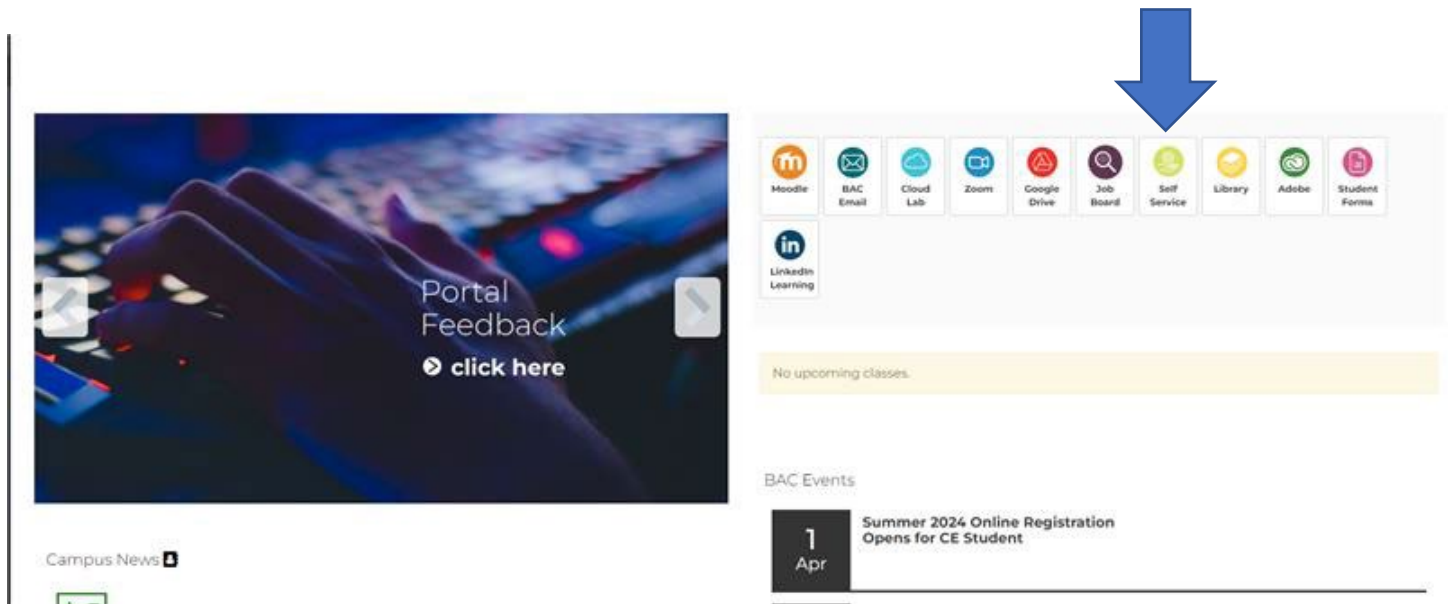


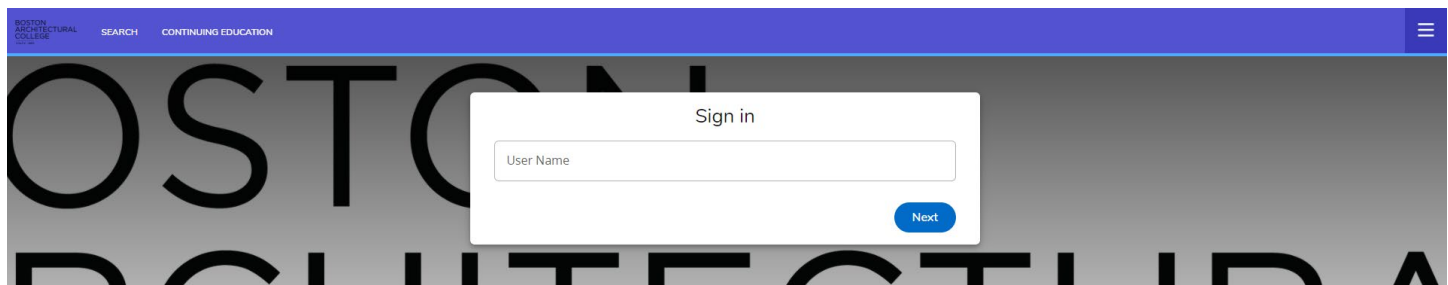
HOW TO REGISTER FOR CLASSES IN SELF-SERVICE

