Self-Service at Bladen Community College
Registering for Classes in Self-Service

➢ Log In to Self-Service
1. Your user name is the same user name you use with WebAdvisor

> First initial + Middle initial + Lastname + First four numbers of your
> birthdate (zeros included)
>
> *Example: jmdoe0123*

If your last name is long, use the first 14 characters including a hyphen.

Remember - Hyphens are the only special character used to create the username

2. Your password is the same password you use for WebAdvisor

Registering for Classes from the Course Catalog

1. Search for your course through the Course Catalog Tab or through the Search for courses tool

    Course Catalog   🔍 Search for courses...

2. Type in the course prefix (e.g. BIO for Biology) in the Course Catalog, or type in the prefix and course number (e.g. BIO 111) in the course search box. Then select the term from the menu on the left ⌄ TERMS

3. Select the course you are looking for (e.g. BIO 111: General Biology I) and view the available sections

    > View Available Sections for BIO-111

General Biology I 102			Add Section to Schedule
Seats	Times	Locations	Instructors
1	M/W 8:00 AM - 9:15 AM 8/17/2015 - 12/16/2015	Main Campus, Collins Bldg 278 Classroom Hours	Guest, G
	W 9:30 AM - 12:10 PM 8/17/2015 - 12/16/2015	Main Campus, Collins Bldg 232 Lab/Shop Hours	

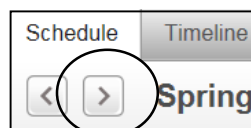   Available Seats   Class and Lab meeting times   Class Location(s)   Instructor
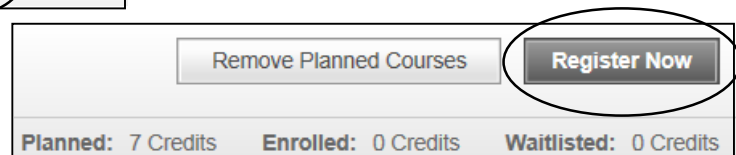
4. If the class works well with your schedule, select   **Add Section to Schedule**

5. Select the Plan and Schedule tab to view the course in your course plan   **Plan & Schedule**

6. Use the forward arrow to advance to the appropriate semester

    | Schedule | Timeline |
    | < > | **Spring** |

7. To register for your selected classes, select the "Register Now" option

    Remove Planned Courses   **Register Now**

    Planned: 7 Credits   **Enrolled:** 0 Credits   **Waitlisted:** 0 Credits

Filtering courses from the catalog

Search for a course subject: 🔍 BIO|

→ Search for the classes by subject

Filter Results

∨ SUBJECTS

☑ BIO - Biology (11)

→ If you are looking for multiple classes you can select additional subjects or un-check your course subject box to display all available courses

∨ LOCATIONS

☐ Internet/Distance Learning (2)
☐ Main Campus (10)
☐ Orange County Campus (5)

→ You can filter your options by location including online courses

∨ TERMS

☑ Spring 2016 (11)

→ You will need to select the appropriate semester

∨ DAYS OF WEEK

☐ Monday (9)
☐ Tuesday (6)
☐ Wednesday (8)
☐ Thursday (6)
☐ Friday (1)

→ You can filter by specific days of the week…

∨ TIME OF DAY

Select time range... ▼

→ …or look for classes held during specific times

∨ INSTRUCTORS

∨ ACADEMIC LEVELS

☐ Curriculum (11)

→ You can filter for both continuing education (non-credit) and curriculum (credit) options

∨ COURSE LEVELS

☐ Certificate (11)
☐ Comp. Articulation Agree. (11)
☐ Diploma (11)
☐ Non-Transfer Associate (11)

→ You can look for specific levels of classes. For example, selecting "Comp. Articulation Agree." displays only courses that meet the Comprehensive Articulation Agreement (CAA) designation as transferrable to a four-year university within the UNC system.

∨ COURSE TYPES

☐ AAS Natural Science (9)
☐ CER Natural Science (9)
☐ DIP Natural Science (9)
☐ AGE Natural Science (7)
☐ Virtual Learn'g Community (5)
➕ Show All Course Types

→ You can also filter for specific course type, for example, by selecting AGE Natural Science, you narrow your search to only classes that meet the Natural Science requirements for an Associate in General Education degree.*

∨ TOPICS

∨ INSTRUCTION TYPE

☐ Not Online (11)

