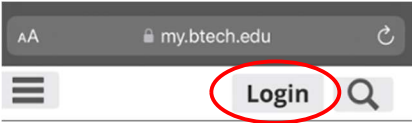


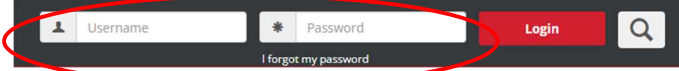
Preadmission Course Registration

1. Log in to register for your course at my.btech.edu.

Phone/Tablet:



Desktop:

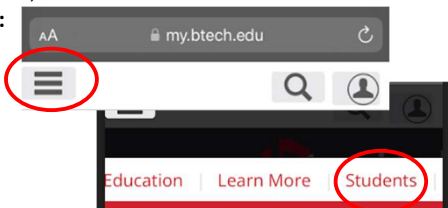


*Your BTECH ID number is your username. Forgot your password? Select the I Forgot My Password option and follow the prompts to recover a new one.

**If you do not have login credentials, you can request them by submitting the [program application](#). Processing time takes up to 1-business day. You can also call student services to register over the phone at 435-753-6780.

2. Once logged in, select the Students tab.

Phone/Tablet:

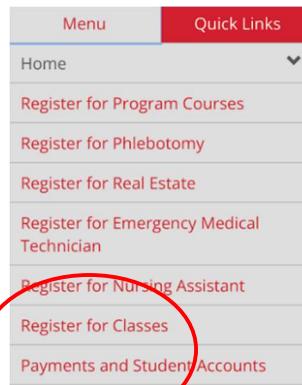
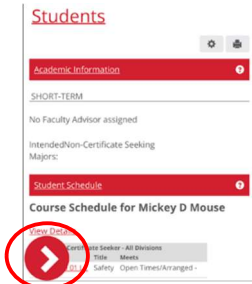


Desktop:



3. Select Register for Classes.

Phone/Tablet: Click the big red circle with the white arrow (scroll to the bottom of the page).



Desktop: Located on the left side in the Students menu.

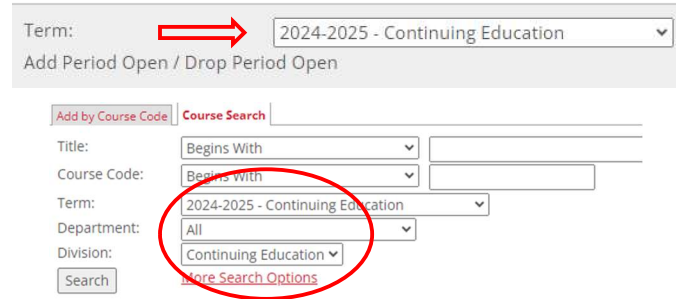


4. Select the Add/Drop Courses option. If the Add/Drop Courses icon does not appear, submit the Personal Info Update and Registration Agreement (on the same page). The icon will appear.



PREADMISSION: If registering for a preadmission course, use Continuing Education for "Term" AND "Division".

Use 2024 – 2025 Continuing Education



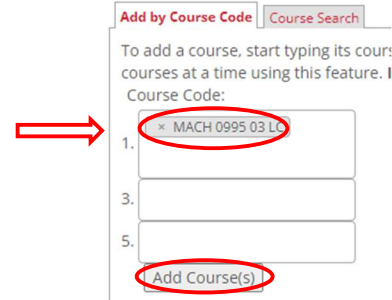
5. Add your course.

Add by Course Code:

-To find your course code, dates, and cost, click the link below. (Listed on the course webpage)

[Continuing Education \(pre-admission\)](#)

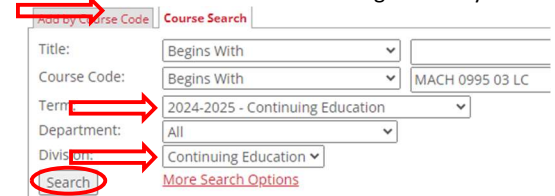
-Enter the course code in an empty Course Code box or select from the dropdown menu. Select Add Course(s) button.



Course Search:

-To search for your course, use the Search Course section.

Select the Search button and scroll through to find your course.



-Add a checkmark in the desired course and select the Add Courses button.



6. Your course will now be in Reserved status. Select the Pay Must Pay Courses button.

-If you are being sponsored, your course will be held for 3 calendar days. Contact Student Services to complete the payment at 435-753-6780 or studentservices@btech.edu.

Course(s) Requiring Payment

Drop	Course	Title	Schedule
<input type="checkbox"/>	MACH 0995 03 LC	MACH Essentials	MTWRF 8:00 - 3:00

! Payment is required for these courses before your registration can be completed.

[Remove Selected Courses](#) [Pay Must Pay Courses](#)

7. Follow prompts for payment.