"How Do I Web Register for Classes?"

(Entering your Registration on myBellarmine)

Step 1. Go to my.bellarmine.edu. Login using your network (email) username and password.

Step 2. After logging in, click the [Student] tab near the upper right corner, then click the (Registration) link on the left. This will take you to the **Registration** page.

Step 3. Review your clearance and time ticket information shown on the Registration screen. For full details about your registration eligibility, including holds information, click the link to your Web Registration Eligibility.

- Registration Clearance – your advisor must grant you registration clearance prior to registration. Contact him/her directly if the message on the screen says you have NOT been cleared for registration.
- Time Ticket – this is the precise time your ticket will open. If you are logged in prior to this time the system will not recognize your ticket and you'll need to logout and begin again.

Step 4. Scroll down the Registration page and select Add/Drop Courses. In the grey shaded box you'll see **Term** and **Program** prompts. Change the **Term** to the one for which you are registering. Also change the **Programs** if they are not already set to yours.
(*NOTE: The term shown when you first see this page is the current term. This is why you see a message stating that student registration is currently closed. Make sure you select the future term for which you wish to register before moving on).*

Step 5. Scroll down to the **Course Search** area. You must perform a Course Search(s) in order to retrieve the classes for which you want to register.

- Fill in the search criteria you desire and click the Search button. Keeping the search criteria simple is recommended (e.g. change only the department code to retrieve a listing of all courses in that department rather than trying to find the course by typing the title in the title box).
- Once you view your search results and find the course you want, click the **Add** check-box on the left side of it. Then scroll down to the bottom of the page and click **Add Courses**. Repeat this process for each course you want. *(NOTE: for courses that require concurrent requisites, e.g. lecture/lab combinations, you must click the Add check-box on both of them before clicking Add Courses).*
- Courses for which you successfully register will appear in a box near the bottom of the Registration page called **Your Schedule (Registered).**
- If registration errors occur, messages will prompt you with information on how to resolve them.

Step 6. Once your registration is complete, print a copy of your schedule by clicking the [Student] tab, then the **My Courses** link. Remember to change the Term to the one you want.

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