

1. Complete an **Admission/Update Form** (this must be done each semester) by entering your ID (Banner ID or Social Security Number) and PIN/Password (that you selected). If you forget your PIN/Password, click, **Forgot Pin/Password**, and follow the online instructions or call the 24-hour help desk at 877-382-3508.
2. Click **Login to Secure Area** (using your ID or Social Security Number and PIN/Password).
3. Click **Student & Financial Aid**.
4. Click **Registration**.
5. Click **Add/Drop Classes** if you know the CRNs of the classes you want or **Look Up Classes to Add** if you don't.

Select the subject and college you want from the drop down menu. You should leave the other choices defaulted to "all". Click **Register**.

**Look Up Classes to ADD** shows a  if the course still has seats. The other columns list: Course Reference Number (**CRN**), Subject (**Subj**), Course (**Crse**), Section (**Sec**), Campus (**Cmp**), Credits (**Cred**), **Title**, **Days**, **Time**, **Instructor**, **Date**, **Location**, Capacity (**CAP**), Actual (**Act**), Remaining Seats (**Rem**), Waitlist Capacity (**WL Cap**), Waitlist Actual (**WL Act**), Waitlist Remaining Seats (**WL Rem**).

6. If you are successfully registered, the classes and their status will show in the middle of the **Add/Drop Classes** page. If there are problems, they will show at the bottom of the **Add/Drop Classes** page.

**Registration Errors** can include:

**CLOSED-### WAITLISTED** means you can get on the waitlist by selecting that option from the drop down menu, and clicking **Submit Changes** at the bottom of the page.

**CLOSED SECTION** or **CLOSED-WAITLIST FULL** means you can't register for that class.

**DUPL CRSE WITH SEC** followed by **CRN** means you are already registered in that class.

**TIME CONFLICT WITH CRN** means you have another class in that time period.

**CORQ\_REQ** means there is a corequisites course required.

**PREQ** and **TEST SCORE-ERROR** means you are not eligible to take that class. See an advisor or call Admissions and Records if you think you are eligible.

**REPEAT COUNT EXCEEDS** means you have taken the class as many times as you are allowed. If you have two unsatisfactory grades, including Ws, you can see the faculty chair for permission to take it again.

**INSTRUCTOR, FACULTY, CHAIR OR DEAN** means the class may not open for registration.

7. When you have all of the classes you need, click the big blue, **Complete Registration** button.
8. Pay for your classes within 10 days or you will be dropped for non-payment or have a hold placed on your record.

**YOU WILL NOT RECEIVE A BILL IN THE MAIL!**

REGISTRATION information



**SPRING 2012**

1801 Panorama Drive • Bakersfield, CA 93305

**BakersfieldCollege.edu**



Bakersfield  
COLLEGE

# Important Information

For information on details and dates call 661-395-4200 or go to:

# BakersfieldCollege.edu

## Spring 2012

November 17 .....	Early web registration begins
November 30 and December 1 .....	Open web registration begins
January 16 .....	Martin Luther King Jr. Holiday
January 17 .....	Instruction begins
<b>January 27 .....</b>	<b>*Last day for refunds for semester length sessions</b>
<b>January 30 .....</b>	<b>*Last day to add a semester length class with approved enrollment exception form</b>
February 17 .....	Lincoln's Birthday Holiday
February 18 .....	Saturday Holiday (Presidents' Birthdays)
February 20 .....	Washington's Birthday Holiday
<b>February 21 .....</b>	<b>*Last day to drop semester length classes without receiving "W" grades</b>
<b>March 30 .....</b>	<b>*Last day to withdraw from semester length classes and receive "W" grades</b>
April 2-6 .....	Spring Break
April 2 .....	Last day to file for graduation
May 6-11 .....	Final Examinations
May 11 .....	End of Spring Semester
May 11 .....	Commencement

## Student Services Hours

Please go to the website at [BakersfieldCollege.edu/Hours](http://BakersfieldCollege.edu/Hours) or call 661-395-4200 for current hours.

## Weekend Classes

Please go to the website at [BakersfieldCollege.edu](http://BakersfieldCollege.edu) for more information.

## Paying for College

More than 85% of Bakersfield College students receive some sort of financial assistance. What might you qualify for?

### Financial Aid

Apply online for state and federal financial aid based on established guidelines at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Fee Waivers

California residents may qualify for assistance with session unit fees through a Board of Governor's waiver. Find forms online at [BakersfieldCollege.edu/finaid](http://BakersfieldCollege.edu/finaid).

### Tuition Waivers

Students who do not qualify for California resident fees may be able to have their non-resident tuition waived. Find forms online at [BakersfieldCollege.edu/admissions/forms/](http://BakersfieldCollege.edu/admissions/forms/)

### Calculate Your Fees Here\*

Spring Semester	
_____ Spring session units x \$36 =	_____
_____ Spring session non-resident units x \$173*	_____
Capital Outlay Fee units x \$30**	_____
Student Center Fee: \$1 per unit up to \$5	_____
Student Health Fee \$13	_____
Student Representation Fee	\$1.00
Parking Permit: (optional) \$30	_____
<b>TOTAL FEES FOR SPRING</b>	<b>\$ _____</b>

\* Fees subject to change  
\*\*Will be charged to all students who are not California residents.

# How to Enroll at Bakersfield College

## Procedures for Continuing Students

1. Complete an Admission/Update on the web at [BakersfieldCollege.edu](http://BakersfieldCollege.edu)
2. Click link on top of page to update.
3. One month before early registration begins, click CHECK YOUR REGISTRATION STATUS for your appointment time.
4. Choose classes at [BakersfieldCollege.edu](http://BakersfieldCollege.edu) (see back page).
5. Register for classes anytime after your scheduled appointment at [BakersfieldCollege.edu](http://BakersfieldCollege.edu).
6. Pay your fees online within 10 days. Pay online at [Bakersfieldcollege.edu](http://Bakersfieldcollege.edu) by Visa or MasterCard, or on campus at the Office of Business Services by cash, check, Visa, MasterCard or pay by mail (print remittance form online and attach to your payment).

## Procedures for New and Former Students

1. Complete and submit an Admission/Update online at [BakersfieldCollege.edu](http://BakersfieldCollege.edu).
2. Attend an Orientation session or complete Orientation online.\* Orientation schedules are available at [BakersfieldCollege.edu](http://BakersfieldCollege.edu) or by calling 661-395-4200.
3. Take Assessment. To properly prepare for your exam and achieve the highest possible score, review sample tests at <http://act.org/compass/sample/index.html>.
4. New students must complete **ONE** of the following:

### Complete a "New Student Online Counseling Workshop"

Go to [BakersfieldCollege.edu](http://BakersfieldCollege.edu) under "Current Students"  
Click "Counseling"  
Click "Counseling Website"  
Scroll down and click on "New Student Online Counseling Workshop"

**OR**

### Attend an on-campus 2-hour New Student Counseling Workshop

Call (661)395-4421 to schedule a workshop appointment

5. Check your registration appointment from the Registration menu. Register online for classes any time after your scheduled appointment at [BakersfieldCollege.edu](http://BakersfieldCollege.edu).
6. Pay your fees online within 10 days. Pay online at [Bakersfieldcollege.edu](http://Bakersfieldcollege.edu) by Visa or MasterCard, or on campus at the Office of Business Services by cash, check, Visa, MasterCard or pay by mail (print remittance form online and attach to your payment).

\* Students exempt from this requirement:  
-Students with a 2-year or higher degree  
-Students not planning to enroll in English, math, or classes requiring prerequisites  
-Students not planning to earn a degree or certificate



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