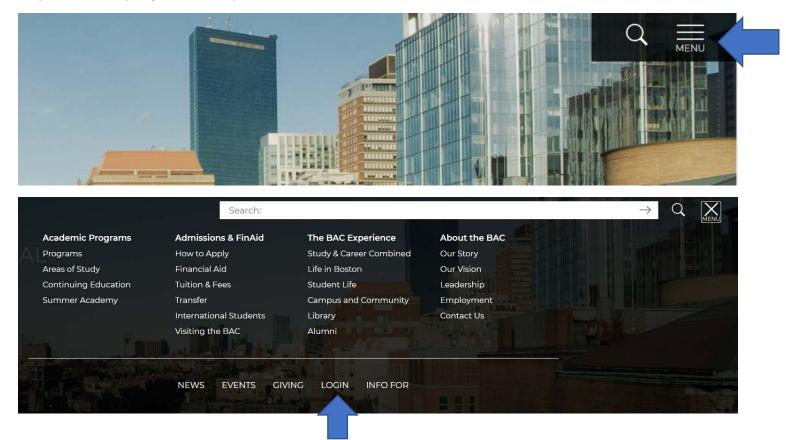


HOW TO REGISTER FOR CLASSES IN SELF-SERVICE

OPENING SELF-SERVICE

1. On the BAC homepage (<u>www.the-bac.edu</u>) 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.

Login

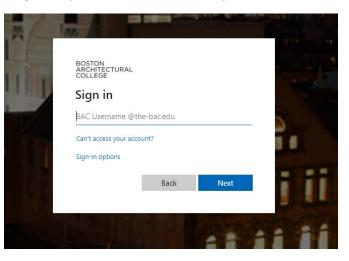
Login here to access restricted BAC resources. At this time, the BAC does not support single sign-on, so your user name and password may differ depending on the application.

BAC Email
Moodle
Library
Self-Service
LinkedIn Learning

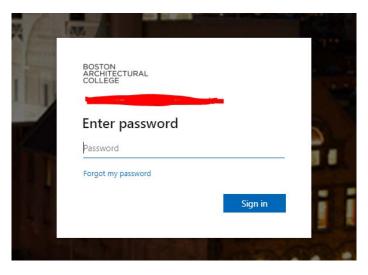
3. Log into Self-Service. Enter your BAC Username (the same username for Moodle) then click next. **If you have login trouble or don't remember your BAC Username or Password, contact the Help Desk at <u>help@the-bac.edu</u> or (617)585-0191.*



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.

1 A A A A A A A A A A A A A A A A A A A	0		la la la	2/	0.7	~		Tuesday, October 6, 2020	2021 Online Registration!
<							>		
	MO								
27		-							
4		-							
11									
18									
25	26	27	28	2	29	30	31		

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 20	21/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	New cearch X 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
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	Dahill, Dennis P.	3.00 Credits	7 Seats Left	Add
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 Credits	4 Seats Left	Add
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 Credits	4 Seats Left	Add

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.

Keyword		Course	
Period 2021/Spring	~]	Session Select	Ŷ
ime and Location			
Starts from		Ends by	0
tarts from Select	~	Ends by Select	Ŷ
Meeting Select	~	Campus Select	Y
ourse details		Sub type	
Select	~	Select	~
Credit type Select	~	Instructor Select	~
Program Select	~	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.

ourses				
Search for <u>2021/Spring</u> classes:				
Search art				×
Advanced search				New search
Advanced search				<u>New Search</u>
esults				
ART2003: Freehand Drawing	D	3.00	7	Add
esults	Dahill, Dennis P.	3.00 Credits	7 Seats Left	

