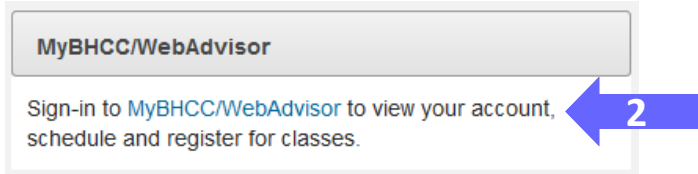


# STUDENT PLANNING DIRECTIONS

**Step 1:** Open Google Chrome or Mozilla FireFox and Log on to your **BHCC Portal** account

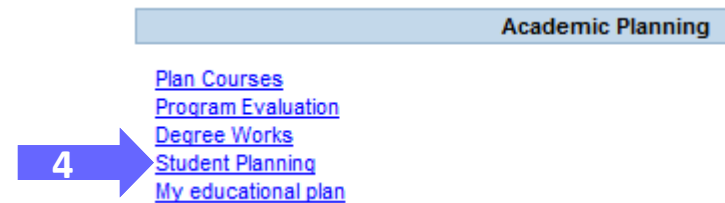
**Step 2:** Click on the **MyBHCC/WebAdvisor** link



**Step 3:** Click on the **Students Menu**



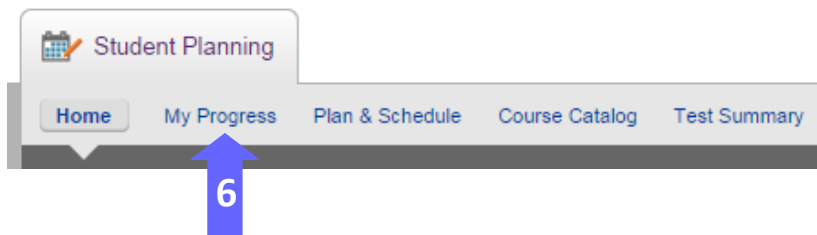
**Step 4:** Under **Academic Planning**, select **Student Planning**



**Step 5:** Log in



**Step 6:** Under **Student Planning** select **My Progress**



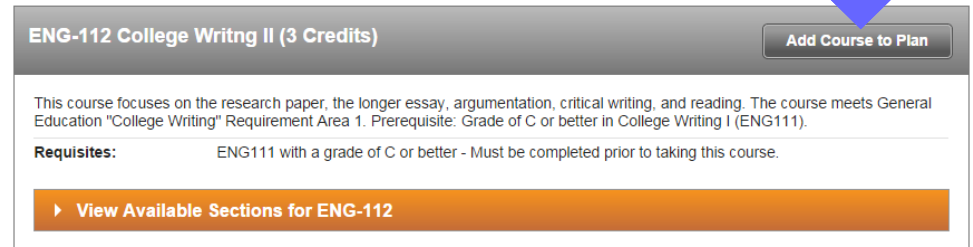
## My Progress Status Indicators:

<b>Completed</b>	Completed the course with an A, B, C or D
<b>In-Progress</b>	Currently enrolled in the course
<b>Planned</b>	Course has been planned
<b>Not Started</b>	Course has not been started
<b>Fully Planned</b>	Area or major requirements have been fully planned
<b>Fulfilled</b>	Fulfilled the course of area requirement

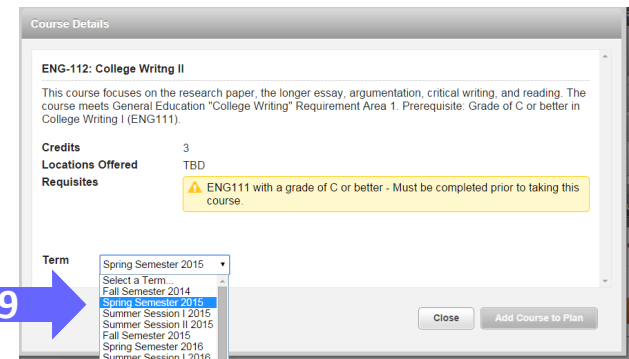
**Step 7:** To plan for courses that are **Not Started**, click on the course link

