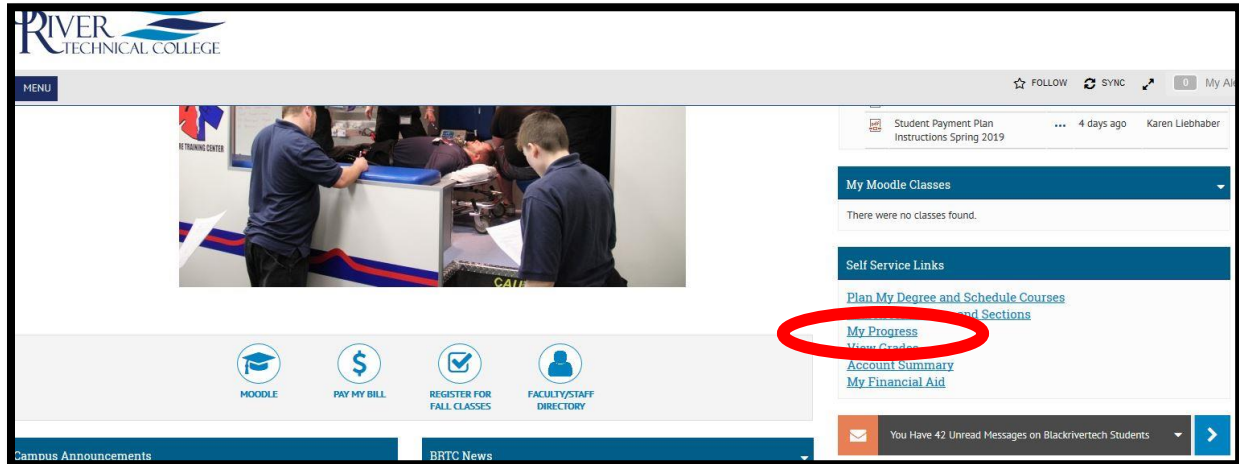
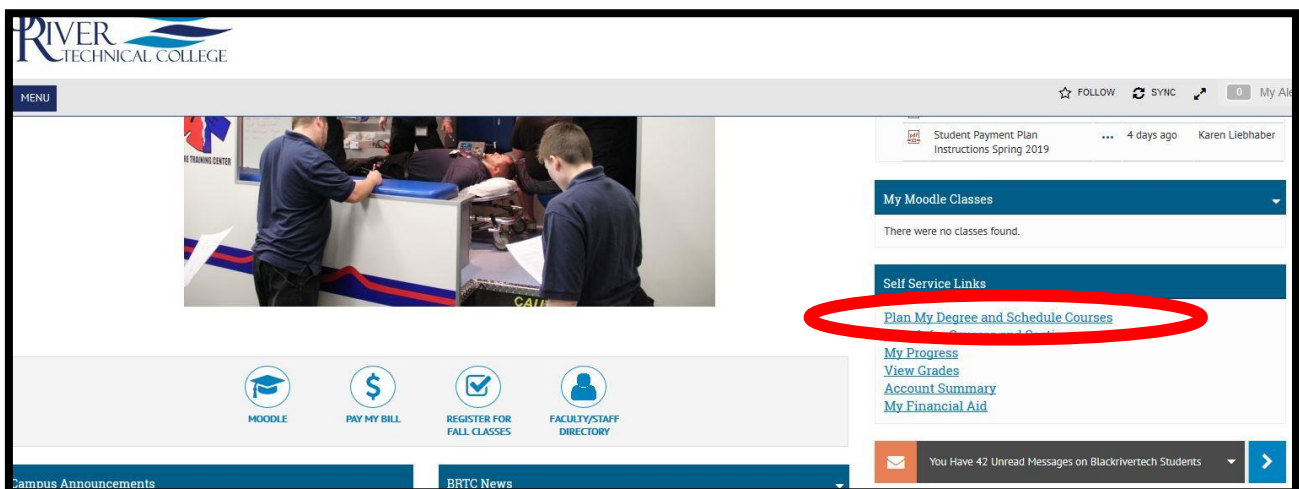