OPENING SELF-SERVICE

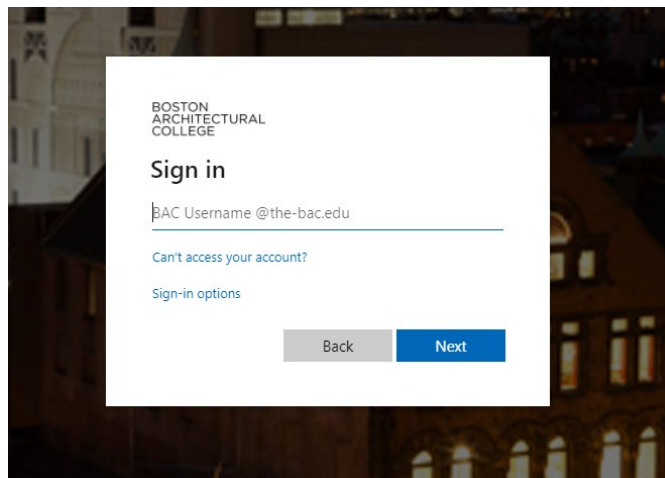
1. Open the BAC Portal (<https://portal.the-bac.edu/BAC/Welcome>) and proceed to the Self-Services button.



2. Log into Self-Service. Enter your BAC Username (the same username for Moodle) then click next. **If you have login trouble or don't remember your BAC Username or Password, contact the Help Desk at help@the-bac.edu or (617)585-0191.*

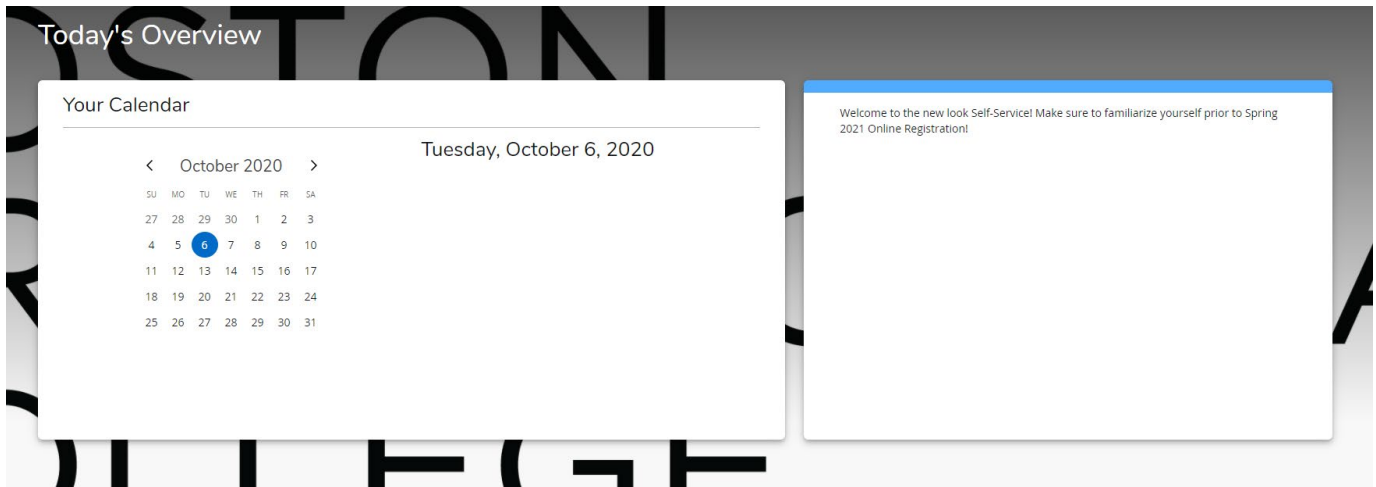


A new tab will open asking you to sign into your BAC Account. Enter your username and click next.



