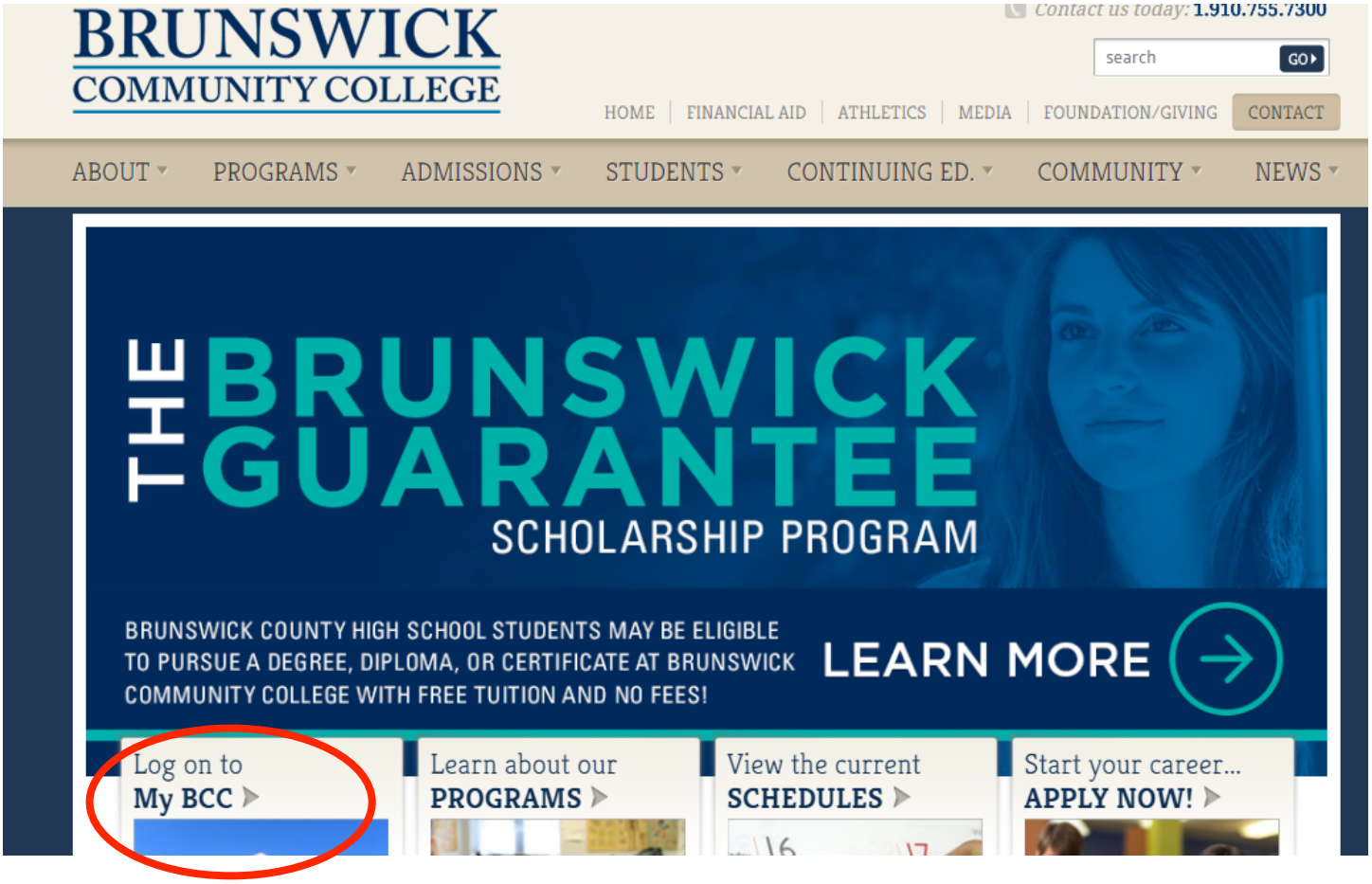
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