

Web Registration Tip #2 - Entering Your Course Selections Properly

When you enter into the Add/Drop Courses link in myBellarmine you will see empty boxes into which you can put up to six courses at a time. A snapshot of this screen is at the bottom of this email. When you enter the Course Codes and Sections into these boxes, it is important to note that they must be typed in exactly as they appear on the Spring Course Listing.

The Course Code can sometimes be tricky.

Course Code consists of a 4-character department abbreviation, followed by a space, followed by the number. And occasionally it may be followed by a letter for labs or recitations (see last example below).

Examples of Course Codes:

ACCT 101

B.A. 103 (notice the periods after the B and the A - those must be included)

IDC. 301 (notice the period after IDC - it must be included)

PHYS 206L (note the L at the end of the course code for the lab)

If you cannot remember the proper Course Codes for your selections, don't worry. You can search for them using the Course Search feature located on the tab directly above the six course entry boxes (the shaded box in the snapshot below).

Add by Course Code **Course Search**

To add courses, enter the course code (e.g. ART. 101) and section code (e.g. A), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**

	Course Code:	Section:	Course Code:	Section:
1.	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>

Add Course(s)