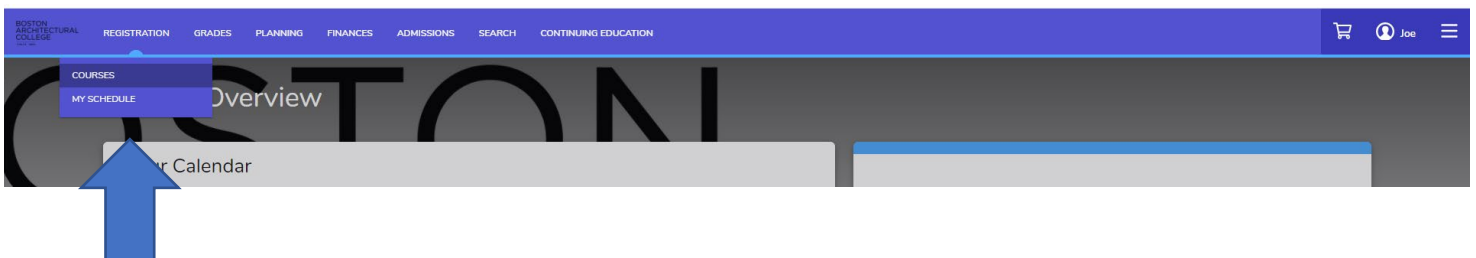
You will then be asked to enter your BAC Password and click *SIGN IN*. If you forgot your password, you can click *FORGOT*

3. Once you click **SIGN IN** you will be taken to the Self-Service home screen. You will see a calendar and if you have any classes scheduled for that day, they will be listed. There is also a box next to the calendar for general announcements from the Registrar.



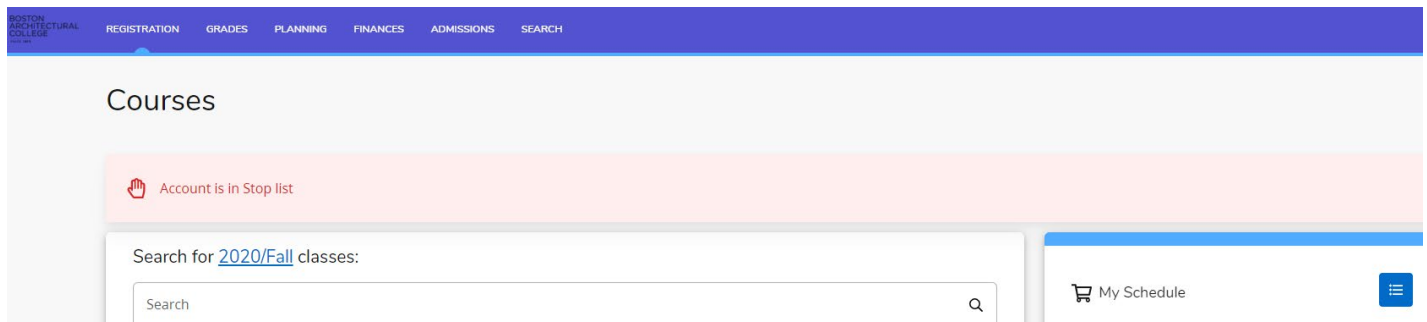
NAVIGATING TO THE COURSE REGISTRATION PAGES

1. In order to register and see the "Add" button, you must login to the portal. Hover your cursor over *DEGREE REGISTRATION* at the top left of the page, when the drop down appears, click *COURSES*. This will bring you to the course search page.