# Planning/Registering for Classes via MyBRTC

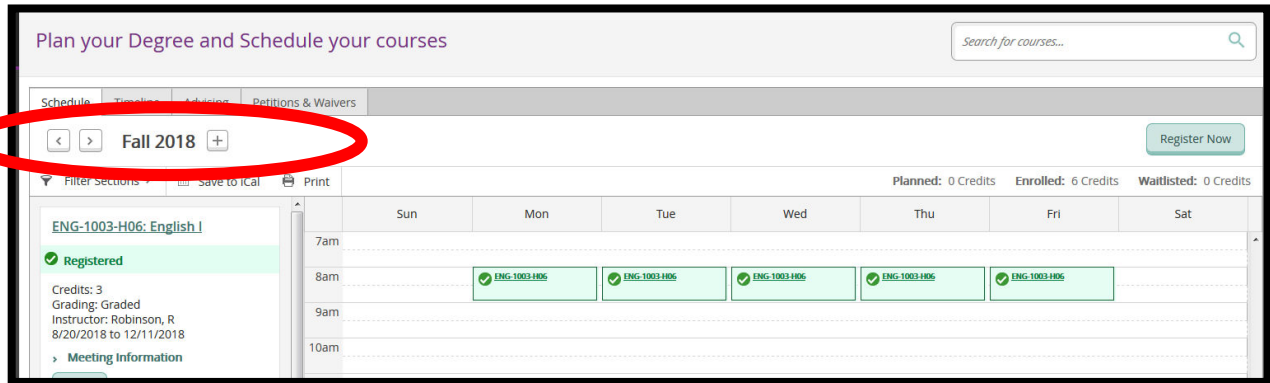
1. Log in to the MyBRTC portal: [mybrtc.blackrivertech.org](http://mybrtc.blackrivertech.org)
2. Click on **My Progress** under Self Service Links on the right side of the window.  
*\*Here you will see your declared degree plan and the courses needed for completion. Make note of the courses you need to complete the degree plan. Close this tab when finished.*



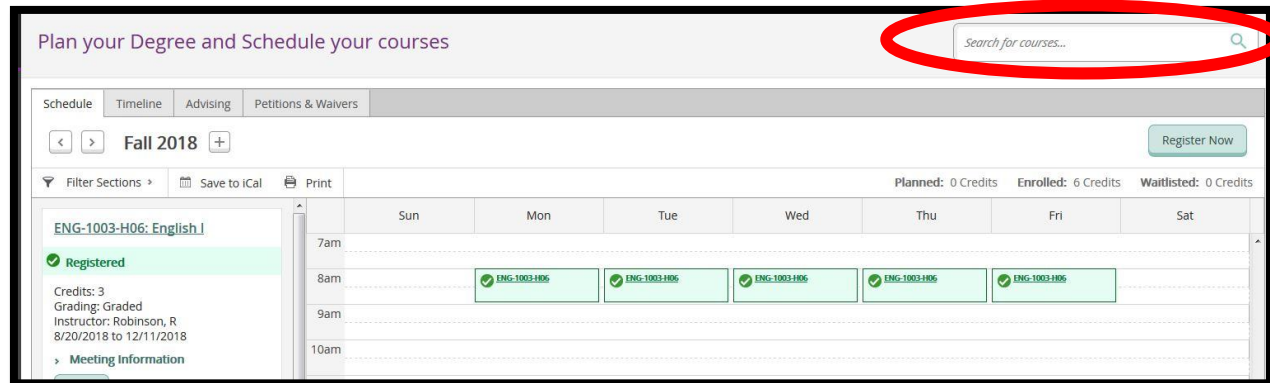
3. Click on **Plan My Degree and Schedule Courses** located under Self Service Links on the right side of the window.



