Self-Service at Bladen Community College

Registering for Classes in Self-Service

- Log In to Self-Service
  1. Your user name is the same user name you use with WebAdvisor
     First initial + Middle initial + Lastname + First four numbers of your birthdate (zeros included)
     Example: jmdoe0123
     If your last name is long, use the first 14 characters including a hyphen.
     Remember - Hyphens are the only special character used to create the username
  2. Your password is the same password you use for WebAdvisor

Registering for Classes from the Course Catalog

1. Search for your course through the Course Catalog Tab or through the Search for courses tool

2. Type in the course prefix (e.g. BIO for Biology) in the Course Catalog, or type in the prefix and course number (e.g. BIO 111) in the course search box. Then select the term from the menu on the left

3. Select the course you are looking for (e.g. BIO 111: General Biology I) and view the available sections

   View Available Sections for BIO-111

<table>
<thead>
<tr>
<th>General Biology 1 102</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seats</td>
</tr>
<tr>
<td>1</td>
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<td></td>
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</tbody>
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4. If the class works well with your schedule, select

5. Select the Plan and Schedule tab to view the course in your course plan

6. Use the forward arrow to advance to the appropriate semester

7. To register for your selected classes, select the “Register Now” option
Filtering courses from the catalog

**Search for the classes by subject**

If you are looking for multiple classes you can select additional subjects or un-check your course subject box to display all available courses.

**You can filter your options by location including online courses.**

You will need to select the appropriate semester.

**You can filter by specific days of the week...**

...or look for classes held during specific times.

**You can filter for both continuing education (non-credit) and curriculum (credit) options.**

You can look for specific levels of classes. For example, selecting “Comp. Articulation Agree.” displays only courses that meet the Comprehensive Articulation Agreement (CAA) designation as transferrable to a four-year university within the UNC system.

You can also filter for specific course type, for example, by selecting AGE Natural Science, you narrow your search to only classes that meet the Natural Science requirements for an Associate in General Education degree.*

*Consult with your advisor to ensure that you are taking classes that meet your specific program requirements.
Registering for Planned Classes

1. Select the “Plan and Schedule” tab

2. Select the “Schedule” tab and use the forward arrow to progress to the appropriate semester

3. Selecting “View other sections” will display course options

4. To register for your selected classes, select the “Register Now” option

Hovering your mouse over each section in the menu will display the course and lab meeting times on your weekly schedule.

To add the class to your planned schedule, simply left-click on the section within the menu.

Your selected course will appear on your schedule as a bright yellow “planned” course and the other options will disappear.
Filtering courses from your course plan

Select the “Plan and Schedule” tab

Selecting the option will allow you to filter your course options by several different criteria.

Filter only open Courses
Search by location (campus and online Options)
Search for classes held on specific days of the week
Look for classes held at specific times
Look for classes taught by a particular instructor

How do I know that my registration was successful?

There are several ways that you can confirm that your registration was processed.

You will receive a notification in the upper right-hand corner of the page notifying you either that you are successfully registered, or that your registration was not processed. If you were not registered, the notification alert will indicate the reason(s) why.

Currently registered courses will appear in dark green on your schedule.

You will also have the option to Drop the class(es).

Please Note: Make sure to pay for classes by the tuition deadline to avoid being dropped for non-payment.