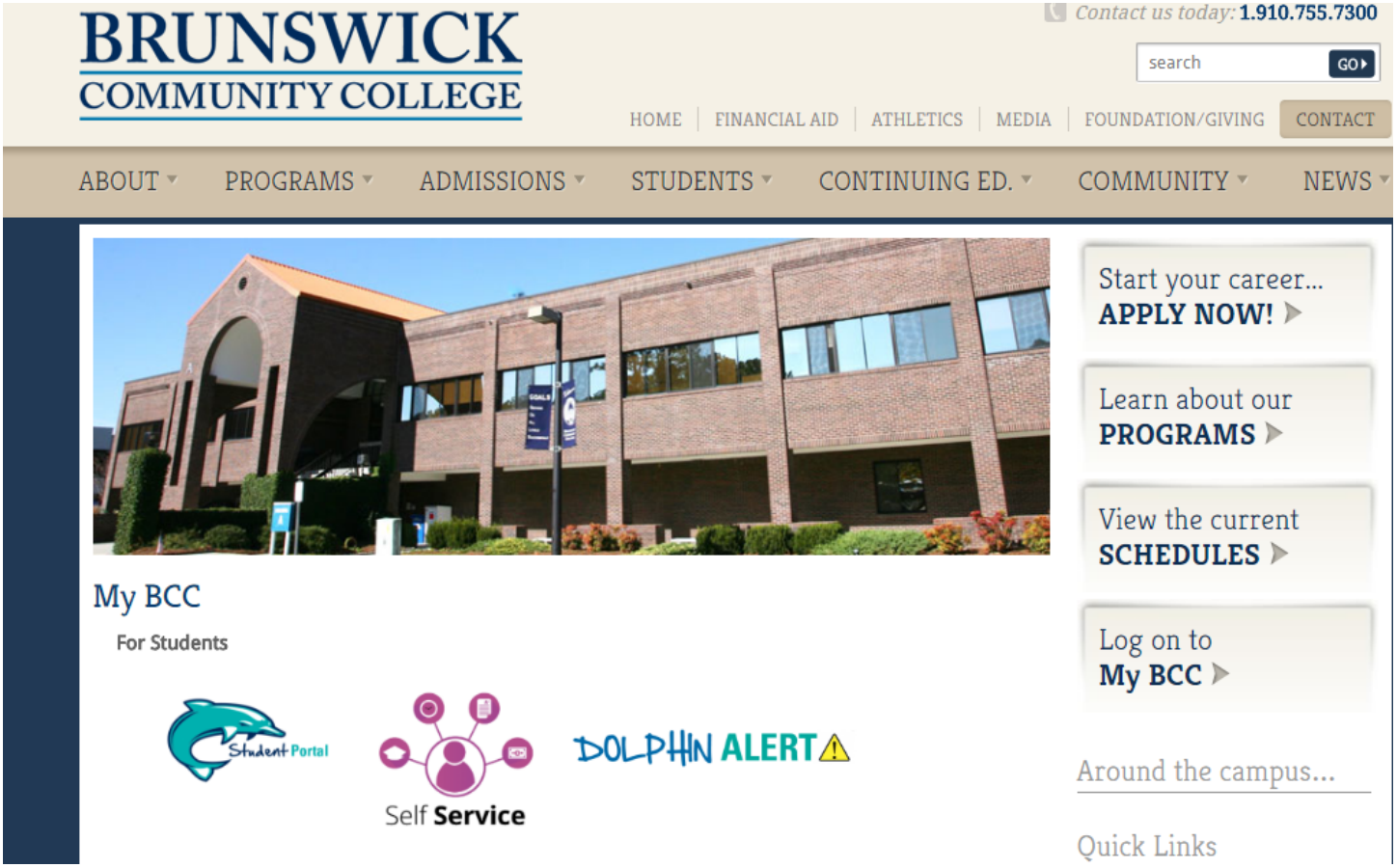
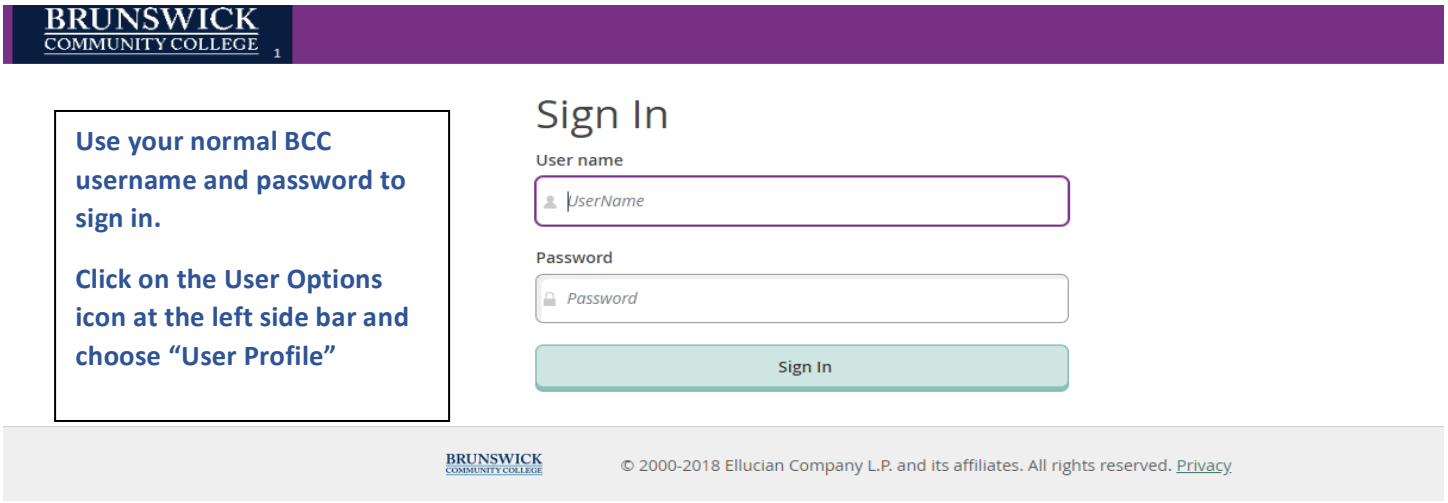
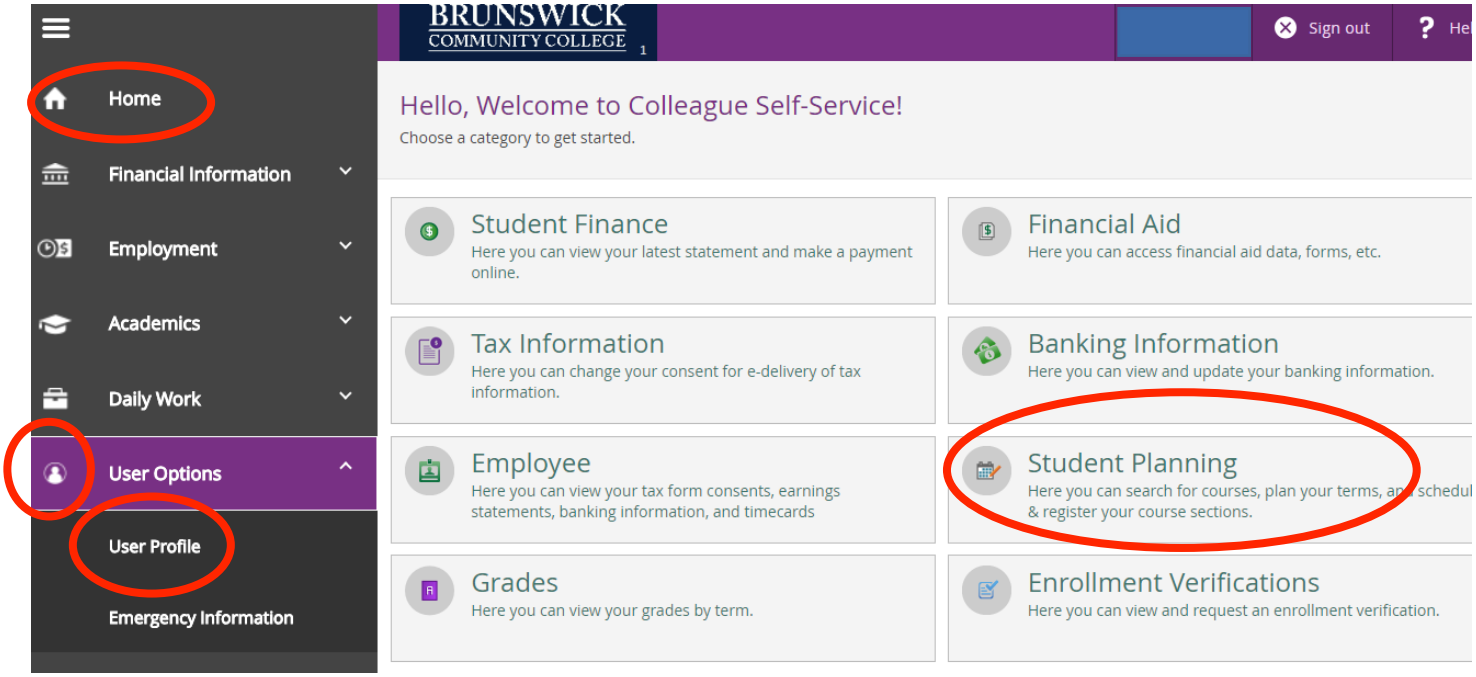