Status	Course
Not Started	<a href="#">ENG-112</a> College Writing II

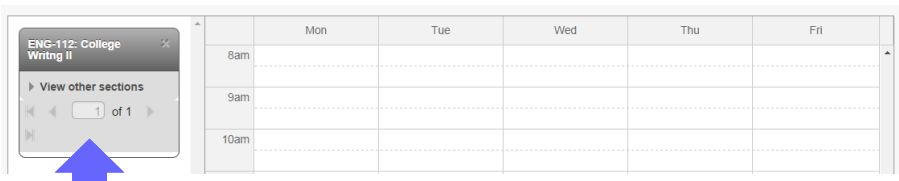
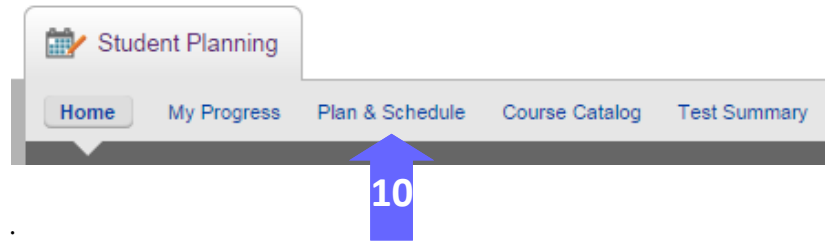
**Step 8:** Select **Add Course to Plan**



**Step 9:** Select the **Term**, then select **Add Course to Plan** (You will see a notification once the course has been added to your plan).

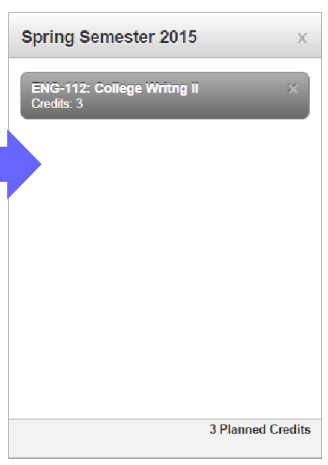


**Step 10:** To view planned courses select **Plan & Schedule**. Then select **Schedule** or **Timeline**. You may also view planned courses in **My Progress**.



Schedule View

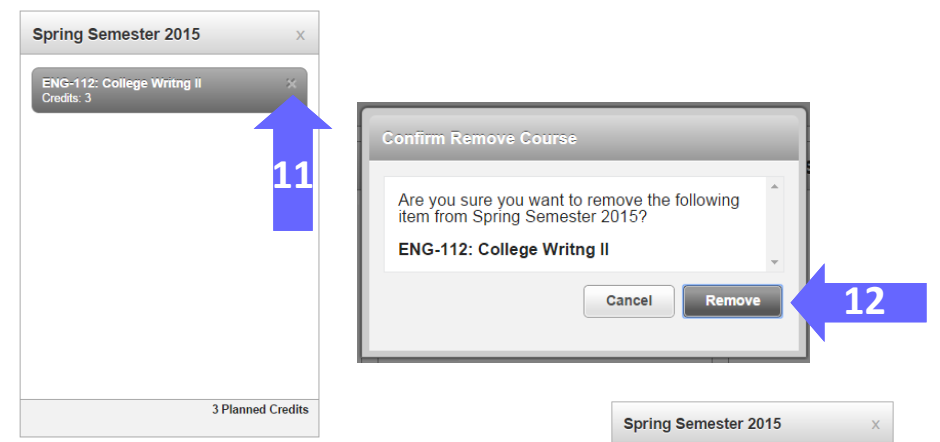
Timeline View



My Progress View

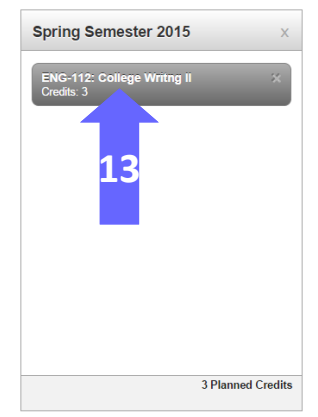
Status	Course	Grade	Term	Credits	Hide
Planned	ENG-112 College Writing II		2015SP	3	

**Step 11:** To remove classes from your plan, go to **Plan & Schedule** and select **Timeline** or **Schedule**. Click on the **X** next to the class you want to remove.

