

# DROPPING CLASSES

TO LOGIN: VISIT [WWW.BARSTOW.EDU/](http://WWW.BARSTOW.EDU/)

SELECT "MY BARSTOW PORTAL" FROM THE MENU OPTIONS

The screenshot shows the Barstow Community College website home page. At the top is a navigation menu with the following items: HOME, ABOUT BCC, ACADEMIC AFFAIRS, STUDENT SERVICES, STUDENT SUCCESS & EQUITY, FOUNDATION, and DIRECTORY. The main content area features a large banner for the 2016 Commencement on May 20th at 3:00 pm, with the text "NEW TIME - Same Place". The banner includes the Barstow Community College logo and a "Click Here for more information" link. To the right of the banner is a sidebar with several links: CALENDAR OF EVENTS, New Student Video (with a play button icon), ACCREDITATION (with a checkmark icon), STUDENT SUCCESS SCORECARD (with a row of dots), and SalarySurfer (with the text "California Community Colleges Chancellor's Office"). At the bottom right of the page is the "my Barstow Portal" link. A green arrow points from the text above to the "my Barstow Portal" link, and another green arrow points from the "my Barstow Portal" link back to the text above.

## OUR VISION

Empowering Students to Achieve Their Personal Best Through Excellence in Education

Empowering Students to Achieve Their Personal Best Through Excellence in Education

# SELECT “ENTER SECURE AREA”

[Enter Secure Area](#)

[Apply for Admission](#)

[General Financial Aid](#)

[Campus Directory](#)

[Class Schedule](#)

[Course Catalog](#)

[Barstow College Website](#)

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# USER ID: B NUMBER PIN: YOUR DATE OF BIRTH (MMDDYY)

## User Login

 Enter your Barstow Community College 'B' User ID and PIN and then click 'Login'.

**Your 'B' User ID:** All Barstow Community College students have been assigned an ID number that is 9 characters long that begins with 'B' followed by 8 randomly assigned numeric digits. If you do not know your B\*\*\*\*\* User ID, click the 'Need to find my BCC ID' button below.

**Your PIN:** Your initial Personal Identification Number is your MMDDYY date of birth, e.g. 032581 for March 25, 1981. During your first login, you will be prompted to change your PIN. If you have forgotten your PIN, enter your 'B' User ID and click the 'Forgot PIN?' button.

**Important Note:** If you attempt to login too many times using an invalid 'B' User ID and PIN your web access will be disabled. If you need your account re-enabled or if you need additional assistance, please contact Admissions & Records by phone at 760-252-2411, ext. 7236 or by email at [admit@barstow.edu](mailto:admit@barstow.edu)

To end your session, click 'Exit' and close your web browser when you are finished.

User ID:

PIN:

Login

Forgot PIN?

Need to find my BCC ID

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# SELECT STUDENT SERVICES

## Personal Information

Change your PIN and/or security questions, update your contact information and/or veterans classification

## Student Services

Register, view your records and/or account information

## Financial Aid

Apply for and/or view your status, eligibility and award information

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# SELECT REGISTRATION

[Personal Information](#) **[Student Services](#)** [Financial Aid](#)

