**Registration Confirmation instructions on Ellucian Go App for smart phones:**

1. **Login** to Ellucian Go using the same username and password you use to access e-mail, TheSIS, Moodle, etc.
2. Select the **Registration** tab under the **Student Section**.
3. Select the **current registration term**.
4. Search for **REG*100**.
5. Check the **REG*100*A Registration Confirmation** listing and **add to cart**.
6. Go to **Cart** on bottom left of the same screen.
7. Select **REG*100*A Registration Confirmation**.
8. Click the **Register** button at bottom of screen and **confirm**.
9. Verify that **REG*100*A** been added to course schedule in **Courses** under **Student Section**.

Before you can add/drop courses, you must complete the schedule confirmation process. If you need to make course changes, go back to the “Registration” tab. The current functionality of Ellucian Go allows for students to confirm and add courses to their registration only. To drop a course, you must log into TheSIS.

**Registration Confirmation instructions on TheSIS:**

1. Go to BSC main web site at [www.bsc.edu](http://www.bsc.edu), select **My BSC** at the top of the page, choose **TheSIS**.
2. **Login** into TheSIS. If you have any problems logging into thesis, go to http://helpdesk.bsc.edu/; click on FAQ; then click TheSIS, or call ext. 3033, option 2.
3. Click on **Students**.
4. Select **Register for Sections**.
5. Choose **Search and Register for Sections**.
6. Select the **current registration term**.
7. Select **Registration Confirmation** from the SUBJECT drop down box. (You will need to scroll down to the “R’s”)
8. Click **SUBMIT** at bottom of page
9. Check the **REG*100*A Course** and click **SUBMIT**
10. Change Action to **Register** for the **REG*100*A course** ONLY Do not change any other course on this page, then click **SUBMIT**
11. Verify your schedule by clicking on the **My Schedule** link, which is in a number of places on the Student and Registration menus. If you do not see **REG 100** listed in My Schedule, try repeating the process again, making certain to follow each step. If you still don’t see **REG 100** listed, call the helpline at 205-226-4607.

Before you can add/drop courses, you must complete the schedule confirmation process. If you need to make schedule changes, go back to the main Students menu and click **Register for Sections** followed by **Search and Register for Sections**.