*Consult with your advisor to ensure that you are taking classes that meet your specific program requirements.
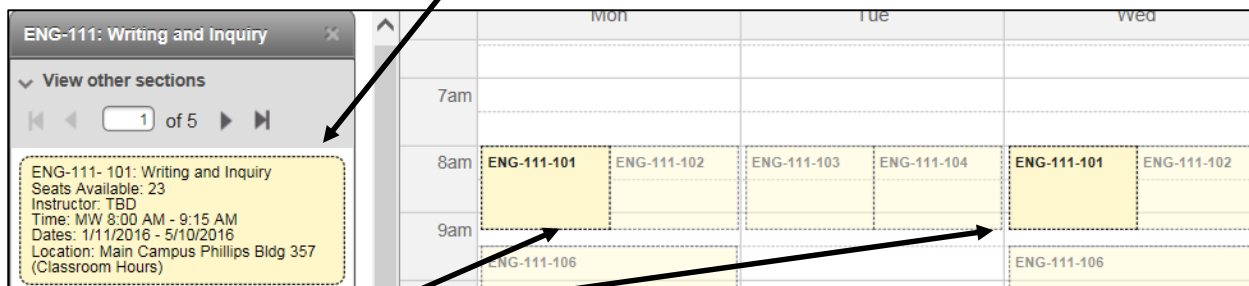
Registering for Planned Classes

1. Select the "Plan and Schedule" tab

    Plan & Schedule
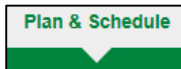
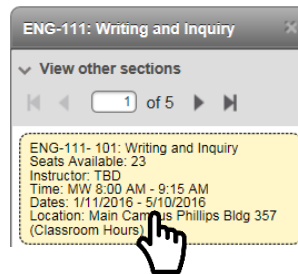2. Select the "Schedule" tab and use the forward arrow to progress to the appropriate semester

    Schedule | Timeline | Advising

    < > **Spring 2016** —

    Filter Sections > | Print | Save

    ENG-111: Writing and Inquiry ✕
    > View other sections
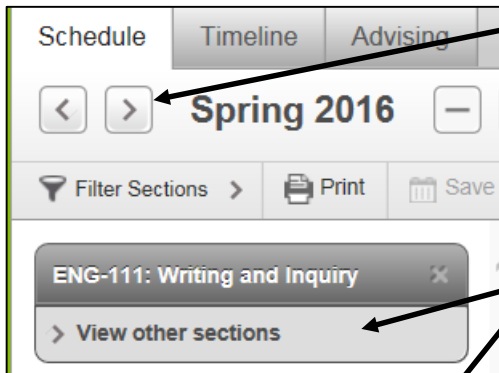
    Selecting "View other sections" will display course options

    ENG-111: Writing and Inquiry ✕
    ∨ View other sections
    |◄ ◄ [1] of 5 ► ►|

    ENG-111- 101: Writing and Inquiry
    Seats Available: 23
    Instructor: TBD
    Time: MW 8:00 AM - 9:15 AM
    Dates: 1/11/2016 - 5/10/2016
    Location: Main Campus Phillips Bldg 357
    (Classroom Hours)

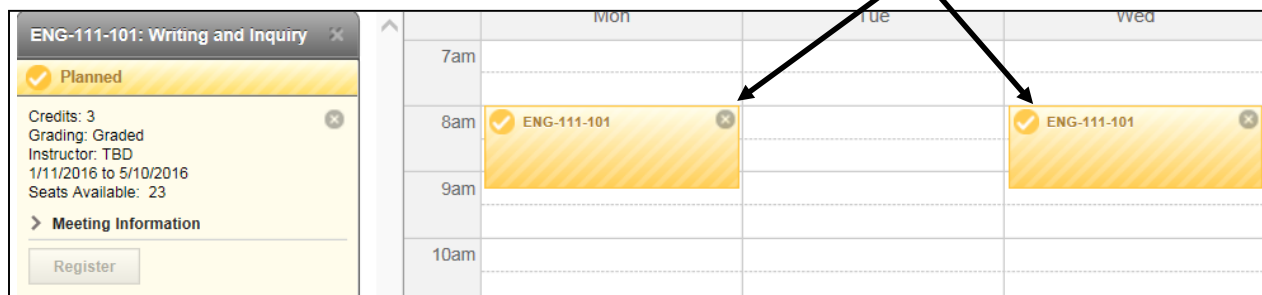 | | Mon | Tue | Wed |
    |-------|-----|-----|-----|
    | 7am | | | |
    | 8am | ENG-111-101 ENG-111-102 | ENG-111-103 ENG-111-104 | ENG-111-101 ENG-111-102 |
    | 9am | | | |
    | | ENG-111-106 | | ENG-111-106 |

    Hovering your mouse over each section in the menu will display the course and lab meeting times on your weekly schedule
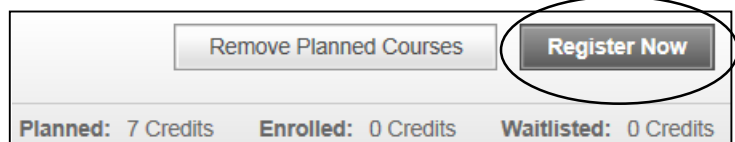
3. To add the class to your planned schedule, simply left-click on the section within the menu