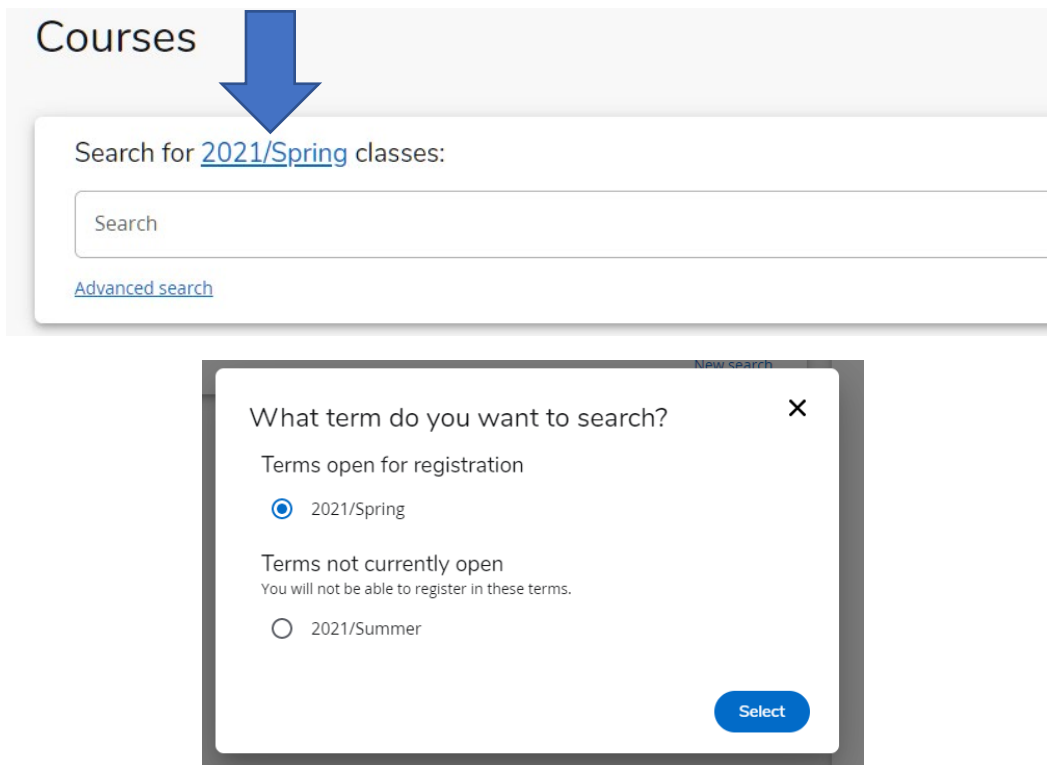
2. If you have a **STOP** on your account that prevents you from registering (bursar, advising and/or immunization), you will see this flagged on the *COURSES* page. Once you click the red box, it will give you more information about the stop.

You will need to contact the office that put the stop on to have it removed. Once it is removed you will be able to register.



SEARCHING FOR COURSES

1. The course search will default to the current open registration term. By clicking the blue link, you can choose which term to view if more than one terms are open for viewing. Select the term for which you want to view courses.



2. You can use the search bar as a keyword or exact name search. You can also enter course codes if you know the code. Once you have typed in the search box, press enter to search. The search results will then appear below.

Courses

Search for [2021/Spring](#) classes:

 ×

[Advanced search](#)

[New search](#)

7 Results

[ART2003: Freehand Drawing](#)

Section: B | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021



Dahill, Dennis P.

3.00

Credits

7

Seats Left

[Add](#)

4:00 PM - 7:00 PM

Monday

Boston Architectural College

[DME2100: Workshop: Future Artifact](#)

Section: A | Session: Studio Session | Subtype: Workshop
Type: Class | Duration: 1/25/2021 - 5/22/2021



Multiple instructors

3.00

Credits

4

Seats Left

[Add](#)

4:00 PM - 7:00 PM

Tuesday

Boston Architectural College

[HTC2200: Future Artifacts](#)

Section: A | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021



Multiple instructors

3.00

Credits

4

Seats Left

[Add](#)

4:00 PM - 7:00 PM

Tuesday

Boston Architectural College

3. Using Advanced Search – click the *ADVANCED SEARCH* link in the search box. This will open a box for you to filter by specific course content like day, time, course type, instructor, etc. After you have selected your filter opens, click search at the bottom of the box.

Advanced Search

Search and add classes to your schedule.

<input type="text" value="Keyword"/>	<input type="text" value="Course"/>
<input type="text" value="Period"/> 2021/Spring	<input type="text" value="Session"/> Select...

Time and Location

<input type="text" value="Starts from"/>	<input type="text" value="Ends by"/>
<input type="text" value="Starts from"/> Select...	<input type="text" value="Ends by"/> Select...
<input type="text" value="Meeting"/> Select...	<input type="text" value="Campus"/> Select...

Course details

<input type="text" value="Status"/> Select...	<input type="text" value="Sub-type"/> Select...
<input type="text" value="Credit type"/> Select...	<input type="text" value="Instructor"/> Select...
<input type="text" value="Program"/> Select...	<input type="text" value="Class level"/> Select...

4. Once you have your search results, to view the course description, click on blue link of the course name. This will open a new window that includes the course description, pre-requisites, available seats and course information.

Courses

Search for [2021/Spring](#) classes:

Search
art

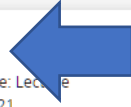


[Advanced search](#)

[New search](#)

7 Results

[ART2003: Freehand Drawing](#)



Dahill, Dennis P.

