



BBCC WEB REGISTRATION PROCESS

Steps to Register by Course

1. Access: www.bigbend.edu
2. Select “Student Kiosk” under the Academics heading.
3. Select “Class Schedule Planner”.
4. If you want to look at all classes select “All locations” or you may select Main Campus, On-line, etc. Click on “Select Courses”.
5. Type in the courses you would like to enroll in, e.g. ENGL& 101, MATH 099, etc. or select “View Course List” on the bottom of the screen (You may also indicate on this screen times and days when you are not able to take classes.) . Click on “Submit Selections”.
6. An open class list will appear. For each course select the class time you would like to attend. Be sure to pay attention to where the class is offered, on campus classes will normally have a number for the building. Click on “Display My Schedule”. If the schedule looks correct click on “Go Back” and then on “Register”.
7. Enter your Student Identification Number (9 digits); and your Quarterly Registration Pin. Select the correct quarter. Click on “Register”.
8. Answer “yes” to the pop-up dialog box, if any questions come up, answer them and then click on “continue”.
9. If you have registered for a variable credit class and wish to take less than the number of credits showing, click on “Change Credits”. Change credits to the number you desire and then click “ok”.
10. If a class is full and has an approved waitlist you will be asked if you want to be placed on the waitlist. If you add your name to a waitlist, you will be automatically registered into the waitlisted class IF a space becomes available – you may NOT be notified – check your schedule frequently. Information about the waitlist process may be found on the last page of Registration Information, www.bigbend.edu, select Class Schedules.
11. Select “Finish” then READ the important notice in the middle of the screen. Then click on “View My Schedule”.
12. To print a copy of your schedule, highlight your entire schedule and click on the “printer” icon.
13. Click on “Finish” then “Return to Main Menu”.
14. Keep your Quarterly PIN. Use it to change your schedule, and to view or change your waitlists. Use your Global PIN for other options from the Student Kiosk menu. Your default Global PIN is the six numbers of your birth date, formatted mmddyy. You may change your Global PIN. You cannot change your Quarterly PIN.