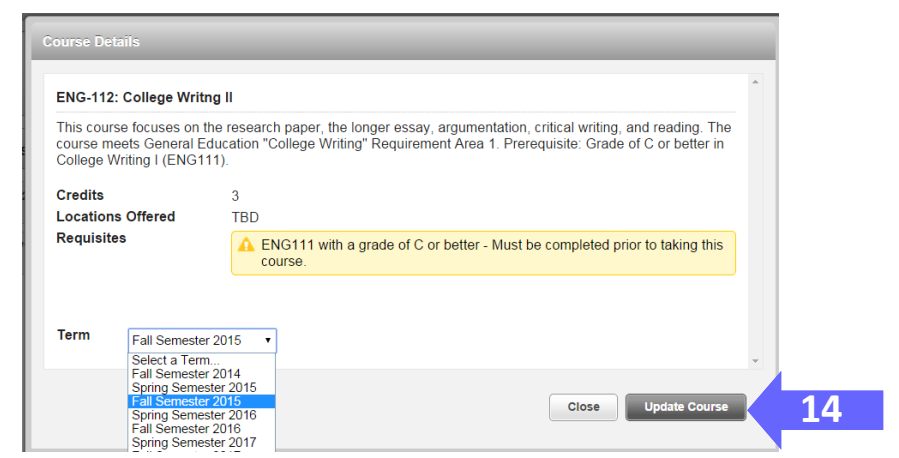


**Step 12:** Select **Remove** if you want to remove the course from your plan, otherwise, select **Cancel**.

**Step 13:** To change the planned semester for a class, go to the **Timeline** or **Schedule** view and click on the name of the course.



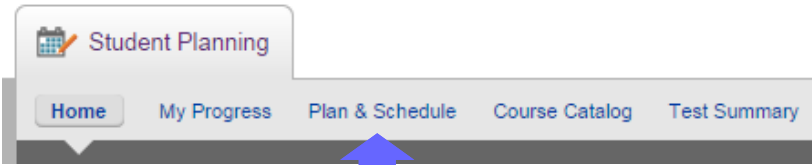
**Step 14:** Select the new planned **Term** then select **Update Course**.



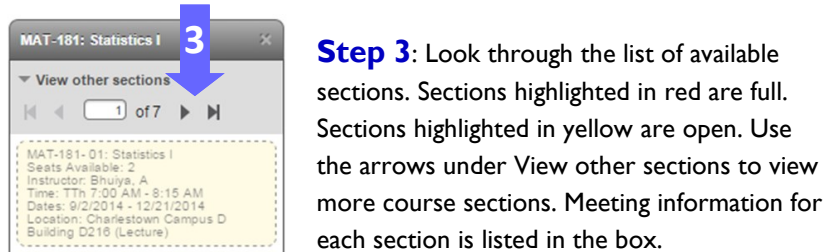
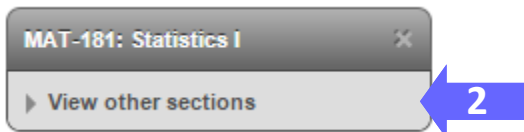
**Step 15:** To add more course to your plan, go back to **Step 5** and continue to plan courses

# TO REGISTER FOR CLASSES FROM YOUR PLAN:

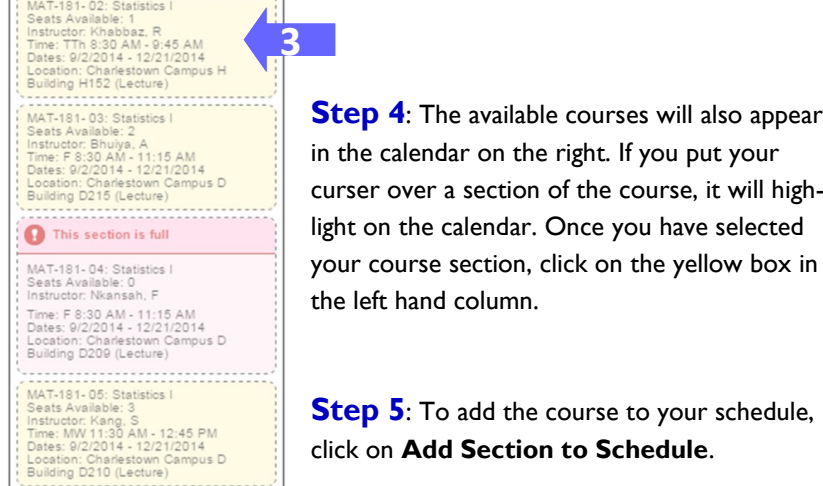
**Step 1:** To register for classes from you **Plan** select **Plan & Schedule**.