3.00

Credits

7

Seats Left

Add

Section: B | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021

4:00 PM - 7:00 PM

Monday

Boston Architectural College

ART2003: Freehand Drawing

3.00	7	7	Section: B Session: Main Session Subtype: Lecture
Credits	Total Seats	Seats Left	Type: Class Duration: 1/25/2021 - 5/15/2021
Credit Type: Academic			

Instructors

Dahill, Dennis P.

Schedule

4:00 PM - 7:00 PM	Monday	Boston Architectural
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Course Description

This course uses exercises in still life and figure drawing to expose students to various ways of seeing and of engaging the world through visual representation. Students learn to draw form, objects, and human bodies in their surroundings. Explorations include positive and negative space, edges and contours, and the effects of light and shadow. Students are expected to maintain and develop a sketchbook by drawing from observation at least once a day. Media used might include pencil, charcoal, pen and ink, and pastels.

Registration type:	Traditional
Prerequisites:	N/A
Corequisites:	N/A
Fees:	N/A
Credit Types:	Academic

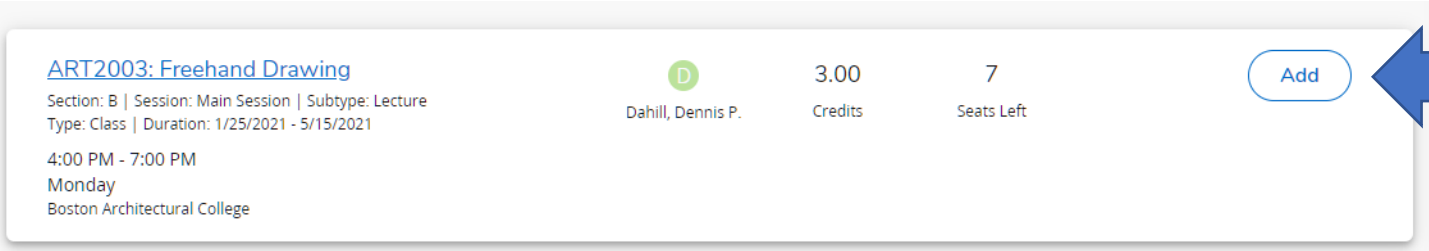
Add

Many courses have more than one section of the same class. It is important to look at the Section of the course to determine if you are eligible to register for it.

- 1D/1RMT Sections: These sections are only for the students in the Online Master of Architecture Program
- A, B, C Sections: These sections are onsite sections and only onsite students can register.
- 1Z Section: These online sections are open to all degree program students (as long as you meet the prerequisites).

ADDING & DROPPING COURSES

1. On the *COURSES* page, click ADD once you have found the course you would like to register for.



ART2003: Freehand Drawing
Section: B | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021
4:00 PM - 7:00 PM
Monday
Boston Architectural College

