

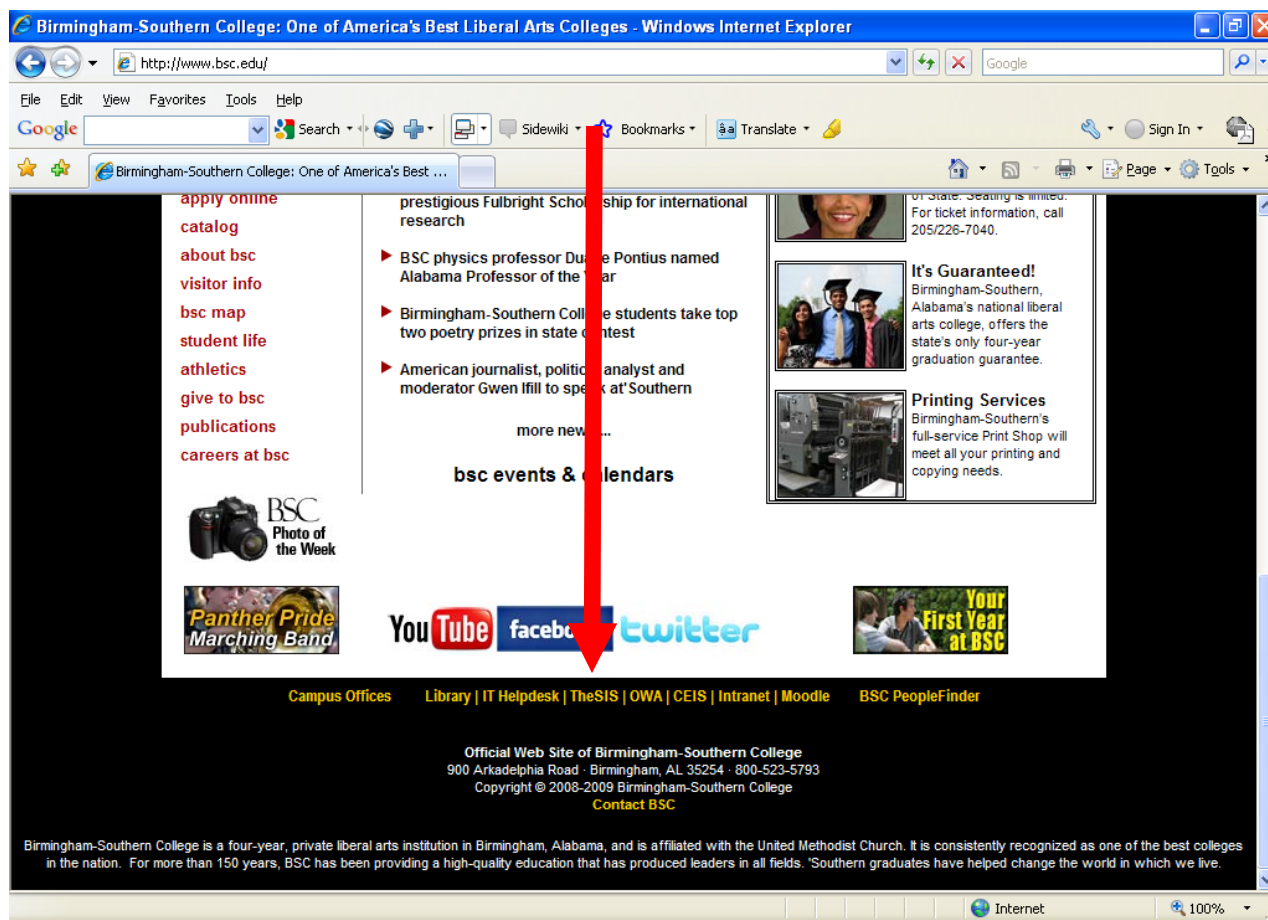
Registration Instructions

Registration is Wednesday, February 1.
You will be sent a time to register via email.

This process is mandatory to secure your courses.
Please follow these steps to guide you through the process.

Step 1

Go to BSC main web site at www.bsc.edu and click on the TheSIS link at the bottom of the page...