3.00 7	7	Section: B Session: Main Session Subtype: Lecture Type: Class Duration: 1/25/2021 - 5/15/2021
Credits Total Seats	Seats Left	Credit Type: Academic
Instructors		
🕕 Dahill, Dennis	Ρ.	
Schedule		
4:00 PM - 7:00 PM	Monday	Boston Architectural
This course uses exercis engaging the world thro	ses in still life and figure drawing ough visual representation. Stud	g to expose students to various ways of seeing and of lents learn to draw form, objects, and human bodies in their
engaging the world thro surroundings. Explorati shadow. Students are e	ses in still life and figure drawing ough visual representation. Stud ons include positive and negativ	ents learn to draw form, objects, and human bodies in their respace, edges and contours, and the effects of light and p a sketchbook by drawing from observation at least once a
This course uses exercis engaging the world thro surroundings. Explorati shadow. Students are e	ses in still life and figure drawing nugh visual representation. Stud ons include positive and negativ xpected to maintain and develo	ents learn to draw form, objects, and human bodies in their respace, edges and contours, and the effects of light and p a sketchbook by drawing from observation at least once a
This course uses exercis engaging the world thre surroundings. Explorati shadow. Students are e day. Media used might	ses in still life and figure drawing ugh visual representation. Stud ons include positive and negativ xpected to maintain and develo include pencil, charcoal, pen and	ents learn to draw form, objects, and human bodies in their respace, edges and contours, and the effects of light and p a sketchbook by drawing from observation at least once a
This course uses exercit engaging the world thre surroundings. Explorati shadow. Students are e day. Media used might Registration type:	ses in still life and figure drawing uigh visual representation. Stud ons include positive and negativ spected to maintain and develo include pencil, charcoal, pen and Traditional	ents learn to draw form, objects, and human bodies in their respace, edges and contours, and the effects of light and p a sketchbook by drawing from observation at least once a
This course uses exercit engaging the world thre surroundings. Explorati shadow. Students are e day. Media used might Registration type: Prerequisites:	ses in still life and figure drawing ough visual representation. Stud ons include positive and negativ spected to maintain and develo include pencil, charcoal, pen and Traditional N/A	ents learn to draw form, objects, and human bodies in their respace, edges and contours, and the effects of light and p a sketchbook by drawing from observation at least once a

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.

ART2003: Freehand Drawing Section: B Session: Main Session Subtype: Lecture	Dahill, Dennis P.	3.00 Credits	7 Seats Left	Add
Type: Class Duration: 1/25/2021 - 5/15/2021 4:00 PM - 7:00 PM Monday	Bann, Dennist .	2.2010		
Boston Architectural College				

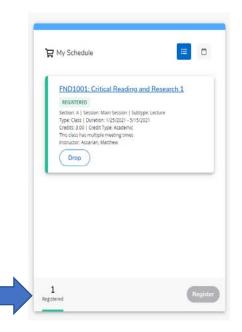
Once you click ADD, the course is added to your *Cart* and the *My Schedule* window on the right will update to show the status of the class. You will see that you are now registered for 0 classes, and 1 class is in your cart.

Courses

				×	Hy Schedule
ulvanced search				New search	ART2003: Freehand Drawing
ART2003: Freehand Drawing ection: 81 Session: Main Session Subspect.Lecture ype: Class.] Duration: 1/25/2021 - 5/15/2021 00 PM - 7:00 PM Konday Joston Architectural College	0 Duhil, Dennis P.	3.00 Credits	7 Seats Left		Section: B J Session: Main Session J Subgpe Lecture Type Cless Duration: US2/2021 - ST32021 Credits: 30.0 Credit Type: Academic 4:00 PM - 720 PM Monday Boston Architectural College Instructor: Dahili, Denis P Remove

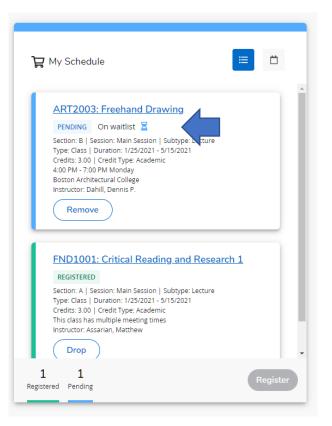
To complete your registration and add the course, click the *REGISTER* button. If you decided to not enroll in the course you can click REMOVE under the course information.

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



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 Section: B Session: Main Session Subtype: Lecture Type: Class Duration: 1/25/2021 - 5/15/2021	D Dahill, Dennis P.	3.00 Credits	O Seats Left	Add To waitlist
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.

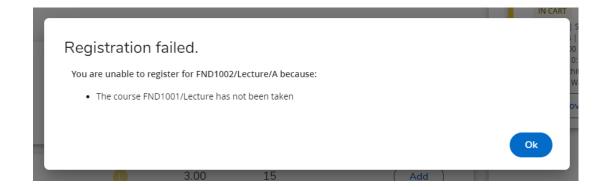
	Section: A S
	00
Drop course FND1001: Critical Reading and Research 1	าล
	A
Dropping this course will remove it from your schedule.	
Drop course Keep co	ourse

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

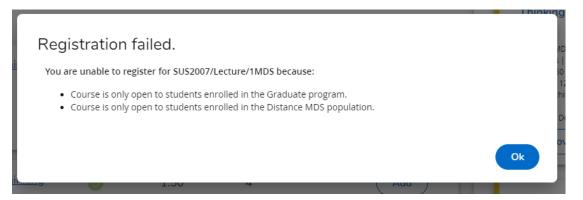
If you attempt to add a course but are blocked, you will receive an error message. These messages could be for prerequisites which means you have not completed a course required to enroll, or the course has special degree program permissions.

• 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
- o 1Z/2Z/3Z Sections: These sections are open to all onsite degree program students.
- o 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.