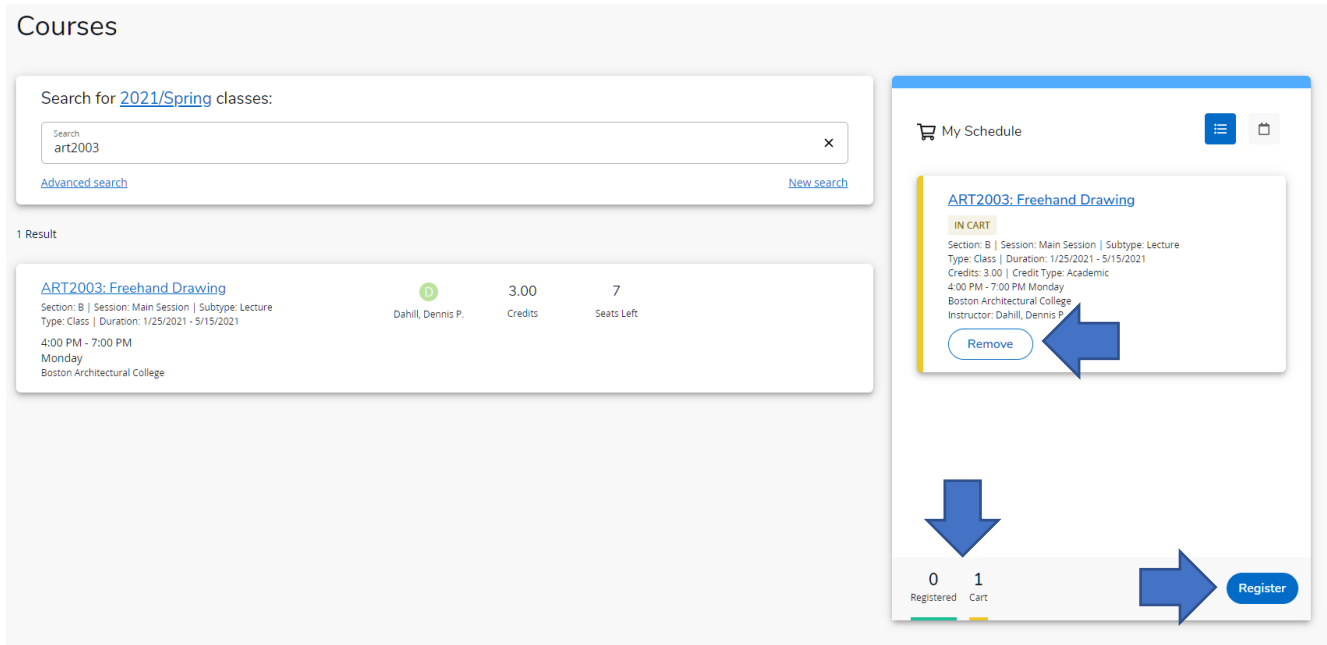
D
Dahill, Dennis P.

3.00
Credits

7
Seats Left

Add

Once you click ADD, the course is added to your *Cart* and the *My Schedule* window on the right will update to show the status of the class. You will see that you are now registered for 0 classes, and 1 class is in your cart.



Courses

Search for 2021/Spring classes:

Search
art2003

Advanced search New search

1 Result

ART2003: Freehand Drawing
Section: B | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021
4:00 PM - 7:00 PM
Monday
Boston Architectural College

D
Dahill, Dennis P.

3.00
Credits

7
Seats Left

My Schedule

ART2003: Freehand Drawing
IN CART
Section: B | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021
Credits: 3.00 | Credit Type: Academic
4:00 PM - 7:00 PM Monday
Boston Architectural College
Instructor: Dahill, Dennis P.

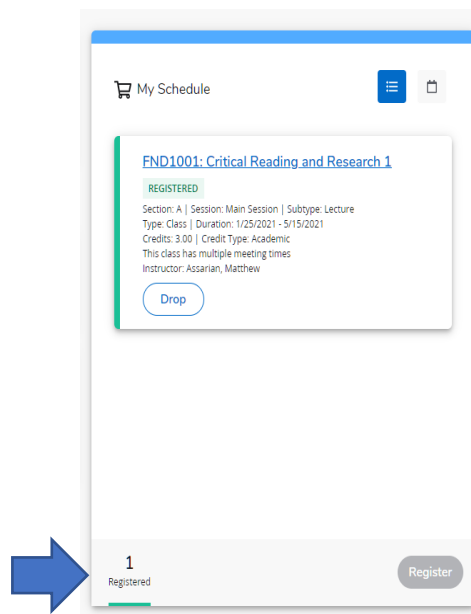
Remove

0 Registered 1 Cart

Register

To complete your registration and add the course, click the *REGISTER* button. If you decided to not enroll in the course you can click *REMOVE* under the course information.

After you click register, the *My Schedule* window will refresh to show the course in *REGISTERED* status.



