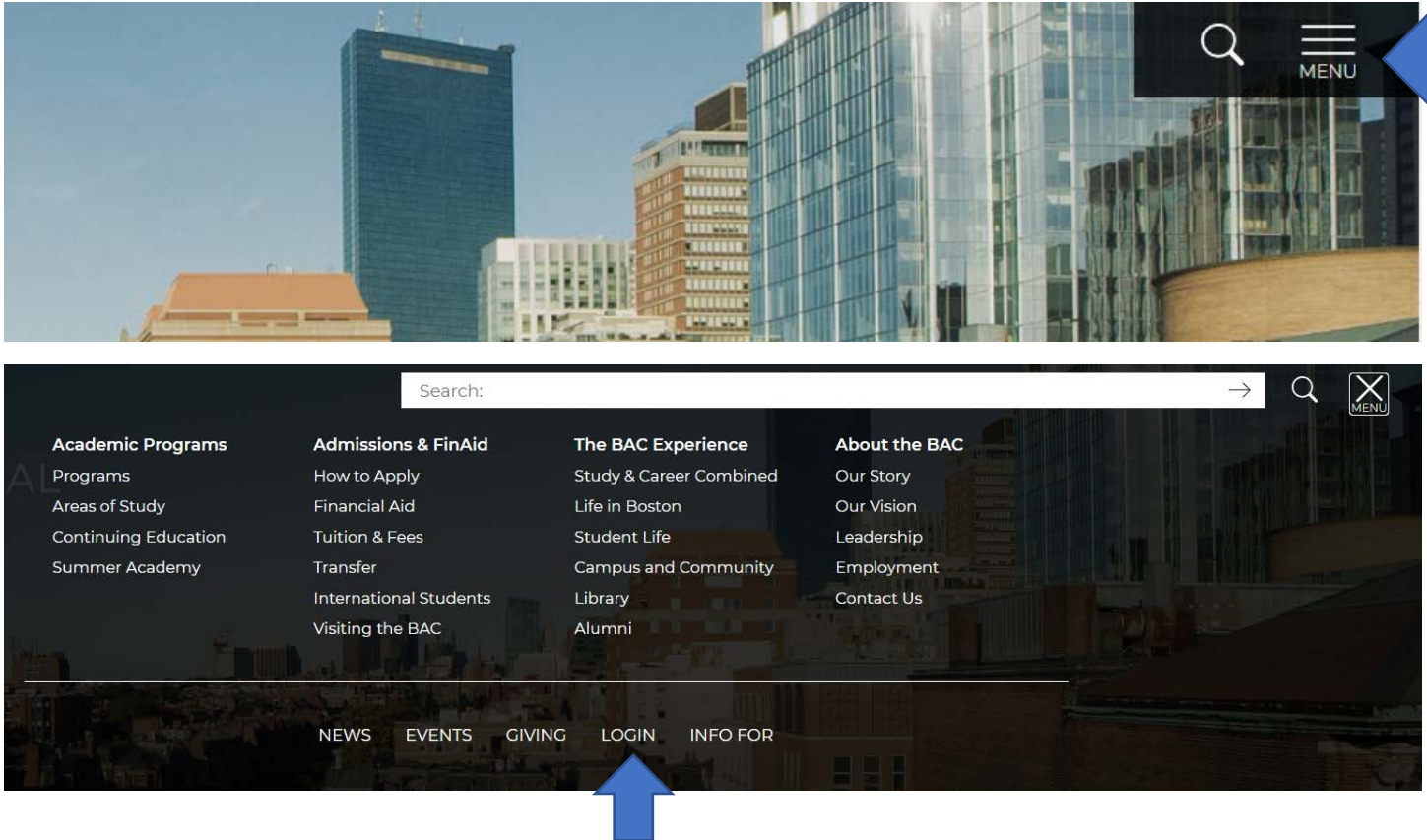# HOW TO REGISTER FOR CLASSES
IN SELF-SERVICE

OPENING SELF-SERVICE

1. On the BAC homepage (www.the-bac.edu) click the Menu button in the upper right-hand corner. This will open a drop down. Once you get to the drop down, click LOGIN.