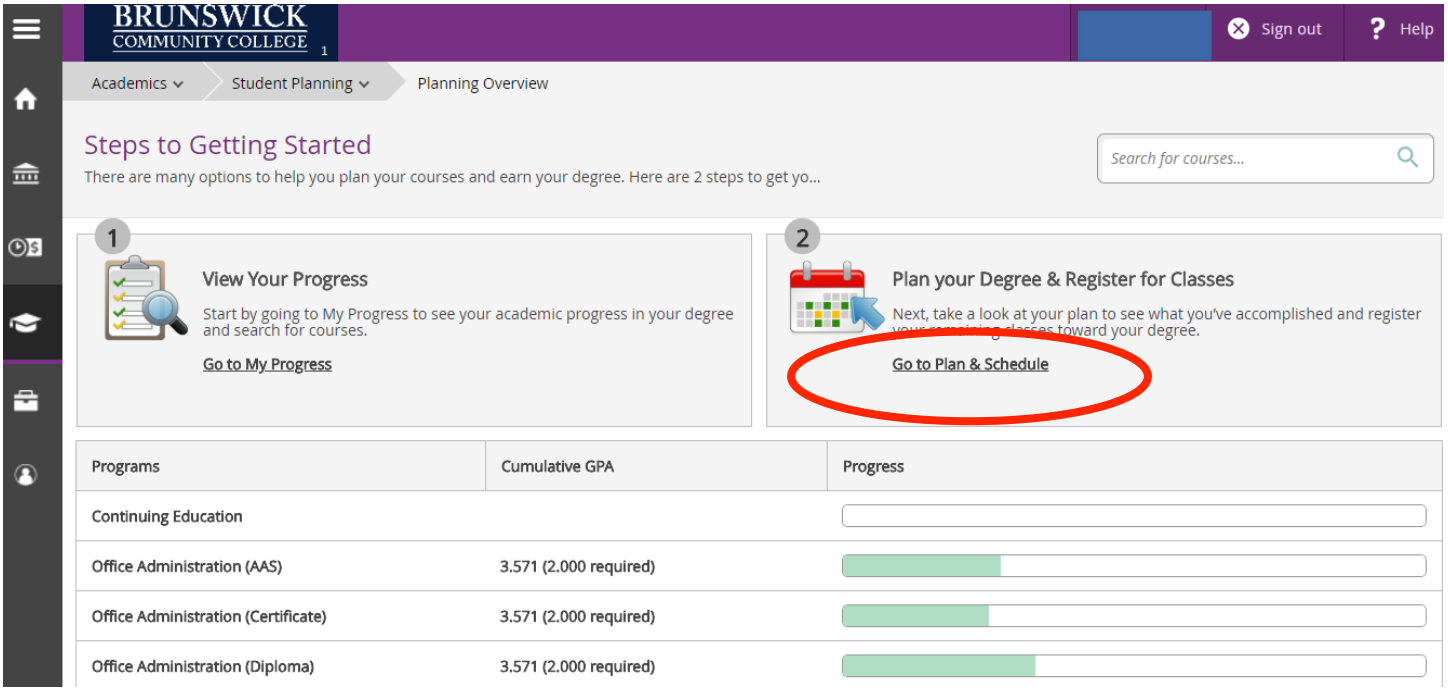
Use your normal BCC username and password to sign in.

