Graduate Course Registration Instructions

1.) Sign in! Enter your username and password. Your username will be ‘b’ followed by your student ID number. *See Student Account Login Instructions for changing your password.
2.) Click ‘Self Service’ to view all options. Select ‘Enrollment’
3.) Now click on ‘Enrollment: Add Classes’
4.) Click on ‘Search’ to begin searching for your classes. Use the ‘Class Search Criteria’ to find the classes you want to enroll. You can search for all graduate courses by changing the Term and Course Career to Graduate Quarter or Graduate Semester. Search for specific courses by changing the Term, Subject and Course Number. Click the Green ‘Search’ button once you have entered your criteria.
5.) Select the class that is appropriate for you
6.) View the details of the class. Review the class time and day/s it meets. Click ‘Next’ to add the class to your Shopping Cart.
7.) Add any additional classes you are taking this term. If no additional classes need to be added, click ‘Shopping Cart’
8.) You should now see the selected courses in your Shopping Cart. Next click ‘Enroll’ or ‘Proceed to Step 2 of 3’
9.) Select ‘Finish Enrolling’- to confirm class enrollment.

10.) A green checkmark will appear in the status box if registration was successful.