2. On the Login Page, click the link to Self-Service.

3. 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.*
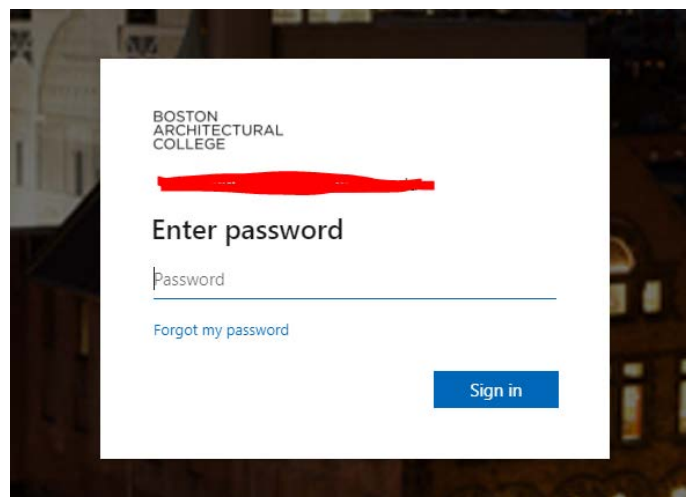

A new tab will open asking you to sign into your BAC Account. Enter your username and click next.
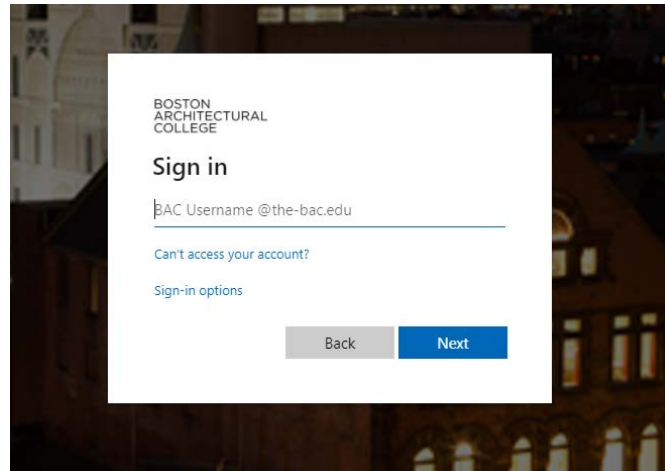
You will then be asked to enter your BAC Password and click *SIGN IN*. If you forgot your password, you can click *FORGOT MY PASSWORD* and follow the prompt.

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.
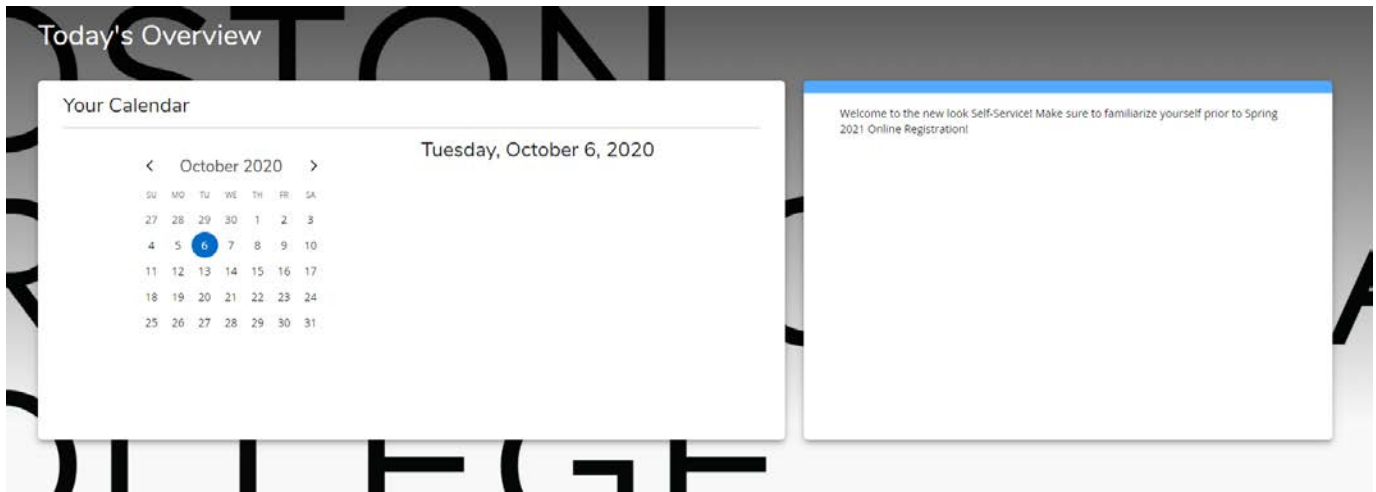
NAVIGATING TO THE COURSE REGISTRATION PAGES

1. Hover your cursor over *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.

Courses

Search for 2021/Spring classes:

Search

Advanced search

What term do you want to search?

