

Registration Transcript

Slide 1: Welcome to a brief tutorial on the Registration Process at Baker College.

Slide 2: Before we begin, let's discuss just a couple dos and don'ts:

- During your registration, don't click on the back button. If you do this, highlight the URL and click the enter button on your keyboard. This will return to the screen where you left off.
- It is best to use Firefox or Chrome as your browser.
- Be sure to type in correct titles and course codes or you won't find any listings for the courses you are searching.
- And be sure to type in your information in the correct fields or you won't find any listings for the courses you are searching. For example, if you type the course code in the course title field, you will receive a "no courses found" message.

Slide 3: To locate the Registration link go to my.baker.edu and click sign in.

Slide 4: Click on **Students** in the upper right-hand corner of your screen.

Slide 5: From the menu, scroll to *Academic Services* and then scroll over to the information located under the Course Information heading. Click on the *Registration link*.

Slide 6: Select the term and then click on the *Register for Classes* button.

Slide 7: Click on *Course Search* to expand the options. On the next screen, you are able to change the term, put in the course code or title, search specific instructors, departments, locations, meeting types, and choose specific days of the week that work for you.

Slide 8: Once you choose the course, click on the three dots so you can add the course to your schedule, contact the instructor and/or view details of the course.

Slide 9: If you click on the title of the course you are searching, additional information about the course will open. You are able to see the start and end dates for the semester, meeting type, schedule and location, instructor, course description, and textbooks required.

Slide 10: To finalize your registration, click on the green *Registration checkout* button, check the boxes for the courses you want to register for and then click the green *Register* button. The on-campus and OnlineLive courses you choose to register for will show up on the calendar. Courses with no specific meeting time times, like Online courses will show in the *non-scheduled courses* at the top.

Slide 11: After you have completed the registration process, you will receive a “Successfully Registered” notification.

Slide 12: There may be instances when you need to withdraw from a class. For any on-campus or OnlineLive courses, click on the *My Schedule* link towards the top right of the course search box. Your courses will appear on the calendar on the days and times you registered for. Right click on the one of the green boxes with the course number and section listed, and select “Drop course”

Slide 13: If you registered for an online course that you want to drop, click on *My Schedule* and then the link next to Non-scheduled courses. The online course you registered for will appear. Click on the course, a drop box will appear. Select the *Drop course* option. To verify your course or courses have been dropped, you can click on *My Schedule* again.

Slide 14: After you have registered for classes, you can also order your textbooks and supplies. Once you click on the Baker College Bookstore link, you will be directed to the official bookstore website.

Slide 15: For additional assistance with registration, please contact your academic advisor.