STUDENT PLANNING DIRECTIONS

Step 1: Open Google Chrome or Mozilla FireFox and Log on to your BHCC Portal account

Step 2: Click on the MyBHCC/WebAdvisor link

Step 3: Click on the Students Menu

Step 4: Under Academic Planning, select Student Planning

Step 5: Log in

Step 6: Under Student Planning select My Progress

Step 7: To plan for courses that are Not Started, click on the course link

Step 8: Select Add Course to Plan

Step 9: Select the Term, then select Add Course to Plan (You will see a notification once the course has been added to your plan).
Step 10: To view planned courses select Plan & Schedule. Then select Schedule or Timeline. You may also view planned courses in My Progress.

Step 11: To remove classes from your plan, go to Plan & Schedule and select Timeline or Schedule. Click on the X next to the class you want to remove.

Step 12: Select Remove if you want to remove the course from your plan, otherwise, select Cancel.

Step 13: To change the planned semester for a class, go to the Timeline or Schedule view and click on the name of the course.

Step 14: Select the new planned Term then select Update Course.

Step 15: To add more course to your plan, go back to Step 5 and continue to plan courses.
TO REGISTER FOR CLASSES FROM YOUR PLAN:

**Step 1:** To register for classes from your Plan, select Plan & Schedule.

**Step 2:** To view all available sections for your planned courses, click on View Other Sections.

**Step 3:** Look through the list of available sections. Sections highlighted in red are full. Sections highlighted in yellow are open. Use the arrows under View other sections to view more course sections. Meeting information for each section is listed in the box.

**Step 4:** The available courses will also appear in the calendar on the right. If you put your cursor over a section of the course, it will highlight on the calendar. Once you have selected your course section, click on the yellow box in the left hand column.

**Step 5:** To add the course to your schedule, click on Add Section to Schedule.

**Step 6:** To register for the course, select the Register button under the specific course or if you have multiple classes you want to register for, select the Register Now button in the top right corner of the calendar.

**Step 7:** Once you click register, your course will appear in your calendar view and it will change to the color green, meaning you are now enrolled in the course. If you get an error message in the top right corner your registration did not go through and you should contact the Advising Center in E-235 or by phone at (617)228-2230.
TO REGISTER FOR CLASSES FROM MY PROGRESS:

Step 1: To register for classes from your My Progress tab select My Progress and choose the class you want to register for.

Step 2: Once you select your class you may click on the orange View Available Sections tab.

Step 3: Use the Filter Results on the left to narrow your search criteria for that class by location, days of the week, time of day, and instructors.

Step 4: Look through the list to determine which section of the class you would like to take. You may click on Add Section to Schedule.

Step 5: To add the course to your schedule, click on Add Section to Schedule.

Step 6: You will get a notification saying that class has been planned on the schedule. Go to Plan & Schedule to register for the class by selecting Register under the selected section.

TO DROP A CLASS:

Step 1: To drop a class you have registered for go to the Plan & Schedule tab, click on the Drop button under the course you want to drop.

Step 2: Select the course(s) you want to drop and select Update.