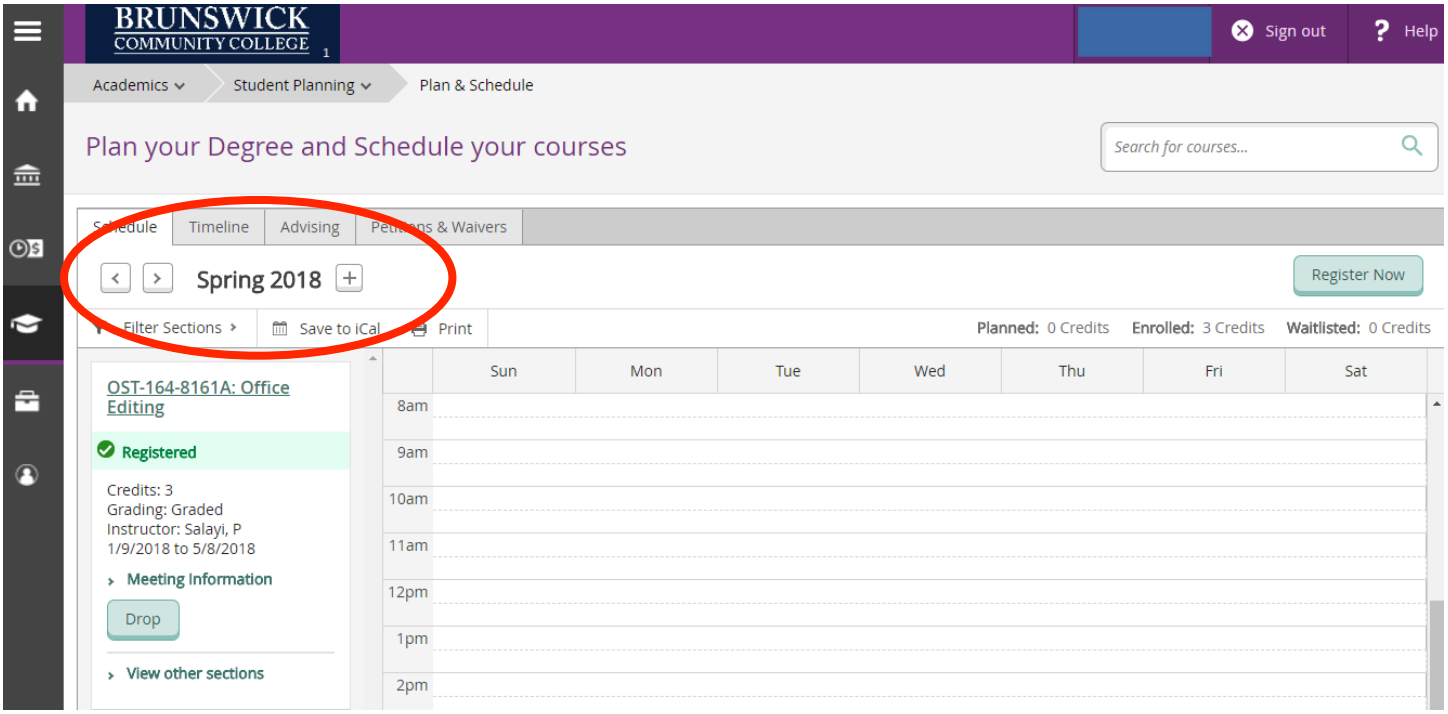
Click on the User Options icon at the left side bar and choose "User Profile"