Terms open for registration

◉ 2021/Spring

Terms not currently open
You will not be able to register in these terms.

○ 2021/Summer

Select

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:

Search
art   ×

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

4:00 PM - 7:00 PM
Monday
Boston Architectural College

D   3.00   7   Add
Dahill, Dennis P.   Credits   Seats Left

DME2100: Workshop: Future Artifact
Section: A | Session: Studio Session | Subtype: Workshop
Type: Class | Duration: 1/25/2021 - 5/22/2021

4:00 PM - 7:00 PM
Tuesday
Boston Architectural College

Multiple instructors   3.00   4   Add
Credits   Seats Left

HTC2200: Future Artifacts
Section: A | Session: Main Session | Subtype: Lecture
Type: Class | Duration: 1/25/2021 - 5/15/2021

4:00 PM - 7:00 PM
Tuesday
Boston Architectural College

Multiple instructors   3.00   4   Add
Credits   Seats Left

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.

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.

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
- 1MDS Section: These sections are only for the students in the Online Master of Design Studies Programs
- 1Z Section: These sections are open to all onsite degree program students.

ADDING & DROPPING COURSES

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

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   D   3.00   7
Section: B | Session: Main Session | Subtype: Lecture   Dahill, Dennis P.   Credits   Seats Left
Type: Class | Duration: 1/25/2021 - 5/15/2021
4:00 PM - 7:00 PM
Monday
Boston Architectural College

🛒 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   1
Registered 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.

ART2003: Freehand Drawing   D   3.00   0   Add
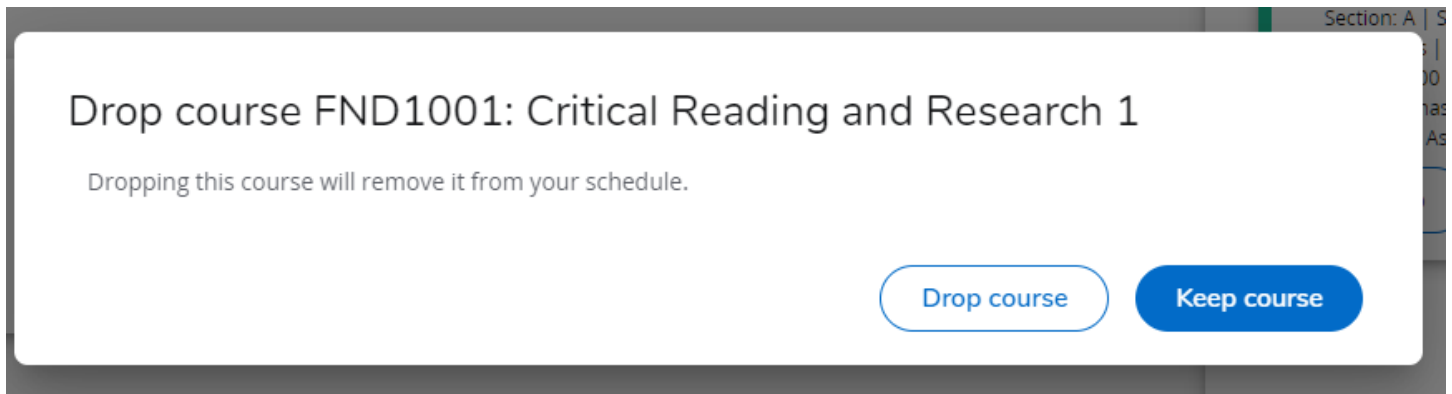Section: B | Session: Main Session | Subtype: Lecture   Dahill, Dennis P.   Credits   Seats Left   To waitlist
Type: Class | Duration: 1/25/2021 - 5/15/2021
4:00 PM - 7:00 PM
Monday
Boston Architectural College
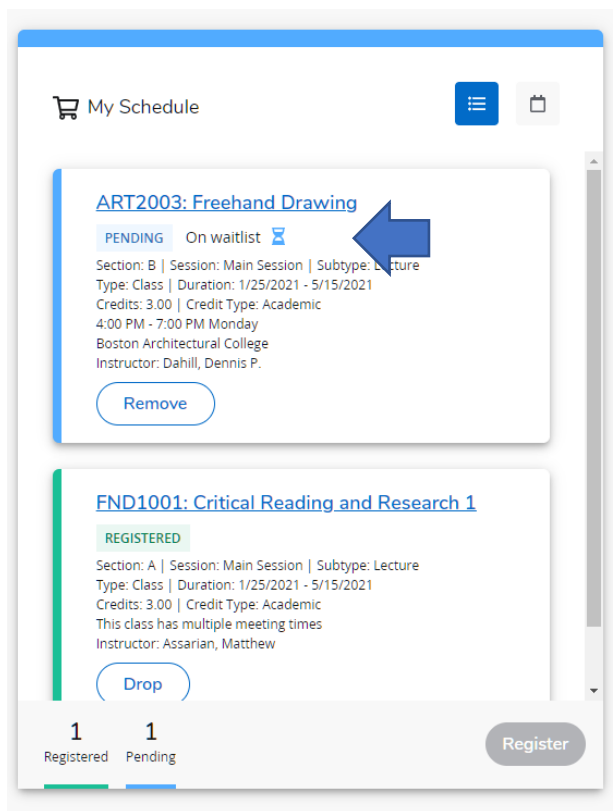
To drop a course, click the *REMOVE* in the *MY SCHEDULE* window. You will receive a pop up to verify you want to drop the course.