My Schedule

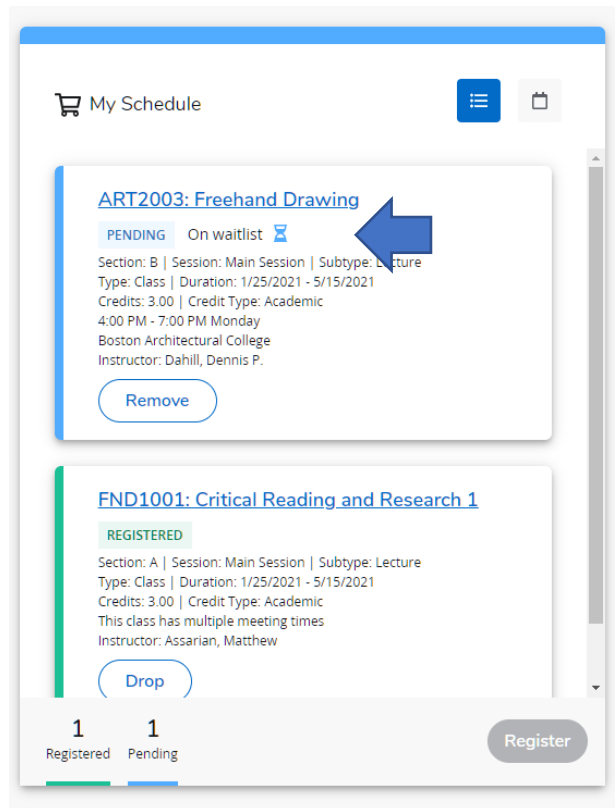
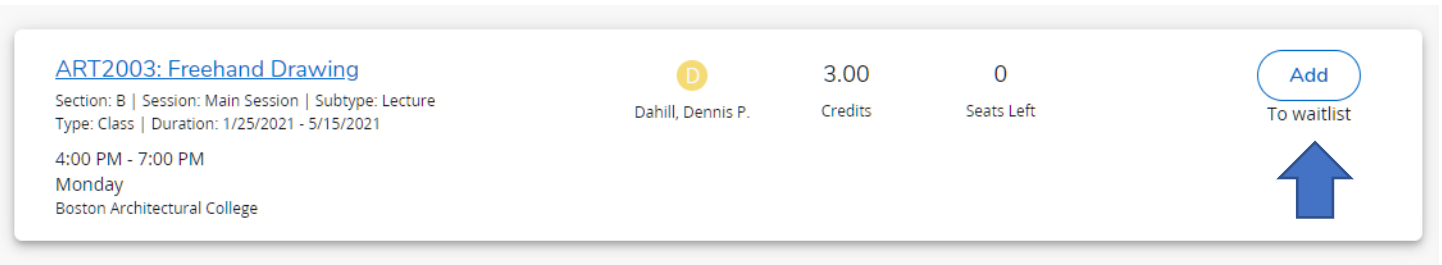
FND1001: Critical Reading and Research 1
REGISTERED
Section: A | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021
Credits: 3.00 | Credit Type: Academic
This class has multiple meeting times
Instructor: Assarian, Matthew

Drop

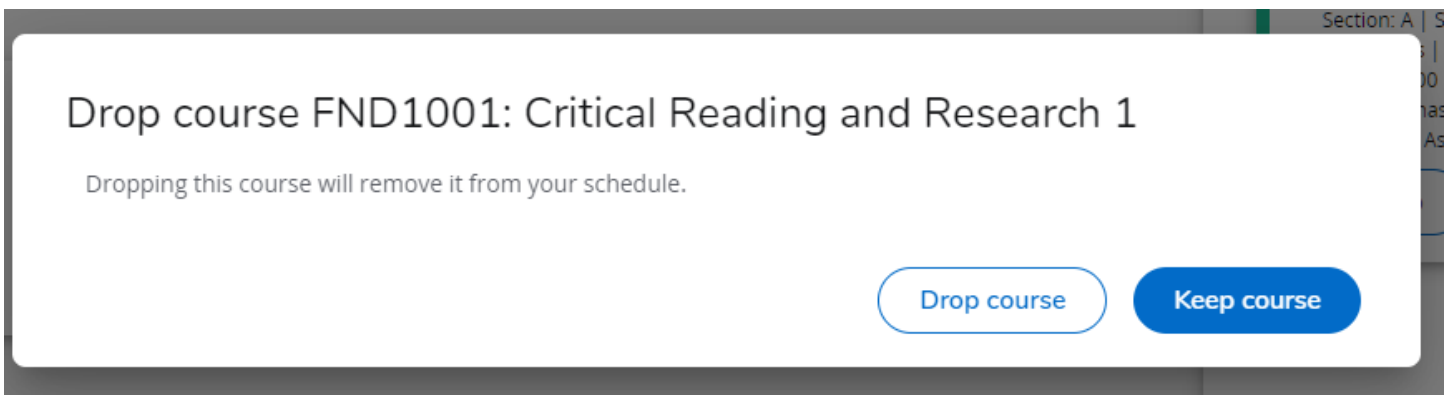
1 Registered

Register

If a course has no available open seats to add, you can add yourself to the waitlist. Follow the same process to add a course, but instead of the *ADD* button, you will see it now says *ADD to waitlist*. Click this *ADD* button and the course will go into your *MY SCHEDULE* window under Pending Status.