1. **Click on the User Option icon on the left bottom of the screen; choose "User Profile"**
2. **Verify that your address, phone numbers and email address are correct and confirm on each entry.**
3. **Click on the Home button and select Student Planning**



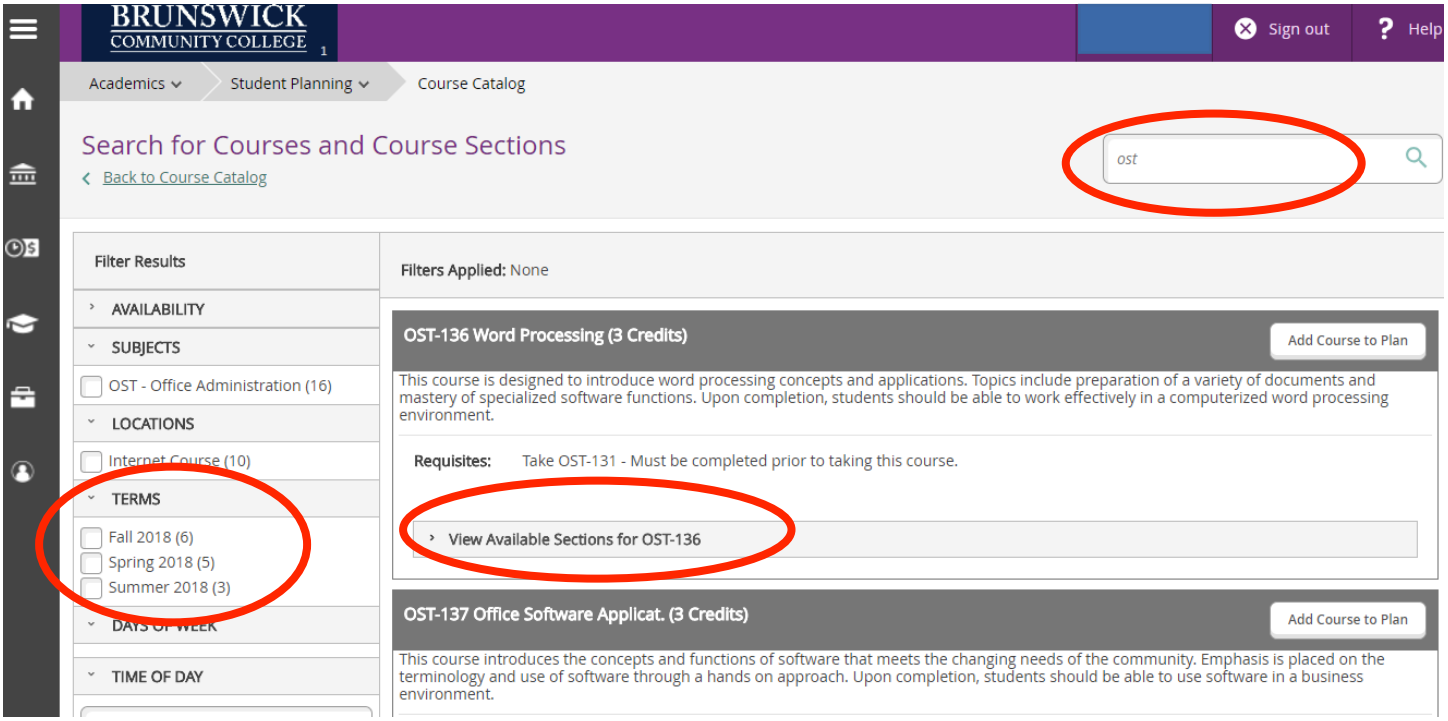
Go to Plan & Schedule

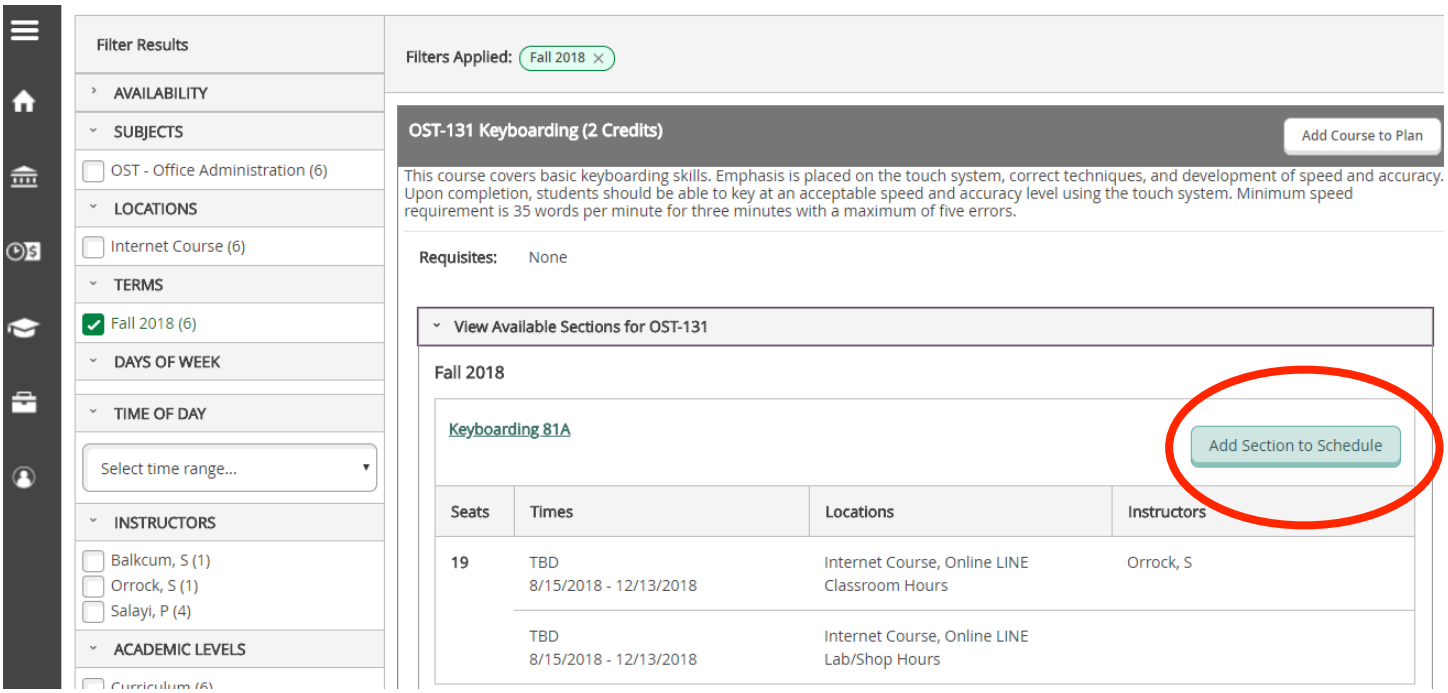




Change the term (by clicking the right arrow tab) that you wish to register for, ex: Summer 2018 or Fall 2018.