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 coruses.

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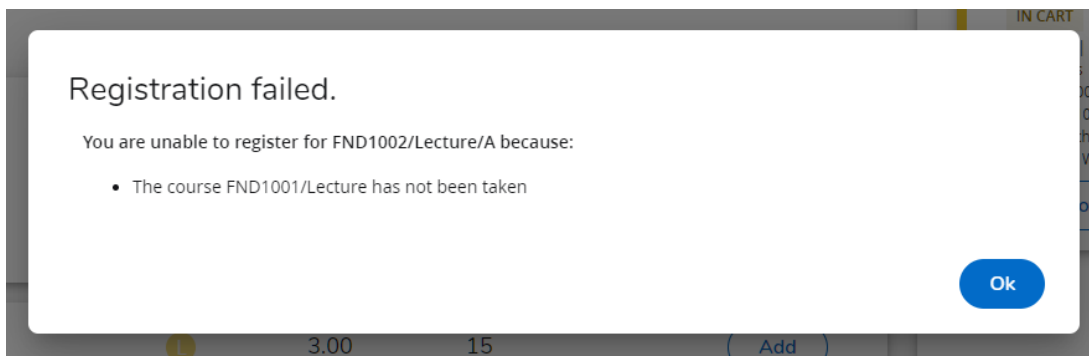
The course will stay in your cart after you click OK. If you have multiple courses in your cart, you will need to remove the course that is causing the error message before you are able to add the other courses.

- If the error message is due to the permissions set for the course, you will receive this type of message:
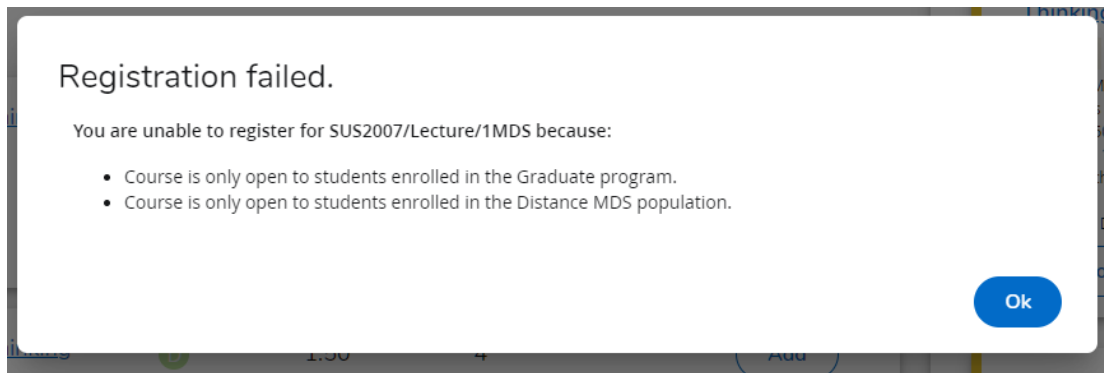
This means that you are not elibgle to take the course if you are not in the programs listed in the error message. In most cases you have to add another section, depending on the Section Letters.

- 1D/1RMT or 2D/2RMT Sections: These sections are only for the students in the Online Master of Architecture Program
- 1MDS or 2MDS Sections: These sections are only for the students in the Online Master of Design Studies Programs
- 1Z/2Z/3Z Sections: These sections are open to all onsite degree program students.
- 1ZC/2ZC/3ZC Sections: these sections are open to Continuing Education 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 schdeule 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 clickling the *PRINT* link.