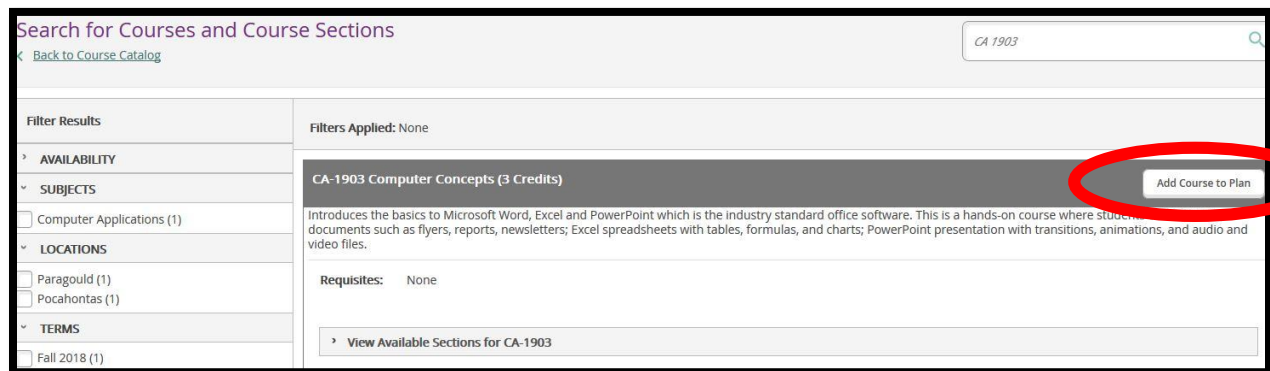
4. Under the **Schedule** tab, arrow over to change to the next semester. (Ex: Spring 2019)