1. **Enter the three-letter prefix of course**
2. **Choose correct term, ex: Summer 2018 or Fall 2018**
3. **View available sections for course and time offered.**

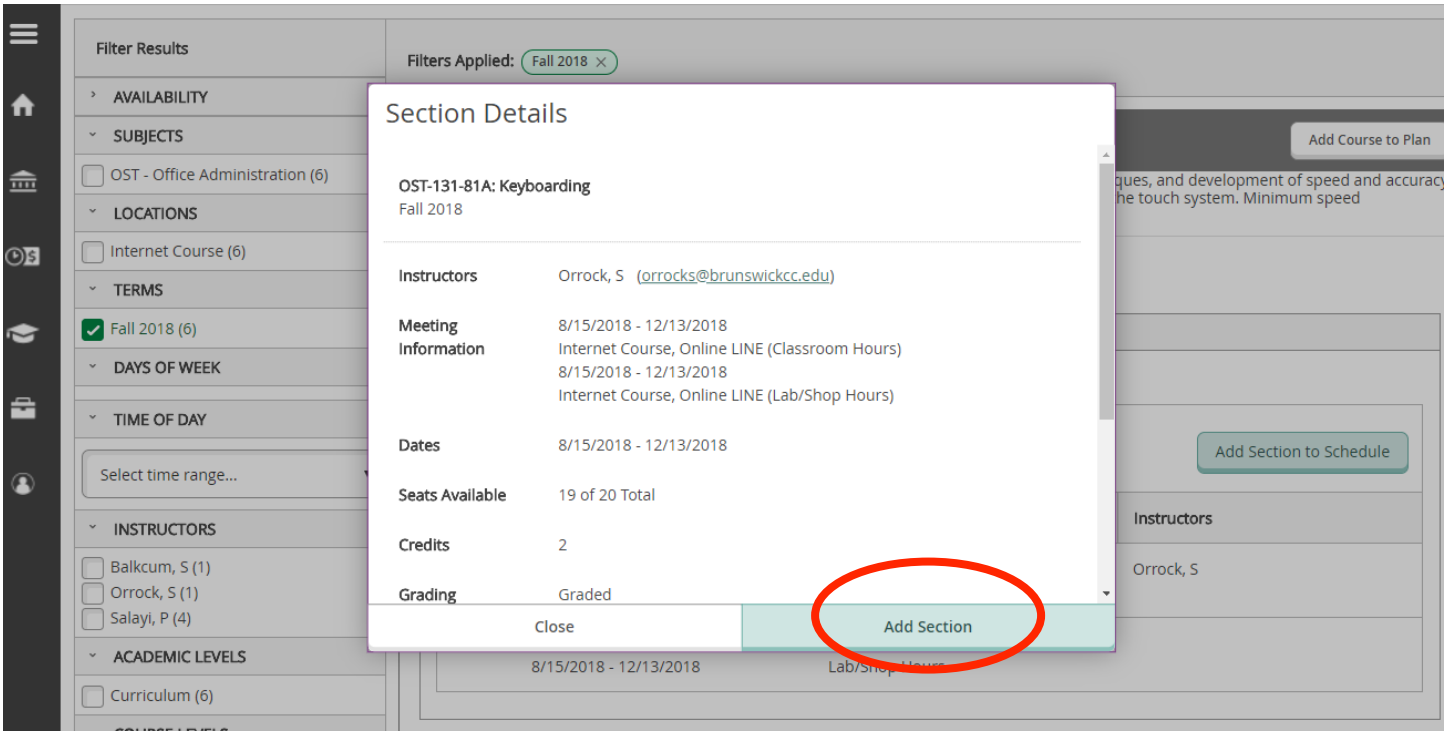




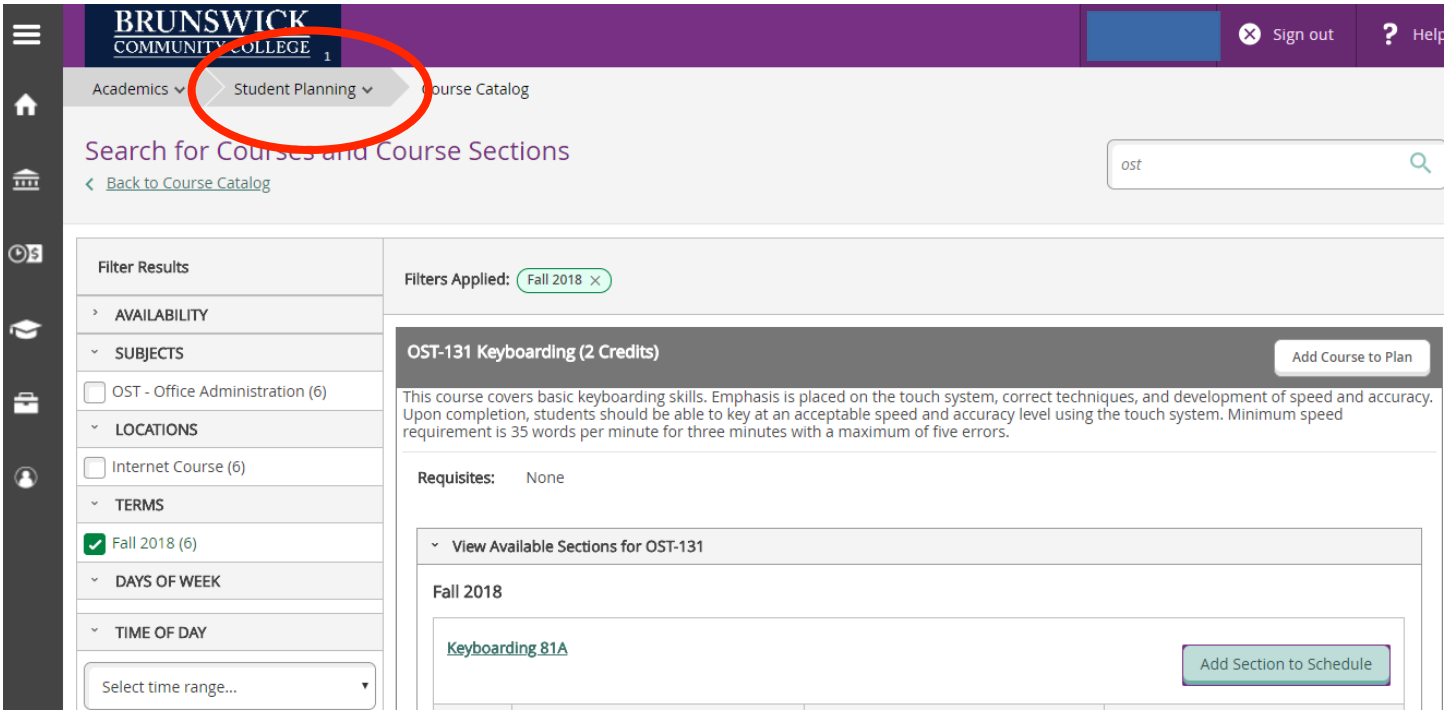
Click "Add Section to schedule".

