



Online Registration Student Guide

Gather all registration resources (schedule of classes or [Course Offerings](#), your assigned [Course Catalog and degree plan check-sheet](#), and your transcript)

- Find your degree plan and its assigned courses in your assigned Course Catalog. Familiarize yourself with the prerequisite courses. Degree plans are found by degree and prerequisite courses are found within the course descriptions.

1. Log into [Campus Anyware](#) from your My CBC Student Portal found on the homepage at www.cbc.edu.



[CBC Email](#)



[Webstudy](#)




[Campus Anyware](#)

2. To find your assigned Course Catalog to which your degree plan is based, click the Degree Audit option under Student Records and log in.


Online Registration & Student

STUDENT RECORDS

- Billing
- Financial Aid
- Degree Audit** 
- Grade Report
- Schedule
- Transcript

Student ID

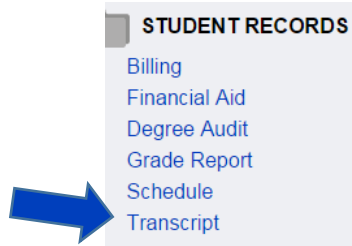
PIN

Degree Requirement: BU-P BBA/BUSINESS ADMIN - PACE

First term enrolled: 20111 CBC - FALL 2011
On File

Catalog: 201315 2013-15 CATALOG
College for Major 1: 00 CBC
Major 1: BU-P BBA/BUS ADMIN - PACE

- Review your transcript for completed coursework and compare with your degree plan check-sheet to avoid repeating and taking unnecessary courses.



- To begin registration, select Registration from the Campus Anyware homepage.



- Enter your credentials (Student ID & PIN) and select the appropriate term (always choose the **second** option for the **current** traditional term, i.e. Fall 20XX or Spring 20XX).

A screenshot of a login form. It has three input fields: "Student ID", "PIN", and "Term: Choose One". Below the "Student ID" and "PIN" fields is a "Login" button.

- You have 2 options to review and select courses for registration (#1 enter course code from the schedule – i.e. MTH13031H, & #2 course search).

A screenshot of a course selection form. The title is "Enter the Course Code(s) below for which would like to register." It contains a table with 8 rows and 2 columns. Each row has a number (1-8), an input field for the course code, and a dropdown menu for "Enroll as: Regular". A blue box with the number "1" is overlaid on the first row. To the right of the table is a blue box with the number "2" and a button labeled "Search for Courses". Below the table is a "Continue" button.

Enter the Course Code(s) below for which would like to register.	
1.	Enroll as: Regular ▾
2.	Enroll as: Regular ▾
3.	Enroll as: Regular ▾
4.	Enroll as: Regular ▾
5.	Enroll as: Regular ▾
6.	Enroll as: Regular ▾
7.	Enroll as: Regular ▾
8.	Enroll as: Regular ▾

7. From the search for courses page (option #2):

- a) Select a Session (narrows courses by Blocks)
- b) Choose up to 8 departments to select courses from
- c) You can also narrow your search by instructor, day of the week, and time of day.
- d) Start Search.

Search tip: narrowing search criteria will improve response time.

Course Lookup [Help with Search](#)

a Session:

b Department:
ADULT EDUC & TRAINING
ART
ASTRONOMY
BAND
BIBLE
BIOLOGY
BUSINESS

Hold Ctrl key while selecting to select up to 8 depts.

College/Program:

Course Level :

c Instructor Lookup:

Meet on Day(s) : **c** Any day M T W Th F S Su
 ONLY meets on chosen days
 Meets on chosen days AND other days

Courses meet between : **c** Any time : and :

d

8. A tentative course schedule will populate as you add courses.
9. Update Tentative Schedule to add courses.
10. Submit for registration when finished.
11. Error codes may populate. Error codes vary from a Business Office Hold to course Time Conflicts or Prerequisite Not Met. To understand the populated error code, click Code for the list of codes by #. Adjust your schedule accordingly.

Tentative course schedule:

To remove one of the following tentative courses, click on the 'Remove' box, then click on 'Update Tentative Schedule' to review change(s). When satisfied, click on 'Submit for Registration' to process the selection(s). Registration will NOT be completed if error codes are present. To add more courses to the 'Tentative Schedule', click on 'Additional Search'.

11

Course - Section (Session) Title	Instructor Campus / Bldg / Room College	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee	Error Code	Remove this Course
PHI130030 (E) INTRO TO PHILOSOPHY View course notes	SMITTLE S CO / WAB / 301 00	R 01/14-05/07 06:00PM-10:00PM Additional meeting time	3.00		Remove <input type="checkbox"/>

9

10

Additional Search

Update Tentative Schedule

Submit for Registration

Back to Main Menu

Email Registrar

Tech Support

12. After you Submit for Registration, your schedule will populate.

Further explanation of Campus/Bldg/College Codes is available by clicking on the code itself

Course - Section (Session) Title	Instructor Campus / Bldg / Room College	Meeting Days Begin/End Dates Begin/End Time Additional meeting times	Credit Hrs. Fee
MGT43102H (C) PROD/OPERATIONS MGMT View course notes	BECKMAN R CO / WAB / 303 00	M 01/14-05/07 06:00PM-10:00PM Additional meeting times	3.00
MGT43204H (G) HUMAN RESOURCES MGMT View course notes	GARY CO / WAB / 303 00	T 01/14-05/07 06:00PM-10:00PM Additional meeting times	3.00
MGT43403H (E) BUS STRAT & POLICY View course notes	CANTRELL B CO / WAB / 311 00	T 01/14-05/07 06:00PM-10:00PM Additional meeting times	3.00
MKT33001H (A) PRIN OF MARKETING View course notes	BAILEY R CO / WAB / 311 00	T 01/14-05/07 06:00PM-10:00PM Additional meeting times	3.00
PHI130030 (E) INTRO TO PHILOSOPHY View course notes	SMITTLE S CO / WAB / 301 00	R 01/14-05/07 06:00PM-10:00PM Additional meeting times	3.00

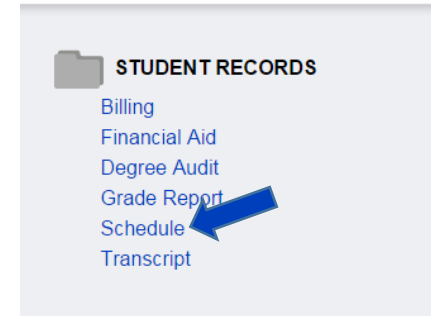
13. Unadded courses will list below your schedule.

Courses that could not be added to your schedule:

Course - Section (Session) Title	Error Code	Error Reason
No new course errors		

14. Revisit #12 if necessary.

- 15. Once course registration is completed, your schedule will appear under the Schedule option of the Campus Anywhere main menu. Select view/print to confirm all desired courses are registered.



- 16. Please view course comments for specific notes, such as break dates, special instructions, etc. Your next step(s) will be with the financial aid and/or business offices.

courses:

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MGT43204H (G) HUMAN RESOURCES MGMT View course notes	GARY CO / WA / 303 00
MGT43403H (E) BUS STRAT & POLICY View course notes	CANTRELL B CO / WA / 311 00
MKT33001H (A) PRIN OF MARKETING View course notes	BAILEY R CO / WA / 311 00

Drop Course(s)

- 17. Military students – Email Lori Lee (llee@cbc.edu) a Print Screen* copy of your completed schedule. Your classes **will not be** certified to the VA until this step is completed.

*May have to hold the Function (Fn) button and press Print Screen on some laptops.