5. Search for the course(s) needed. Using the course ID number works best. (Ex: CA 1903)

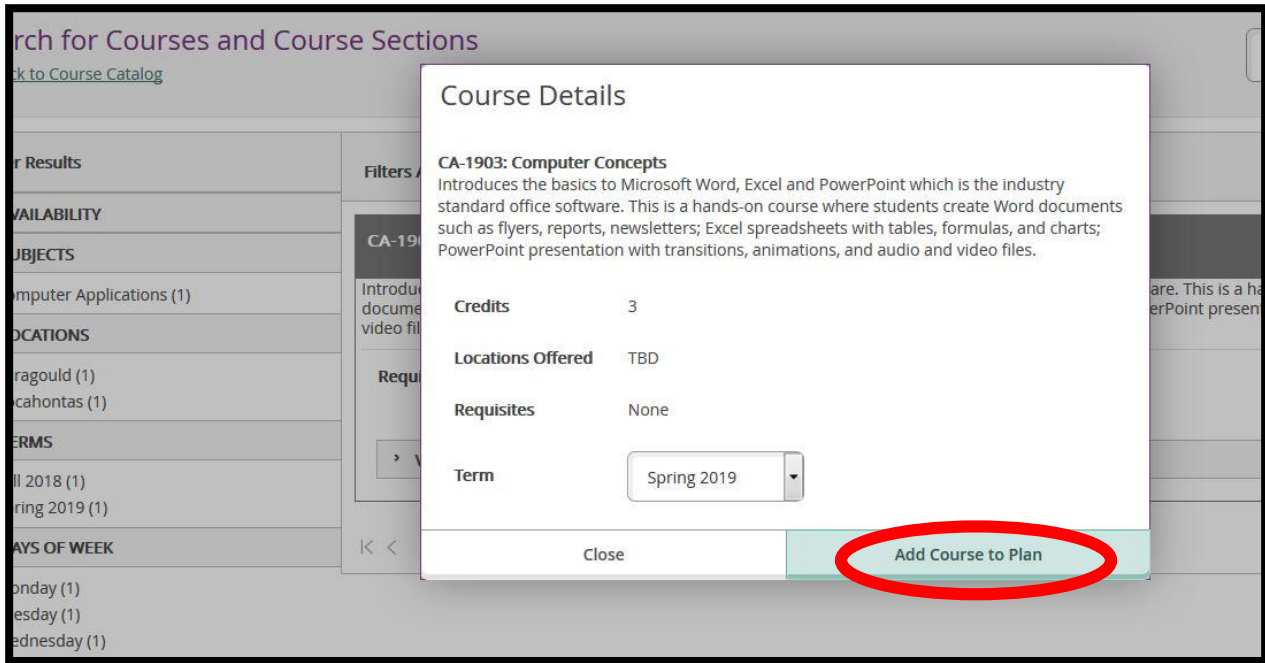


6. Add the course(s) to your plan by clicking the **Add Course to Plan** button.



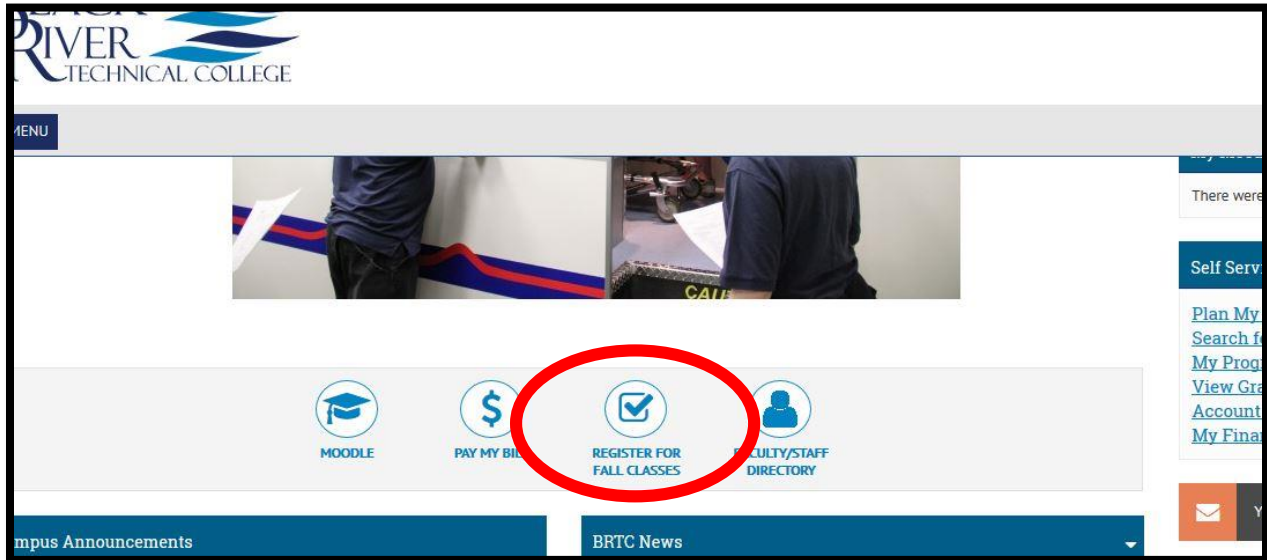
7. Select the term in which you plan to enroll in the course and click the **Add Course to Plan** button.

**NOTE:** These steps will have to be repeated for each course you plan to enroll in. ***You are only planning courses at this point, not registering for classes.*** It is recommended that you plan your entire degree program out term by term.