To drop a course, click the *REMOVE* in the *MY SCHEDULE* window. You will receive a pop up to verify you want to drop the course.

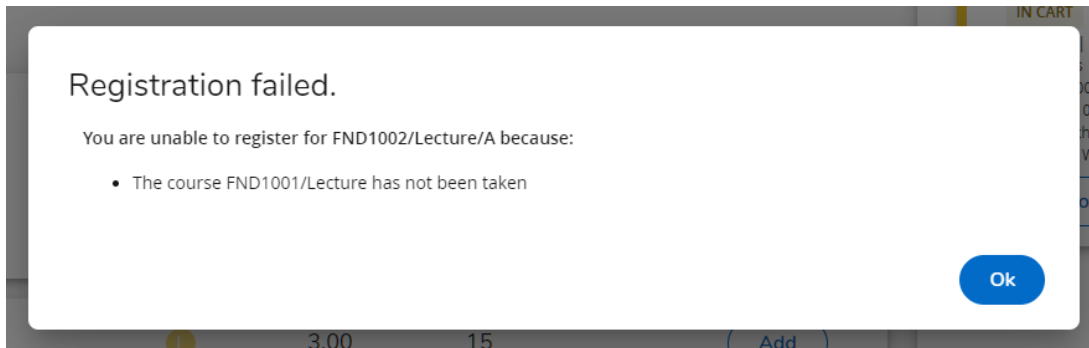


If you want to remove yourself from a waitlisted course, click *REMOVE* in the course window of *MY SCHEDULE* and it will be removed from your pending courses.

REGISTRATION ERROR MESSAGES

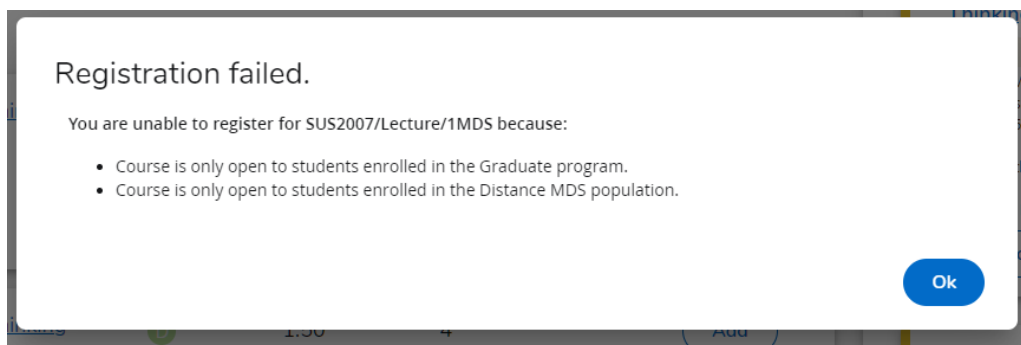
If you attempt to add a course but are blocked, you will receive an error message. These messages could be for pre-requisites which means you have not completed a course required to enroll, or the course has special degree program permissions.

- If is a pre-requisite issue, you will receive this type of message:



The course will stay in your cart after you click OK. If you have multiple courses in your cart, you will need to remove the course that is causing the error message before you are able to add the other courses.

- If the error message is due to the permissions set for the course, you will receive this type of message:



This means that you are not eligible to take the course if you are not in the programs listed in the error message. In most cases you have to add another section, depending on the Section Letters.

- 1D/1RMT or 2D/2RMT Sections: These sections are only for the students in the Online Master of Architecture Program
- A/B/C Sections: These sections are only open to onsite degree students
- 1Z/2Z/3Z Sections: These sections are open to all degree program students.

If you believe you have been blocked from a course in error, please email the Registrar's Office and they will be able to look into it further.

VIEWING YOUR SCHEDULE

Once you are registered, you can view your course schedule by hovering over the REGISTRATION header and clicking MY SCHEDULE once the drop down appears.



On the *MY SCHEDULE* screen you have the open to view your schedule in calendar view or list view. Click the icons in the top right to toggle between both versions. You can also download a PDF copy by clicking the *PRINT* link.