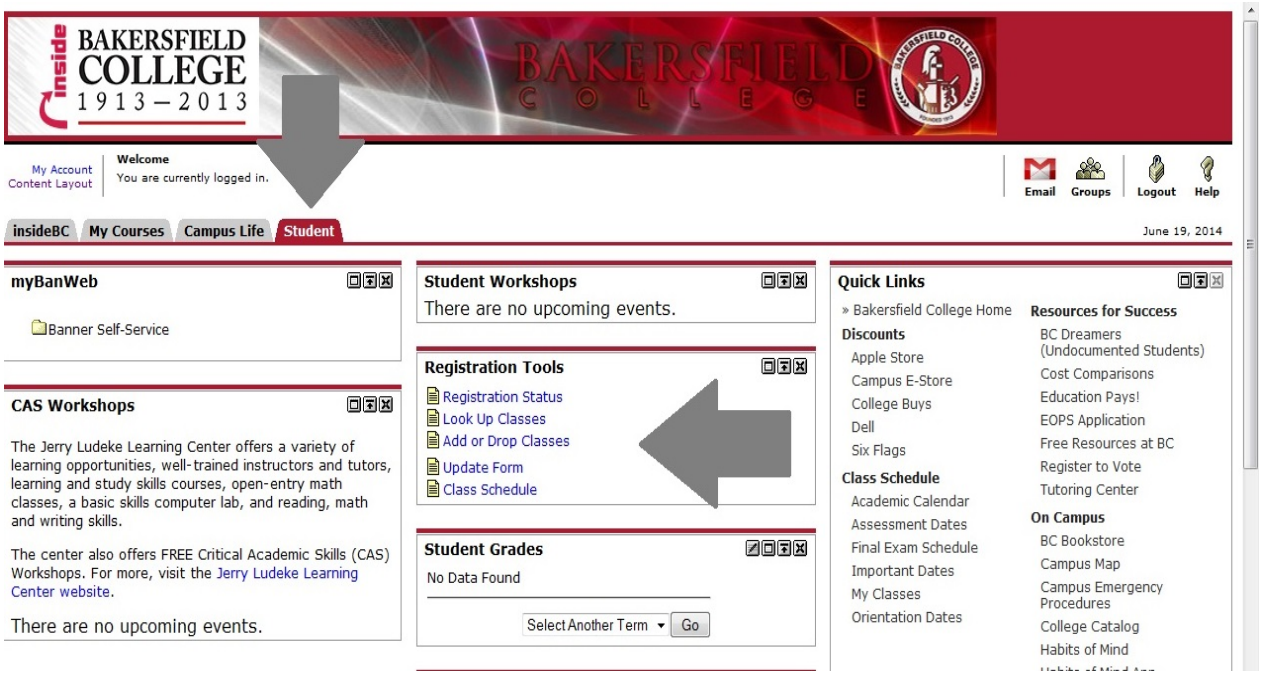
Step by Step Instructions for Online Registration

You must complete an Admission/Update form each semester before registering for classes.
Click on Admissions & Records on the Bakersfield College site, then select "Update Form"

1. Connect to the Internet and go to the Bakersfield College homepage (www.bakersfieldcollege.edu).
2. On the top right corner, click on the red box – "InsideBC"
3. Type in your email address (ex.John.Smith1234) and enter your Password.
4. Click the "Login" button.
    - If you cannot remember your email or password, you can click the "forgot email address" or "forgot password" links on the login page. You will be asked to enter the last four digits of your Social Security number and your date of birth. Then, click "Get Security Question" – you will have to type the response the exact way you initially entered it. **If you attempt to log on with an incorrect PIN/Password 3 times, your account will be disabled and you must go to the BC Admission Office with a picture ID to get your account activated again!
5. Click on the "Student" tab



6. **Two ways of signing up for classes:**

    1. **If you have a list of your classes and the CRNs:**
        - Under "Registration Tools," click on "Add or Drop Classes."
        - At the "Term" box, click on the down arrow and select the semester you are registering for.
        - Click on "Submit" and scroll down until you get to the bottom of the screen. You will see 10 boxes – in those boxes, you will type in the CRN (Course Reference Number). This is a 5-digit number.