(You are not registered for this course until approved by an Advisor)

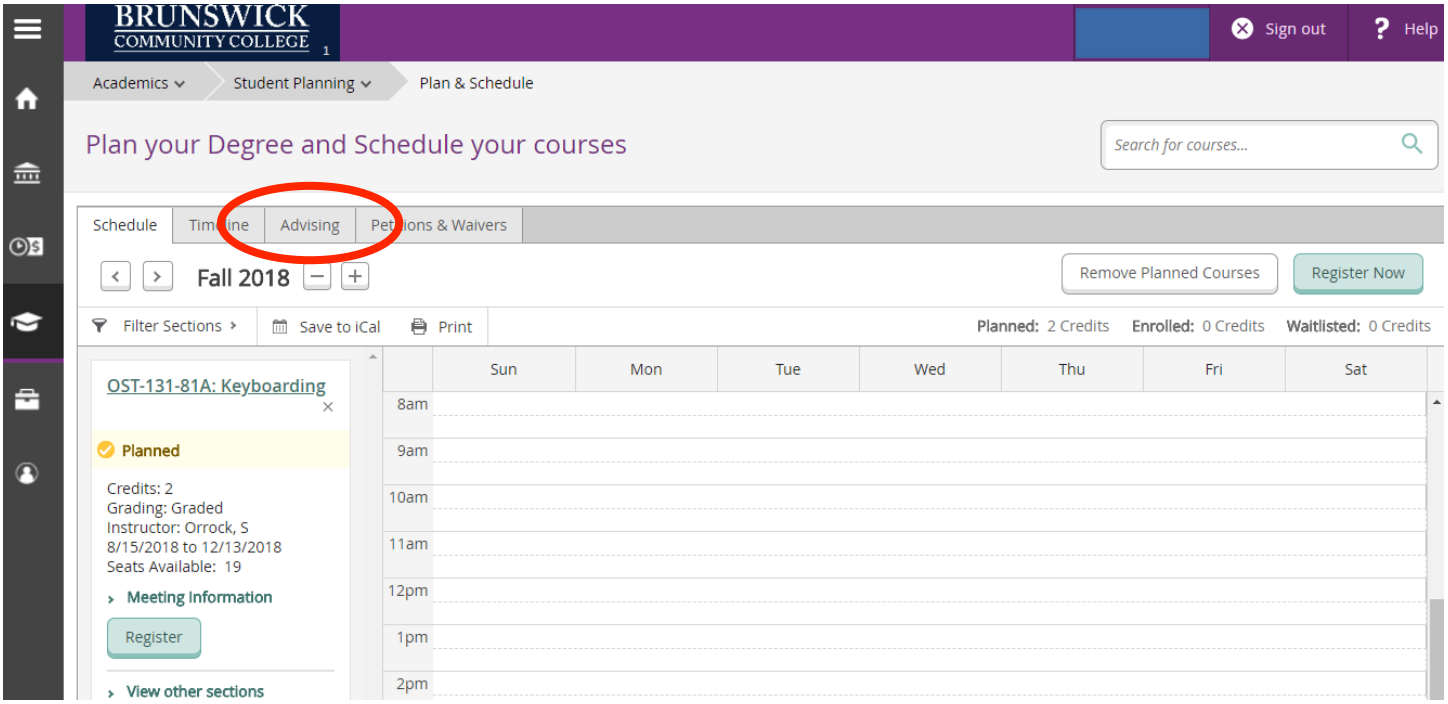
Click "Add Section"