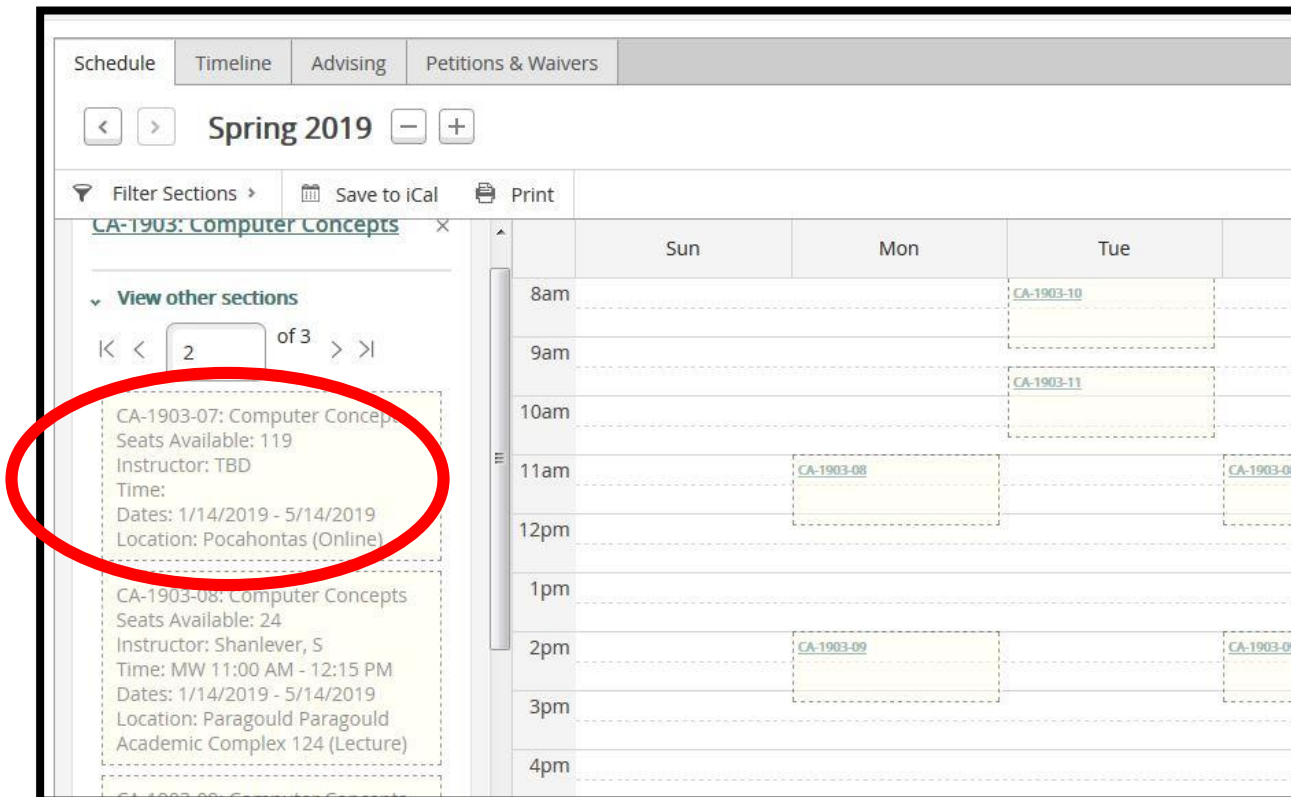


8. After you have planned all courses, **contact your advisor**. He/she will approve or disapprove your course selection. If approved, your hold will be lifted (Advisement Complete) so that you may register for courses.

9. Click the **Register for Fall Classes** button located on the first page of the MyBRTC portal.



10. Make sure you are in the correct term (Ex: Spring 2019). There are multiple offerings of courses each semester. Choose the section (time/day/modality) of your choice by clicking on the section located to the left of the window.



11. Click the **Add Section** button to add the course/section to your schedule.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2019

Filter Sections | Save to iCal | Print

CA-1903: Computer Concepts

View other sections

2 of 3

CA-1903-07: Computer Concepts  
Seats Available: 119  
Instructor: TBD  
Time:  
Dates: 1/14/2019 - 5/14/2019  
Location: Pocahontas (Online)

CA-1903-08: Computer Concepts  
Seats Available: 24  
Instructor: Shanlever, S  
Time: MW 11:00 AM - 12:15 PM  
Dates: 1/14/2019 - 5/14/2019  
Location: Paragould Paragould Academic Complex 124 (Lecture)

CA-1903-09: Computer Concepts  
Seats Available: 24  
Instructor: Shanlever, S  
Time: MW 2:00 PM - 3:15 PM

Section Details

CA-1903-07: Computer Concepts  
Spring 2019

Instructors: TBD

Meeting Information: 1/14/2019 - 5/14/2019  
Pocahontas, (Online)

Dates: 1/14/2019 - 5/14/2019

Seats Available: 119 of 120 Total

Credits: 3

Grading: Graded

Requisites: None

Course Description: Introduces the basics to Microsoft Word, Excel and PowerPoint which is the industry standard office software. This is a hands-on

Close | Add Section

12. To register for courses, click the **Register** (under each course) or **Register Now** (to register for all courses at once) button.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2019

Remove Planned Courses | Register Now

Planned: 6 Credits | Enrolled: 0 Credits | Waitlist: 0 Credits

CA-1903-07: Computer Concepts

Planned

Credits: 3  
Grading: Graded  
Instructor: TBD  
1/14/2019 to 5/14/2019  
Seats Available: 119

Register

Sun | Mon | Tue | Wed | Thu | Fri | Sat

8am  
9am  
10am  
11am  
12pm  
1pm

**Congratulations! You are registered for classes at BRTC!**