- Click on the “Submit Changes” button.
- If you are finished with registering for all your classes, click on the complete registration button.

2. **If you need to look up your classes:**
    - Under “Registration Tools,” click on “Look up classes.”
    - At the “Term” box, click on the down arrow and select the semester you are registering for, and click on “Submit.”
    - Scroll down on the screen and at the “Subject” box, click on the down arrow and select the course subject (ex. English)
    - In the “Course Number” box, type the specific courses you are looking for (if known) (ex. B60, B1, B1a), then click “Section Search” at the bottom of the page.
    - You can also search for courses by time or day.
    - **Click on what campus you would like to attend**
    - In the “College” box, click on “Bakersfield”
    - Scroll down on the screen and click “Section Search”
    - Click on the check box on the left hand side of the class you are interested in. Check class section information and waitlist information on the far right hand side of the screen (ex. Class capacity, how many are enrolled/waitlisted, etc)
    - If no check box is there…C=Closed, SR=”Signature Required”
    - **You have 10 days to pay for your class registration fees once you have registered. If you fail to pay fees within 10 days you will be dropped.**
    - **If you are waitlisted for a class you don’t have to pay until you roll into the class, so check your schedule weekly. Also, make sure you attend the first day of classes.**
    - Scroll down on the screen and click “Register” or “Add to Worksheet”, and continue class search

7. Scroll down to review your schedule and to check for any registration errors
    1. Under “Status,” check to see if the class is closed, and/or if there is a waitlist.
8. To be added to the waitlist, in the “Action box,” click on the down arrow and select “Waitlist.”
9. Click on the “Submit Changes” button
    1. Scroll down to review your schedule and to check for any registration errors. If you choose to be on a waitlist, check under “Registration Status” to make you are actually on the waitlist. (Ex. Waitlist #5 signifies your place on the waitlist). **If you are on a waitlist, show up for class on the first day.**
    2. **On this page, you may receive an error. Check the next page of this guide for more information**
10. When you have finished registration, click on the “Complete Registration” button
11. Select any optional item (parking permit, SGA card) you wish to purchase by clicking on the check box(es) on the left hand side. If you are purchasing items, click on the “Yes” button. Otherwise, click on the “No” button. (“Yes” or “No” option may not apply to all students.)
12. Click on the “Print” button to print a copy of your schedule. **You will not receive a copy of your schedule/bill by mail!** If you are on a waitlist, check your schedule/bill frequently to see if you have been added/placed in the class. Ex. Under “status” (ST), WL=Waitlist, RW=Web Registered – you are in the

class.)

***Pay for your registered classes within 10 days to avoid being dropped!**

1. If you wish to pay by credit card, click on the “Pay by Credit Card” button. If you wish to mail in your payment, click on the “Pay by Mail” button.
2. If paying by credit card, scroll down to enter your credit card information. Bakersfield College accepts Visa and MasterCard for payment. Click on the “Submit Payment” button to request authorization.
3. If paying by mail, click on the “Print” button to print the form. Follow the instructions on the form for mailing your check or money order.
4. If you wish to pay in person, stop by the Business Services building (Ticket Office, Business Office, Bookstore). For any questions about payment options, call Business Services at (661) 395-4488.

Errors

- Test Score and Prerequisite Error: Contact Counseling Office
- Instructor Error: Contact class instructor and/or Counseling Office
- Time Conflict: Overlapping classes – check the courses you’ve selected
- Repeat Exceeds 0: Contact Counseling Office
- Exceeding Number of Units: You must fill out the Overload Form at the Counseling Office

Bakersfield College Counseling/Career Center
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