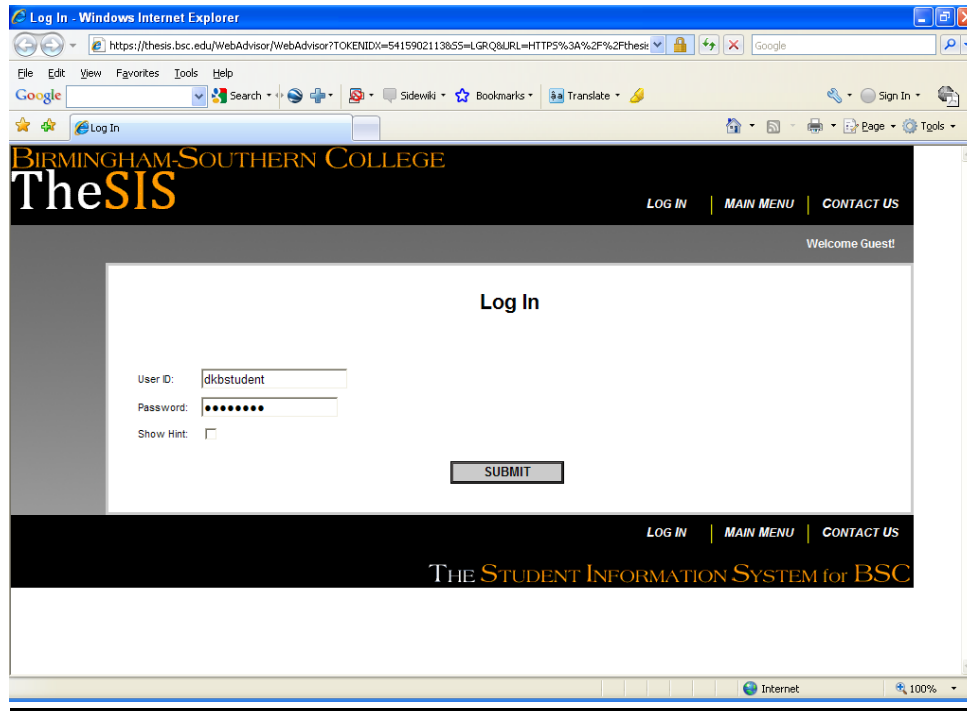


The screenshot shows the Birmingham-Southern College website homepage. The browser window title is "Birmingham-Southern College: One of America's Best Liberal Arts Colleges - Windows Internet Explorer". The address bar shows "http://www.bsc.edu/". The page content includes a navigation menu on the left with links like "apply online", "catalog", "about bsc", "visitor info", "bsc map", "student life", "athletics", "give to bsc", "publications", and "careers at bsc". The main content area features news items such as "prestigious Fulbright Scholarship for international research", "BSC physics professor Duane Pontius named Alabama Professor of the Year", and "Birmingham-Southern College students take top two poetry prizes in state contest". There are also advertisements for "It's Guaranteed!" and "Printing Services". The footer contains a navigation bar with links: "Campus Offices", "Library | IT Helpdesk | TheSIS | OWA | CEIS | Intranet | Moodle", and "BSC PeopleFinder". Below this is the "Official Web Site of Birmingham-Southern College" information, including the address "900 Arkadelphia Road · Birmingham, AL 35254 · 800-523-5793" and copyright notice "Copyright © 2008-2009 Birmingham-Southern College". A red arrow points to the "TheSIS" link in the footer navigation bar.

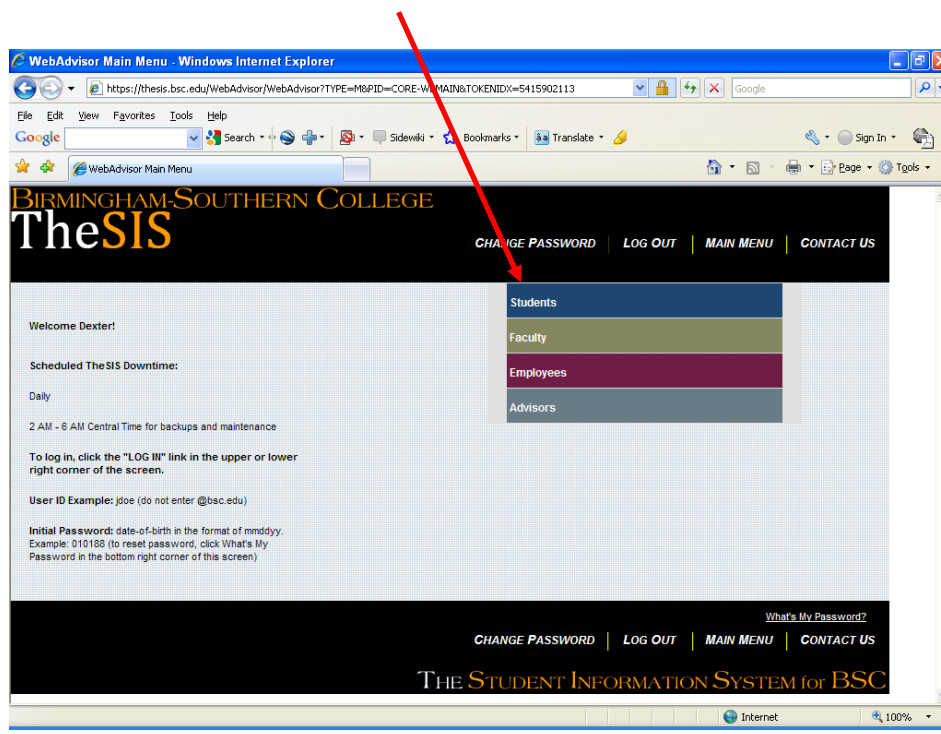
Step 2

Login into TheSIS as shown below:

Note: If you have any problems logging into thesis, go to <http://helpdesk.bsc.edu/>; click on FAQ; then click on TheSIS or call ext. 3033, option 2.

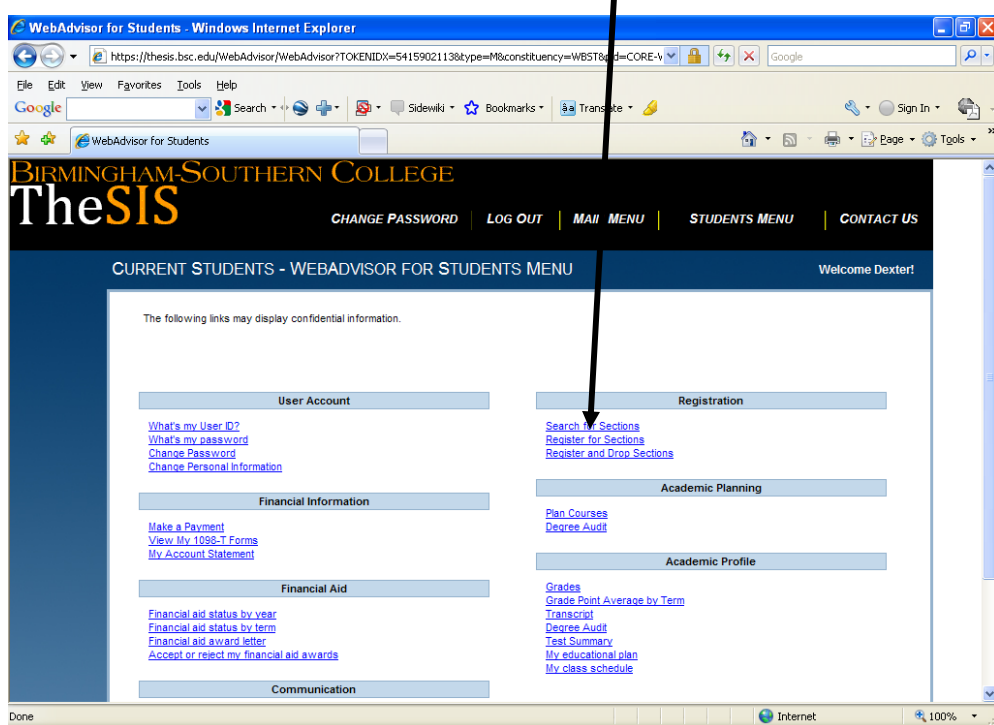


Click on students



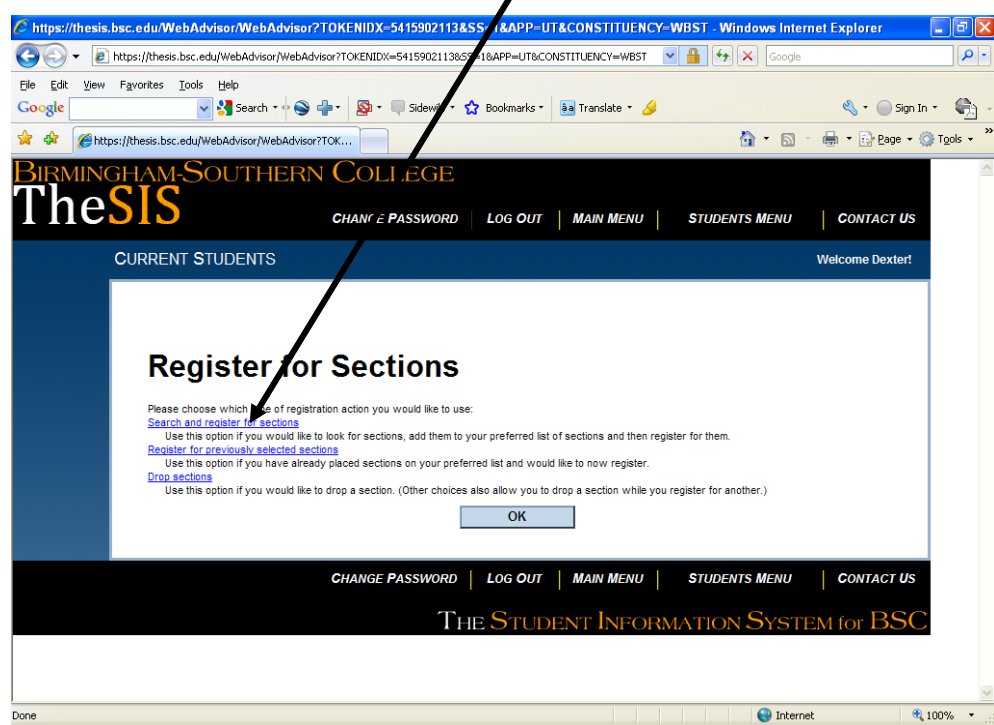
Step 3

Select Register for Sections...



Step 4

Select Search and Register for Sections...



Step 5

Select Spring Term 12 for the term and choose Registration Confirmation as the subject. Click on submit at bottom of page...

Search/Register for Sections

Term:

Starting On/After Date: Ending By Date:

Subject	Course Level	Course Number	Section
<input type="text" value="Registration Confirmation"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 6

Check the REG*100*A Course and click Submit...

Section Selection Results

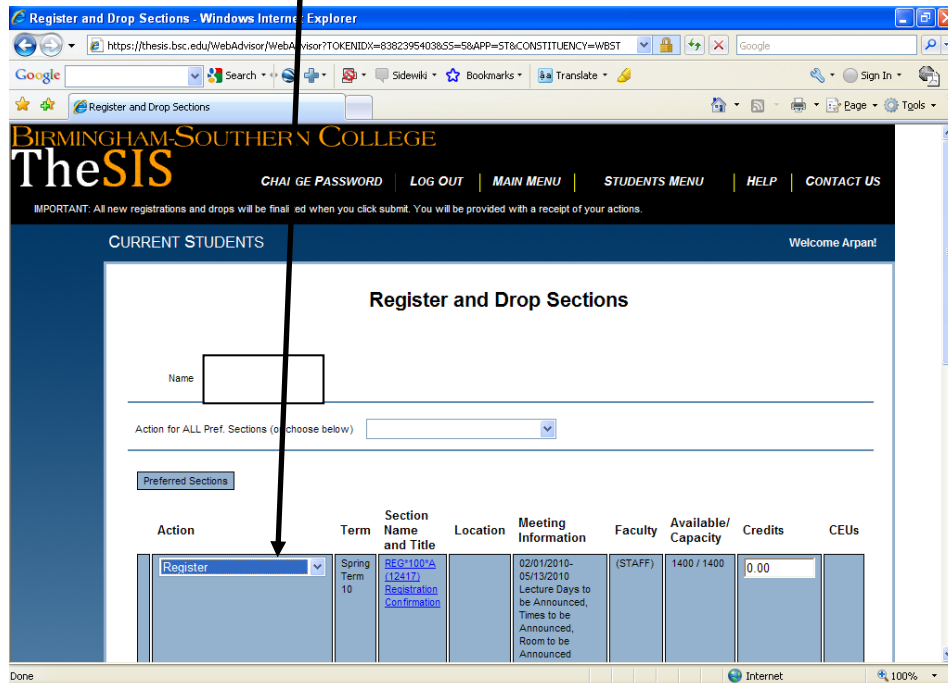
Narrow my search:

Re-sort my results:

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Spring Term 10	Open	REG*100*A (12417) Registration Confirmation		02/01/2010-05/13/2010 Lecture Days to be Announced, Times to be Announced, Room to be Announced	(STAFF)	1400 / 1400	0.00	

Step 7

Most important step: please proceed carefully....
Change Action to Register for the REG*100*A course ONLY – do not change any other course on this page.... then click Submit...



Step 8

Very Important:

Verify your Spring 2012 schedule by clicking on the *My Schedule* link, which is in a number of places on the Student and Registration menus. If you are not registered for REG 100, please call the helpline at 205-226-4607.

Congratulations, you are now registered.
Thank you and have a great term.

Additional Step to Drop or Add only Must have completed steps 1-8 to proceed

Use **only** if wanting to add or drop courses

SPRING DROP/ADD Procedure

If you need to make schedule changes (drop/add), go back to the main Students menu and click *Register for Sections* followed by *Search and Register for Sections*. You will not have to get re-approved by your advisor to perform this function. You may only use this function during the registration period February 1 – February 10th. After the 10th, you will need to use paper registration.