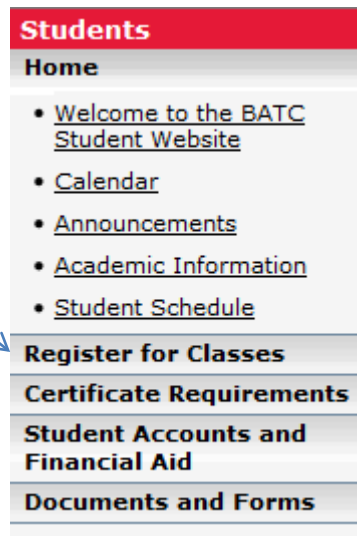


REGISTERING FOR SHORT-TERM COURSES ONLINE

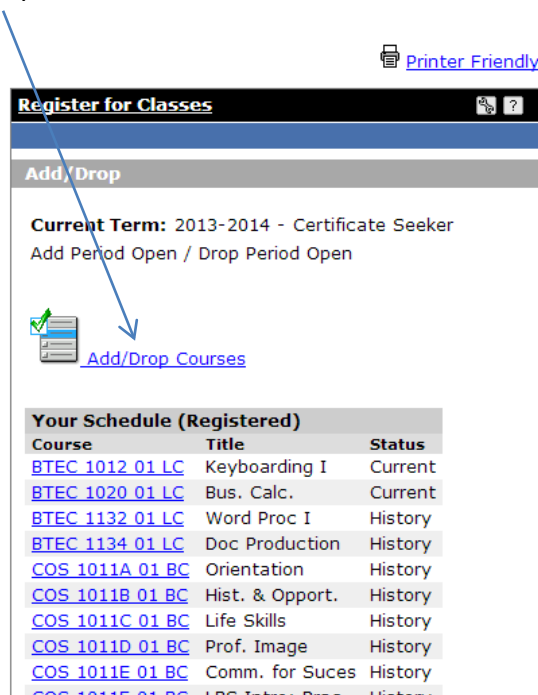
****SELF PAYING STUDENTS****

Follow the steps below to register and pay online for a short-term class:

1. Login to my.btech.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.



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." Think of a regular school year that crossed calendar years (starts in August and ends in May).

The screenshot shows the 'Add/Drop Courses' interface. At the top, there is a breadcrumb 'Add/Drop > Add/Drop Courses' and a header 'Add/Drop'. Below this, a 'Term:' dropdown menu is set to '2014-2015 - Short-Term'. A message states: 'The Add and Drop Period is closed but you may be able to add or drop one or more registrations. You are currently registered for 0 clock hours.' Below the message are two tabs: 'Add by Course Code' (selected) and 'Course Search'. The 'Add by Course Code' section contains instructions: '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.' There are six 'Course Code:' input boxes arranged in two columns. Below them is an 'Add Course(s)' button.

6. If you know the course number of the course you are enrolling (see the Technically Speaking course schedule), 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).

This screenshot shows the 'Add by Course Code' section of the interface. The first 'Course Code:' input box contains the text 'we'. A dropdown menu is open below it, showing two options: 'WELD 0011 01 LC' and 'WELD 0021 01 LC'. The other five 'Course Code:' input boxes are empty. The 'Add Course(s)' button is visible at the bottom.

- If you are not sure of the course number, you can perform a search using a variety of variables (Title, Course Code, Department, etc.) by clicking on the **Course Search** tab. 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. Ensure your **Division** says Short-Term.

All of the short-term courses will be identified in Technically Speaking with their exact course number. However, should you ever need to search, many search options are available.

- 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.

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.

| Add | Textbooks | Course Code | Name | Faculty | Seats Open | Status | Schedule | Clock Hours | Begin Date | End Date |
|-------------------------------------|-----------|-----------------|-------------|---------------------|------------|--------|---|-------------|------------|-----------|
| <input checked="" type="checkbox"/> | | WELD 0012 01 LC | Beg Welding | Christensen, Benton | 20/20 | Open | MW 6:00 PM-9:00 PM; Logan, Logan Main Campus, Welding 900 | 0.00 | 4/7/2014 | 6/16/2014 |

9. Once you have added your course, the Variable Clock Hours screen will display. Choose the applicable *Grading Type* and choose *Add Course*.

Variable Clock Hours

BTEC 0108 03 LC

Course Info: Open Times/Arranged , Variable Grading Type

Error: **Variable Grading Type**

Resolution: Please indicate the reason why you are taking this course by selecting an option from the menu.
Grading Type: Reason /Employed/Upgrade Skill ▼

10. All short-term courses are MUST PAY courses. Payment can be taken at the time of registration; or as a courtesy, can be delayed for no more than 72 hours. During this 72 hour period the course is **RESERVED** for you but you are not **ENROLLED**.

You will know if your course is a MUST PAY course with the identifying message in red text. If these courses are being paid by an outside agency, you must bring in to Student Services the payment or authorization/PO evidence within 48 hours of registering.

Add by Course Code

Title:

Course Code:

Term:

Department:

Division:

[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. | | | | | | | |

Course(s) Requiring Payment

| Drop | Course | Title | Schedule | Clock Hours | Credit Type | Division | Status |
|--------------------------|-----------------|-------------|-------------------|-------------|-------------------|------------|----------|
| <input type="checkbox"/> | WELD 0011 01 LC | Beg Welding | MW 6:00 PM - 9:00 | 0.00 | Short Term Course | Short-Term | Reserved |

! Payment is required for these courses before your registration can be completed.

[My Account Info](#)

NOTE: This class is ONLY reserved until costs are paid.

11. If you wish to ensure your seat in the course, choose Pay Must Pay Courses. The next screen will allow you to identify the courses for which you are paying at the current time. Check the Pay box and proceed with Pay Now.

Total Amount: \$160.00

| Pay | Term | Course | Title | Amount |
|-------------------------------------|---------------------------------|-----------------|-------------|----------|
| <input checked="" type="checkbox"/> | 2013-2014 - Short-Term - Spring | WELD 0011 01 LC | Beg Welding | \$160.00 |

12. The next few screens will gather your payment type. Simply enter the required information

Please choose the type of payment you would like to make.

Credit Card

This is a secure online form. Your transmissions while in this area are absolutely secure and private. Information provided here will only be used for the purpose of securing your payment.

Required information is in bold type and indicated by an asterisk (*)

1. Verify Amount and Description of Payment

Amount of Payment \$160.00
Description of Payment Thank you for your payment.

2. Enter Credit Card Information

Credit Card Type * American Express ▼
Card Number *
Card Code * 3 or 4-digit number on the back or front of your card
Expiration Date * ▼ ▼

13. Once your payment information is entered and reviewed for accuracy, click the Continue button.

14. Click Continue again.

| Payment Amount and Description | |
|---|---|
| Amount: | \$160.00 |
| Description: | Thank you for your payment. |
| <hr/> | |
| Credit Card Information | Billing Address |
| Card Number: | Name: Mickey Mouse |
| Card Type: | Company Name: |
| Card Code: | Address: 1301 North |
| Expiration Date: | City, State, Zip: Logan, UT 84321 |
| | Country: US |
| | Phone Number: 435-753-6780 |
| | E-mail Address: |
| <hr/> | |
| <input type="button" value="Continue"/> | <input type="button" value="Cancel"/> <input type="button" value="Back"/> |

15. You should immediately receive an online message your payment has been received. It will be followed up with a validation email.

If you will be bringing in evidence of an outside sponsor or if you wish to pay later in the 72 hour grace period, click the Cancel button. Please be aware your course will automatically be dropped if payment or authorizations are not received.