**Step 2:** To view all available sections for your planned courses, click on **View Other Sections**.

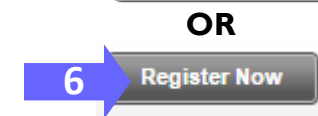
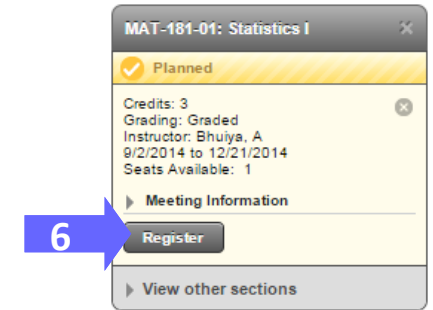
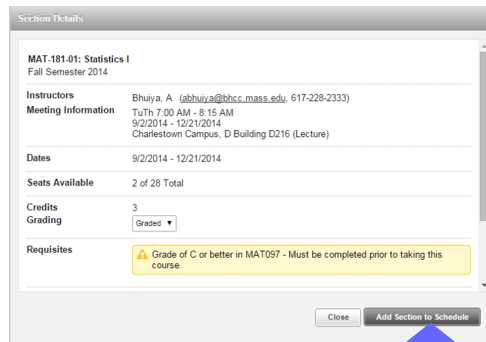
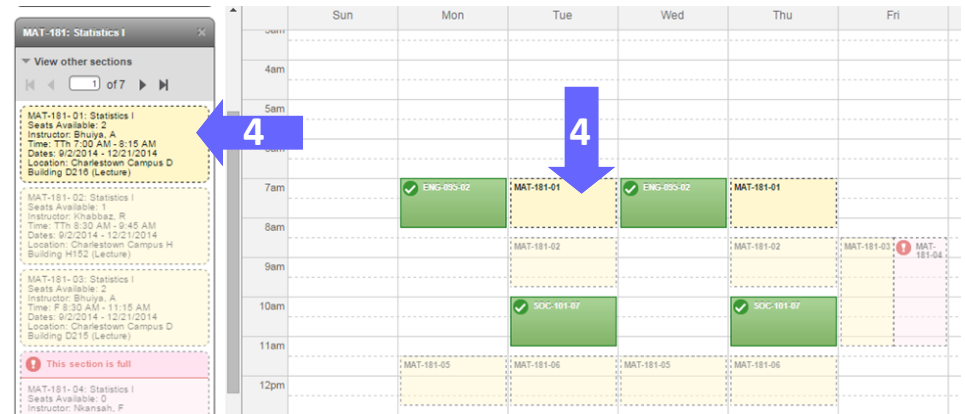


**Step 3:** Look through the list of available sections. Sections highlighted in red are full. Sections highlighted in yellow are open. Use the arrows under View other sections to view more course sections. Meeting information for each section is listed in the box.



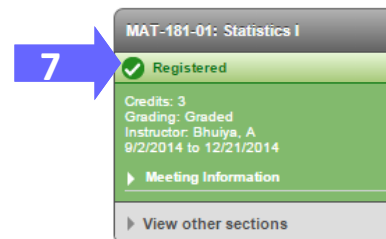
**Step 4:** The available courses will also appear in the calendar on the right. If you put your cursor over a section of the course, it will highlight on the calendar. Once you have selected your course section, click on the yellow box in the left hand column.

**Step 5:** To add the course to your schedule, click on **Add Section to Schedule**.



**Step 6:** To register for the course, select the **Register** button under the specific course or if you have multiple classes you want to register for, select the **Register Now** button in the top right corner of the calendar.

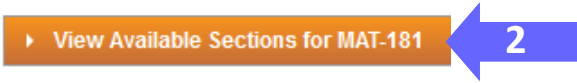
**Step 7:** Once you click register, your course will appear in your calendar view and it will change to the color green, meaning you are now enrolled in the course. If you get an error message in the top right corner your registration did not go through and you should contact the Advising Center in E-235 or by phone at (617)228-2230.



# TO REGISTER FOR CLASSES FROM MY PROGRESS:

**Step 1:** To register for classes from your My Progress tab select **My Progress** and choose the class you want to register for.

**Step 2:** Once you select your class you may click on the orange **View Available Sections** tab.



**Step 3:** Use the **Filter Results** on the left to narrow your search criteria for that class by location, days of the week, time of day, and instructors.

**Step 4:** Look through the list to determine which section of the class you would like to take. You may click on **Add Section to Schedule**.

**Step 5:** To add the course to your schedule, click on **Add Section to Schedule**.

**Step 6:** You will get a notification saying that class has been planned on the schedule. Go to **Plan & Schedule** to register for the class by selecting **Register** under the selected section.

# TO DROP A CLASS:

**Step 1:** To drop a class you have registered for go to the **Plan & Schedule** tab, click on the **Drop** button under the course you want to drop.

**Step 2:** Select the course(s) you want to drop and select **Update**.