

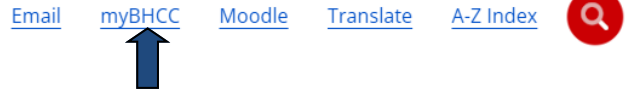
# Planning courses in BHCCselfservice

1

Go to the [bhcc.edu](http://bhcc.edu) webpage.

2

Click on **myBHCC** at the top of the page



3

Click on the Login button



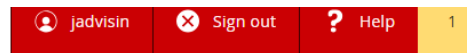
4

Log-in using your BHCC username and password (if this is your first time logging in your password will be the last 6 digits of your BHCC student I.D. number).

5

Self-Service allows you to check your financial aid award, waive your health insurance, make a payment, plan and register for your classes, view the courses required for your program of study, and check your grades. You can navigate using the toolbar on the left side of screen or by using the tabs below.







## BHCCselfservice



Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

### Notifications

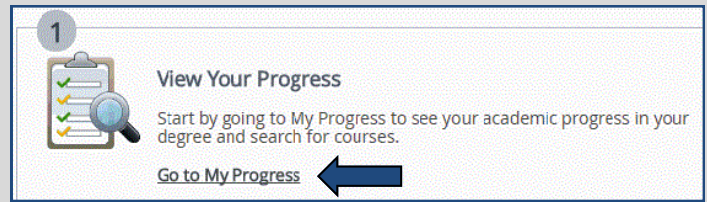
 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.

# Plan Your Courses

1

Select **My Progress** to view courses required to complete your certificate or degree.

My Progress does not include developmental



2

To plan a course, click on the course link.

Status	Course
Not Started	<a href="#">ENG-111</a> College Writing I

3

Select **Add Course to Plan**.

ENG-111 College Writing I (3 Credits)

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II (ENG112), students must earn a grade of C or better for this course. The course meets General Education College Writing Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

[Add Course to Plan](#)

4

Select the term that you want to take the course and click **Add Course to Plan**.

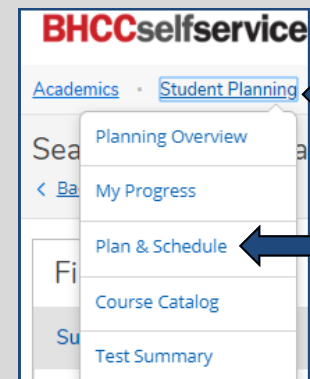
To add more courses, go back to My Progress and follow steps 2-4.

Term:

Close [Add Course to Plan](#)

5

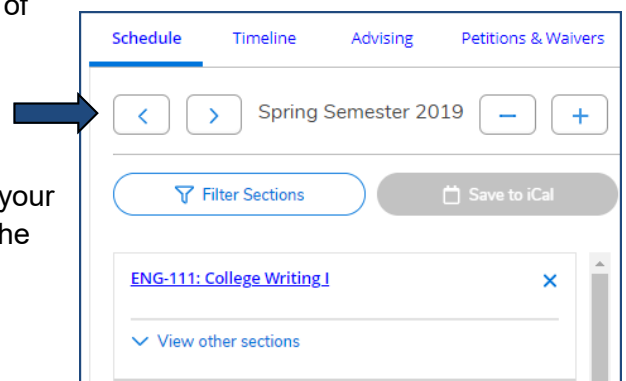
Select **Plan & Schedule** from the Student Planning drop-down menu to view your planned course(s).



6

The course(s) you planned will appear on the left column of the weekly planner. You can use the arrows next to the semester to navigate different semesters (i.e. Summer Session I, Summer Session II, Fall, and Spring).

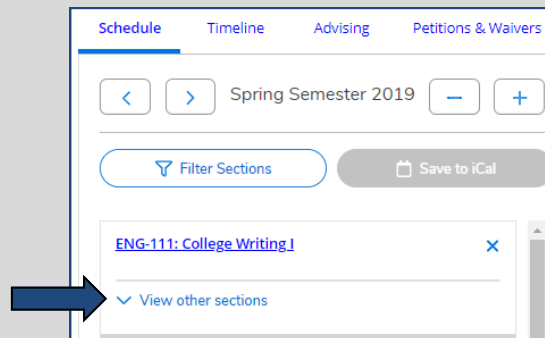
To plan developmental courses or courses not included in your My Progress, use the search bar in the top right corner of the screen and type the course you need (examples: MAT-093, MAT-194 or ENG-095)



# Register for Courses

1

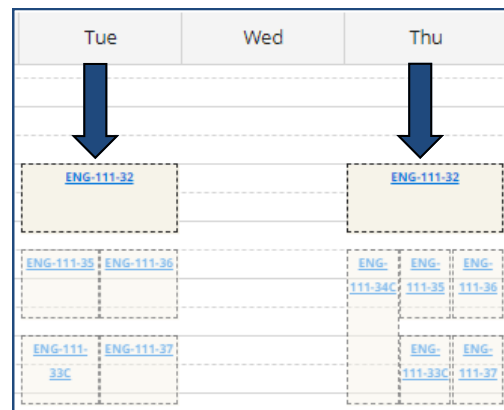
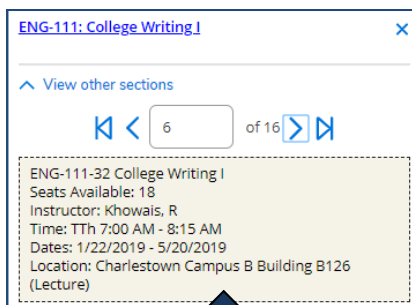
After you planned your courses you can search sections (days and times the course is offered) by selecting **View other sections**.



2

The days and times a course is offered will appear in a list view on the left column as well as on the weekly planner view on the right.

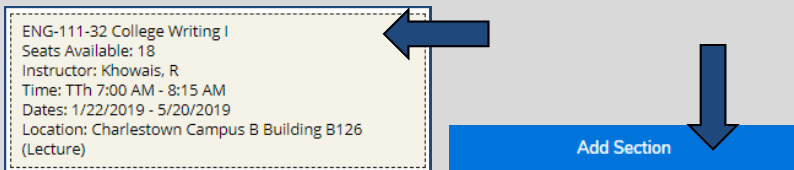
You can use the arrows under View other Sections to view more options.



3

To add a section to your plan, click on the section on the list view or the weekly planner view and click **Add Section**.

The section you have added to your schedule will appear in yellow on your list and weekly planner view.



4

To register for your course, select **Register** below the section you have selected on the list view or select **Register Now** on the top right-hand corner of the weekly planner. Planned courses appear in **yellow**, registered courses appear in **green**. You only have a seat in the class if it appears in green on your schedule.

