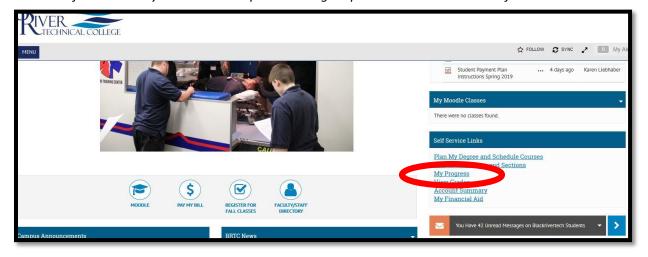
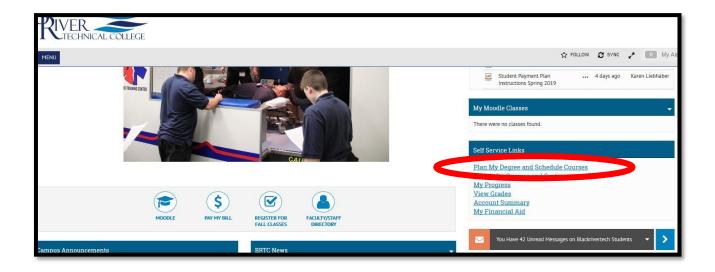
## **Planning/Registering for Classes via MyBRTC**

- 1. Log in to the MyBRTC portal: mybrtc.blackrivertech.org
- 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)

Plan your Degree and Scl	hedule your	courses				Sea	urch for courses	٩
Schedule Timeline Advising De	atitions & Waivers							
< > Fall 2018 +	>							Register Now
Plane							dits Enrolled: 6 Credit	s Waitlisted: 0 Credits
ENG-1003-H06: English I	7am	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Registered						1	1	
Credits: 3 Grading: Graded Instructor: Robinson, R 8/20/2018 to 12/11/2018 > Meeting Information	9am 10am		PIG-1003-H06	ENG-1003-H06	ENG-1003-H06	ENG-1003-H06	ENG-1003-H06	

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

Instructor: Robinson, R 8/20/2018 to 12/11/2018	9am						
Credits: 3 Grading: Graded		ENG-1003-H06	ENG-1003-H06	ENG-1003-H06	ENG-1003-H06	ENG-1003-H06	
Registered	Image: Save to iCal       Image: Print       Sum       Mon       Tue       Wed       Thu       Fri         Itish I       7am						
Lite 1995 files, Englishi	7am						
ENG-1003-H06: English I	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Filter Sections > 🛗 Save to iCal	🗎 Print				Planned: 0 C	Credits Enrolled: 6 Cre	dits Waitlisted: 0 Credi
<ul> <li>Fall 2018 +</li> </ul>							Register Now
chedule Timeline Advising Peti	tions & Waivers						
chedule Timeline Advising Peti	tions & Waivers						
an your Degree and Sch	equie your course	es				Search for courses	0

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

Search for Courses and	Course Sections Q							
Filter Results	Filters Applied: None							
· AVAILABILITY								
* SUBJECTS	CA-1903 Computer Concepts (3 Credits) Add Course to Plan							
Computer Applications (1)	Introduces the basics to Microsoft Word, Excel and PowerPoint which is the industry standard office software. This is a hands-on course where study- documents such as flyers, reports, newsletters; Excel spreadsheets with tables, formulas, and charts; PowerPoint presentation with transitions, animations, and audio and							
* LOCATIONS	video files.							
Paragould (1) Pocahontas (1)	Requisites: None							
* TERMS	L tow twildle Continue for CA 1002							
Fall 2018 (1)	View Available Sections for CA-1903							

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.

<u>k to Course Catalog</u>		Course Detail	S						
r Results	esults Filters /		CA-1903: Computer Concepts Introduces the basics to Microsoft Word, Excel and PowerPoint which is the industry						
AILABILITY		standard office softwar	e. This is a hands-on co	ourse where students create Word docume adsheets with tables, formulas, and charts;					
JBJECTS	CA-19			mations, and audio and video files.					
mputer Applications (1)	Introduc	Credits	3		are. This is a ha erPoint presen				
OCATIONS	video fil								
ragould (1)	Requi	Locations Offered	TBD						
cahontas (1)		Requisites	None						
RMS			C						
ll 2018 (1) ring 2019 (1)		Term	Spring 2019	-					
AYS OF WEEK	К <	Clos	se	Add Course to Plan					
onday (1) esday (1) ednesday (1)									

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.

- VER TECHNICAL COLLEGE 1ENU There wer Self Serv Plan My Search f My Prog View Gra \$ Account My Fina REGISTER FOR FALL CLASSES ULTY/STAFF MOODLE PAY MY DIRECTORY BRTC News mpus Announcements
- 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.

Filter Sections > 🕅 Save to iCal	Print				
CA-1903: Computer Concepts ×		Sun	Mon	Tue	
<ul> <li>View other sections</li> </ul>	8am			<u>CA-1903-10</u>	
I< < 2 of 3 > >I	9am				
	10.000			CA-1903-11	-
CA-1903-07: Computer Concept Seats Available: 119	10am				
Instructor: TBD	■ 11am		<u>CA-1903-08</u>		
Time: Dates: 1/14/2019 - 5/14/2019 Location: Pocahontas (Online)	12pm		_		
CA-1903-08: Computer Concepts Seats Available: 24	1pm				
Instructor: Shanlever, S Time: MW 11:00 AM - 12:15 PM	2pm		<u>CA-1903-09</u>		
Dates: 1/14/2019 - 5/14/2019	3pm				

Plan your Degree and So	hedule you:	ir courses				
Schedule Timeline Advising F	Petitions & Waivers	Section Det	ails			
Spring 2019     Save to iCa     A-1903: Computer Concepts		<b>CA-1903-07: Com</b> Spring 2019	puter Concepts			P
<ul> <li>View other sections</li> </ul>	8am	Instructors	TBD			103-1
K < 2 of 3 > >	9am	Meeting Information	1/14/2019 - 5/14/2019 Pocahontas, (Online)		н	
CA-1903-07: Computer Concepts Seats Available: 119 Instructor: TBD	10am 11am	Dates	1/14/2019 - 5/14/2019			
Time: Dates: 1/14/2019 - 5/14/2019 Location: Pocahontas (Online)	12pm	Seats Available	119 of 120 Total			
CA-1903-08: Computer Concepts Seats Available: 24	1pm	Credits	3			
Instructor: Shanlever, S Time: MW 11:00 AM - 12:15 PM	2pm	Grading	Graded			
Dates: 1/14/2019 - 5/14/2019 Location: Paragould Paragould Academic Complex 124 (Lecture)	3pm	Requisites	None	Microsoft Word, Evcal and DowerDoint		
CA-1903-09: Computer Concepts	4pm	Course Description	which is the industry st	o Microsoft Word, Excel and PowerPoint andard office set to a set the bands-on		-
Seats Available: 24 Instructor: Shanlever, S Time: MW 2:00 PM - 3:15 PM	5pm		Close	Add Section		

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

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

Schedule Timeline Advising Petitio	ns & Waivers								
Spring 2019 — +						Re	emove Planned Corrses	Register Now	
Filter Sections > 🗂 Save to iCal	Print	Planned: 6 Credits Enrolled: 0 Credits Waters							
CA-1903-07: Computer Concepts ×	*	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	8am								
Planned	9am								
Credits: 3 Grading: Graded Instructor: TBD	10am								
1/14/2019 to 5/14/2019 Seats Available: 119	11am								

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