    ENG-111: Writing and Inquiry ✕
    ∨ View other sections
    |◄ ◄ [1] of 5 ► ►|

    ENG-111- 101: Writing and Inquiry
    Seats Available: 23
    Instructor: TBD
    Time: MW 8:00 AM - 9:15 AM
    Dates: 1/11/2016 - 5/10/2016
    Location: Main Campus Phillips Bldg 357
    (Classroom Hours)

    Your selected course will appear on your schedule as a bright yellow "planned" course and the other options will disappear.
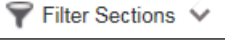
    ENG-111-101: Writing and Inquiry ✕
    ✓ Planned

    Credits: 3
    Grading: Graded
    Instructor: TBD
    1/11/2016 to 5/10/2016
    Seats Available: 23
    > Meeting Information
    Register

	Mon	Tue	Wed
7am			
8am	✓ ENG-111-101 ✕		✓ ENG-111-101 ✕
9am			
10am			

4. To register for your selected classes, select the "Register Now" option

    Remove Planned Courses | **Register Now**

    Planned: 7 Credits   Enrolled: 0 Credits   Waitlisted: 0 Credits

Filtering courses from your course plan

Select the "Plan and Schedule" tab

Plan & Schedule

Selecting the [Filter Sections ∨] option will allow you to filter your course options by several different criteria.

Filter Sections ∨	Print	Save to iCal			Planned: 3 Credits	Enrolled: 0 Credits	Waitlisted: 0 Credits
Availability Any	**Location** Any		**Day of Week** Any	**Time of Day** Any	**Instructor** Any		

Filter only open Courses | Search by location (campus and online Options) | Search for classes held on specific days of the week | Look for classes held at specific times | Look for classes taught by a particular instructor
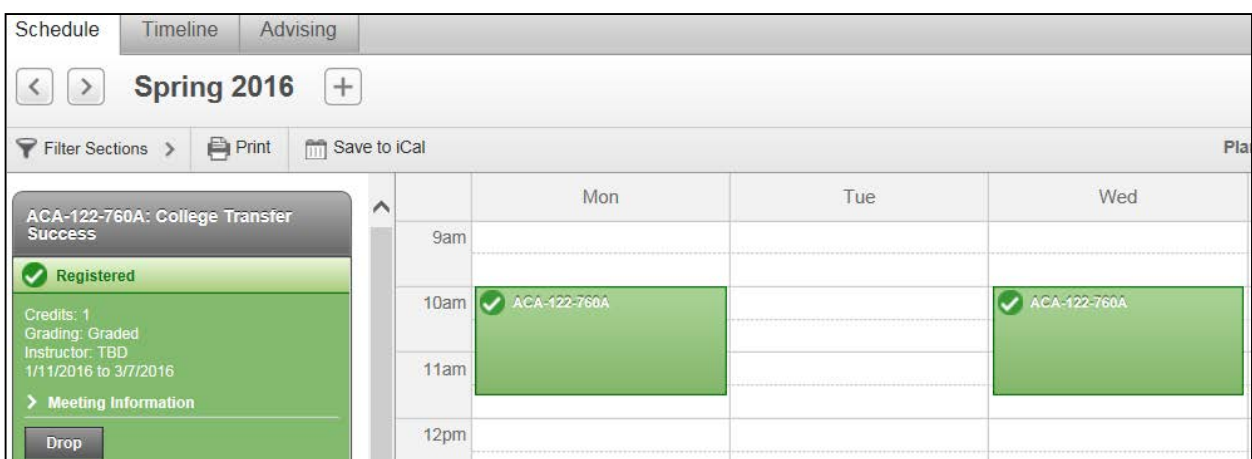
How do I know that my registration was successful?

There are several ways that you can confirm that your registration was processed.

You will receive a notification in the upper right-hand corner of the page notifying you either that you are successfully registered, or that your registration was not processed. If you were not registered, the notification alert will indicate the reason(s) why.

Currently registered courses will appear in dark green on your schedule.

You will also have the option to Drop the class(es).

Schedule	Timeline	Advising

< > **Spring 2016** +

Filter Sections > | Print | Save to iCal | Pla

ACA-122-760A: College Transfer Success

✓ **Registered**

Credits: 1
Grading: Graded
Instructor: TBD
1/11/2016 to 3/7/2016

> Meeting Information

[Drop]

	Mon	Tue	Wed
9am			
10am	✓ ACA-122-760A		✓ ACA-122-760A
11am			
12pm			

Please Note: Make sure to pay for classes by the tuition deadline to avoid being dropped for non-payment.