

BATC GENERAL SHORT-TERM REGISTRATION INSTRUCTIONS

1. Visit my.batc.edu and click the **Admissions** tab. Complete the Application for Admission. You will receive an e-mail within 3-5 business days that contains your User Name and Password.

2. Once the quarterly registration has opened, login to my.batc.edu using your User Name and Password. Click on the **Students** tab and Register for Classes page.



3. Click on the Add/Drop Courses link: [Add/Drop Courses](#)

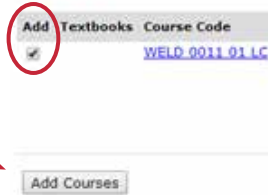
4. The next step is very important. Choose **Term: [year]-Short-Term-[quarter]**.

5. If you know the course number, you can search by Course Code. Course numbers can be found in this publication. Simply start by typing in the Course Code box. Click on your desired course and click the **Add Course(s)** button.

Please Note: Courses ending in **LC** are offered at the Logan Campus and courses ending in **BC** are offered at the Brigham City Campus. Please select carefully. The **Course Search** tab provides additional search options.



6. The results of your search will display the matching courses. Click the **Add** check box next to the course(s) you wish to register for and click **Add Courses**.



7. Once you have added your course, the **Variable Clock Hours** screen will display. Choose the applicable **Grading Type** and choose **Add Course**.

Variable Clock Hours

BTEC 0108 03 LC

Course Info:	Open Times/Arranged , Variable Grading Type
Error:	Variable Grading Type
Resolution:	Please indicate the reason why you are taking this course by selecting an option from the menu. Grading Type: Reason /Employed/Upgrade Skill

8. Choose **Pay Must Pay Courses**. Payment can be taken at the time of registration or, as a courtesy, can be delayed for no more than 120 hours (5 days) from the **time** of registration. During this period the course is RESERVED for you but you are not ENROLLED.

Course(s) Requiring Payment							
Drop	Course	Title	Schedule	Clock Hours	Credit Type	Division	Status
<input type="checkbox"/>	WELD 0011 01 LC	Beg Welding	MW 6:00 PM - 9:00	0.00	Short Term Course	Short-Term	Reserved

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

[My Account Info](#)

9. The next screen will allow you to identify the courses for which you are paying at the current time. To guarantee your seat in the course, check the **Pay** box and proceed with **Pay Now**. If you will be bringing in evidence of an outside sponsor, authorization/PO, or if you wish to pay later, click the **Cancel** button. The class will be RESERVED, but please be aware, your course will automatically be dropped if third-party authorizations are not received within 72 hours (3 days) of enrollment.

Total Amount: \$160.00

Pay	Term	Course	Title	Amount
<input checked="" type="checkbox"/>	2013-2014 - Short-Term - Spring	WELD 0011 01 LC	Beg Welding	\$160.00

10. The next few screens will gather your payment information. Simply enter the required information. Upon completing registration, you will receive a validation e-mail.