Planning/Registering for Classes via MyBRTC

1. Log in to the MyBRTC portal: 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.**
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.

![Add Section button](image1.png)

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

![Register and Register Now buttons](image2.png)

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