Planning courses in BHCC self-service

1. Go to the bhcc.edu webpage.

2. Click on myBHCC at the top of the page.

3. Click on the Login button.

4. Log-in using your BHCC username and password (if this is your first time logging in your password will be the last 6 digits of your BHCC student I.D. number).

5. Self-Service allows you to check your financial aid award, waive your health insurance, make a payment, plan and register for your classes, view the courses required for your program of study, and check your grades. You can navigate using the toolbar on the left side of screen or by using the tabs below.
Plan Your Courses

1. Select **My Progress** to view courses required to complete your certificate or degree.

   My Progress does not include developmental courses.

2. To plan a course, click on the course link.

3. Select **Add Course to Plan**.

4. Select the term that you want to take the course and click **Add Course to Plan**.

   To add more courses, go back to My Progress and follow steps 2-4.

5. Select **Plan & Schedule** from the Student Planning drop-down menu to view your planned course(s).

6. The course(s) you planned will appear on the left column of the weekly planner. You can use the arrows next to the semester to navigate different semesters (i.e. Summer Session I, Summer Session II, Fall, and Spring).

   To plan developmental courses or courses not included in your My Progress, use the search bar in the top right corner of the screen and type the course you need (examples: MAT-093, MAT-194 or ENG-095).
Register for Courses

1. After you planned your courses you can search sections (days and times the course is offered) by selecting View other sections.

2. The days and times a course is offered will appear in a list view on the left column as well as on the weekly planner view on the right. You can use the arrows under View other Sections to view more options.

3. To add a section to your plan, click on the section on the list view or the weekly planner view and click Add Section. The section you have added to your schedule will appear in yellow on your list and weekly planner view.

4. To register for your course, select Register below the section you have selected on the list view or select Register Now on the top right-hand corner of the weekly planner. Planned courses appear in yellow, registered courses appear in green. You only have a seat in the class if it appears in green on your schedule.

✓ Registered!