# BBCC WEB REGISTRATION PROCESS

## *Steps to Register by Item Number*

1. Access:  www.bigbend.edu

2. Select "Student Kiosk" from the Academics drop-down menu.

3. Select "Register for Classes".

4. Enter your Student Identification Number (9 digits); and your Quarterly Registration Pin. Select the correct quarter. Click on "Register".

5. Read the notice regarding refunds, click on "Continue".

6. If any questions come up, answer them and then click on "continue".

7. Enter the item numbers of the courses you want in the boxes on the left.  Click on "Submit Add/Drop".

8. You may get a notice about waitlists or required entry codes at the top.  Read and follow instructions as needed.

9. If you have registered for a variable credit class and wish to take less than the number of credits showing, click on "Change Credits".  Change credits to the number you desire and then click "ok".

10. Click on "Finish".

11. READ the important notice in the middle of the screen.  Then click on "View My Schedule".

12. To print a copy of your schedule, highlight your entire schedule, right click, click Print (procedure may vary depending on your computer and printer set-up).

13. Click on "Return to Main Menu".

14. Congratulations!!!  You are now registered for classes.

15. If you put yourself on any waitlists, be sure to check your status regularly.  You may not receive a notice if you are registered in the class.

16. Keep your Quarterly PIN for possible schedule changes later in the quarter and to check waitlist status.  Use your Global PIN for other options from the Student Kiosk menu.  Your default Global PIN is the six numbers of your birth date, formatted MMDDYY.

17. To drop a class, follow the same procedures as above, using the item number from your schedule grid on the Register for Classes screen.  In the pop-up box which appears, verify you have dropped the correct class, then click OK.