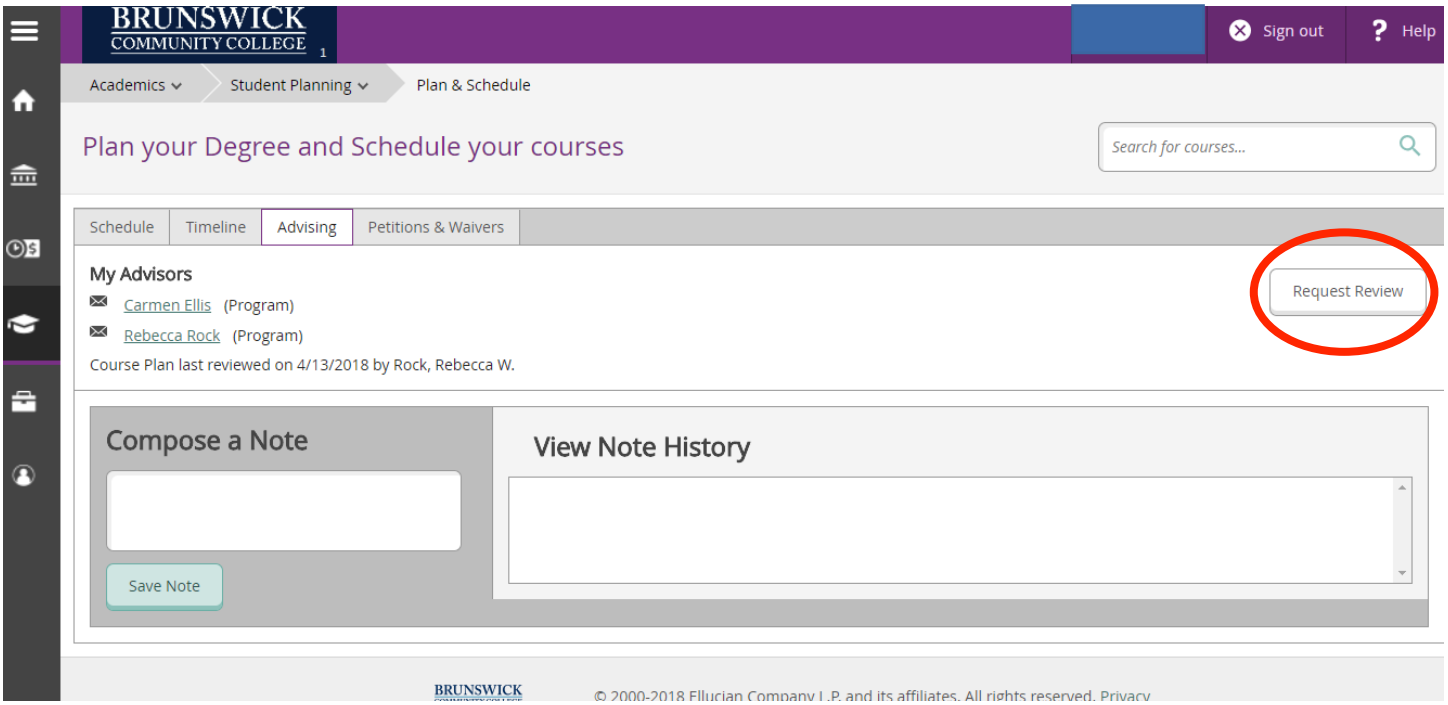


Return to "Go to Plan and Schedule" in the Student Planning tab menu, to submit your course selection(s) for Advisor approval.



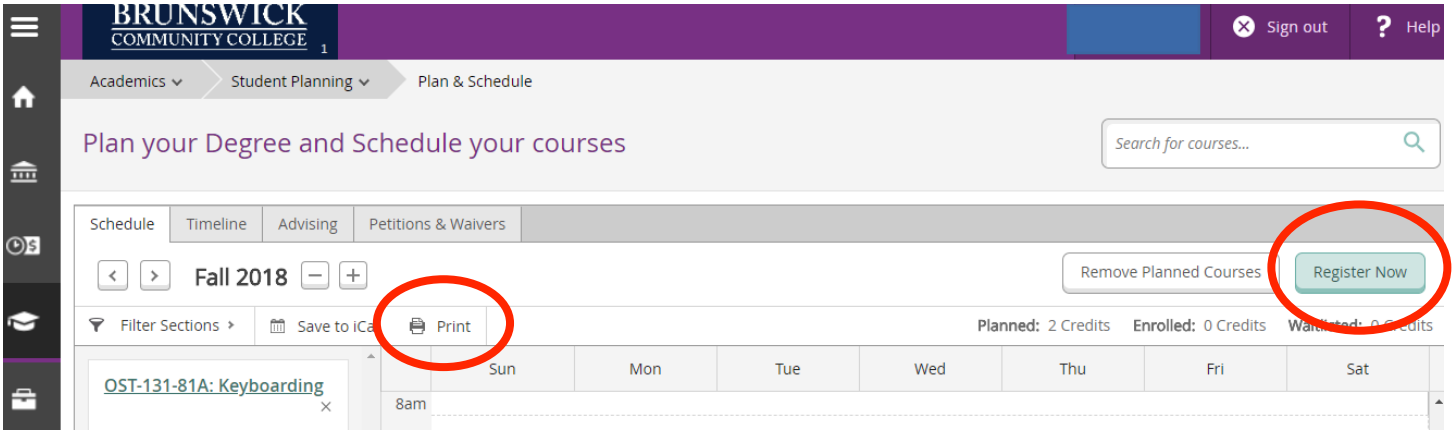
Click on Advising tab to "request review" from your Advisor.





Once approved, you will receive an email notification via your BCC Student email account that you are now able to register your course(s).

After you receive an email, log back into Self Service; click on Student Planning; choose Plan and Schedule. You will see your planned course(s) have been approved and you may now click the "Register Now" button.



You may print your schedule after you have registered.

Congratulations!

If you have any questions or need further assistance please come to Academic Support Building A, room 125, or contact our office at 910-755-7344.