Search

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Services

### [Admissions](#)

Apply or re-apply for admission at CCCApply

### [Registration](#)

Check your registration status, class schedule and add or drop classes

### [Student Records](#)

View your holds, grades and transcripts

### [Student Account](#)

View your account summaries, statement/payment history and tax information

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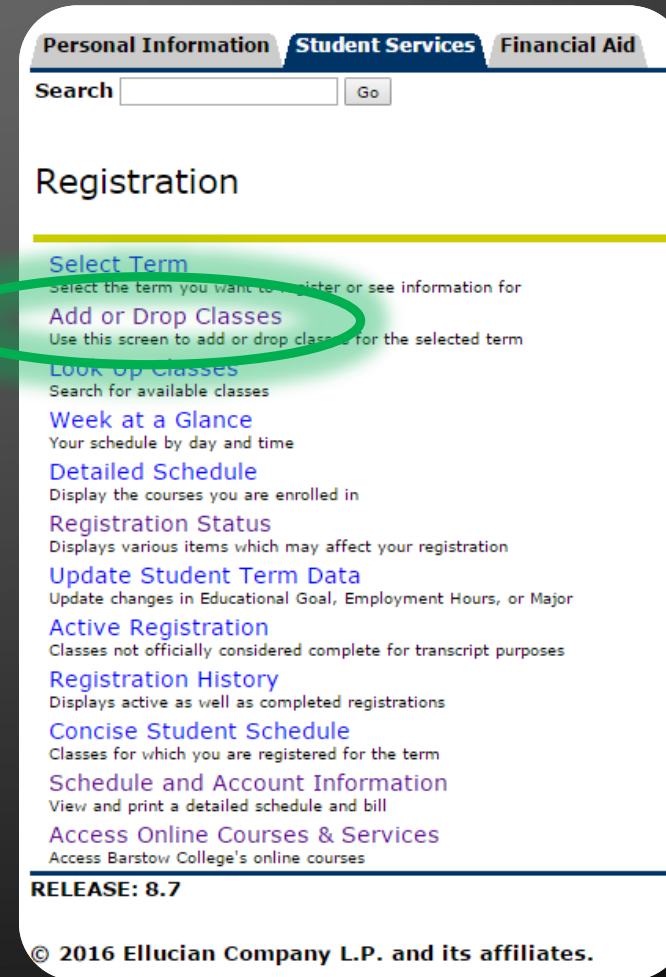
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# SELECT ADD OR DROP CLASSES

Add or Drop  
Classes link from  
this page is the  
**ONLY** place you  
can register or  
drop classes



The screenshot shows a web interface with three tabs: 'Personal Information', 'Student Services', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Registration'. A list of links follows, with 'Add or Drop Classes' circled in green. The other links include 'Select Term', 'Look Up Classes', 'Week at a Glance', 'Detailed Schedule', 'Registration Status', 'Update Student Term Data', 'Active Registration', 'Registration History', 'Concise Student Schedule', and 'Schedule and Account Information'. At the bottom, there is a 'RELEASE: 8.7' notice and a copyright notice for '© 2016 Ellucian Company L.P. and its affiliates.'

Personal Information Student Services Financial Aid

Search  Go

## Registration

[Select Term](#)  
Select the term you want to register or see information for

[Add or Drop Classes](#)  
Use this screen to add or drop classes for the selected term

[Look Up Classes](#)  
Search for available classes

[Week at a Glance](#)  
Your schedule by day and time

[Detailed Schedule](#)  
Display the courses you are enrolled in

[Registration Status](#)  
Displays various items which may affect your registration

[Update Student Term Data](#)  
Update changes in Educational Goal, Employment Hours, or Major

[Active Registration](#)  
Classes not officially considered complete for transcript purposes

[Registration History](#)  
Displays active as well as completed registrations

[Concise Student Schedule](#)  
Classes for which you are registered for the term

[Schedule and Account Information](#)  
View and print a detailed schedule and bill

[Access Online Courses & Services](#)  
Access Barstow College's online courses

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# ADD/DROP CLASSES SCREEN

Add/Drop Classes:

Summer 2016  
Jun 08, 2016 09:51 am

**When you finish adding or dropping a class, be sure to return to the REGISTRATION page, select "Registration Fee Assessment", assess your fees and then select the credit payment option to pay for your fees**

**i** Use this screen to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the 'Current Schedule' section. Additional classes may be added in the 'Add Classes Worksheet' .  
To add a class enter the 5-digit Course Reference Number (CRN) in the 'Add Classes Worksheet'. Classes may be dropped by using the options available in the "Action" field. If no options are listed in the Action field then the class may not be dropped.  
If you are unsure of which classes to add, click Class Search to review the class schedule.

**\*\*This is the ONLY screen you can add or drop your courses\*\***

**WARNING** overpayment status and owe back a substantial amount of aid.

## Add Classes Worksheet

**CRNs**

<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"/>
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[\[ View Holds | Re-Assess Course Fees \]](#)

[\[ View Holds | Re-Assess Course Fees \]](#)

# DROPPING CLASSES

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on May 09, 2016	None	80131	POLI	1	0	Undergraduate	3.000	Normal		Am Political Instit
**Web Registered** on May 09, 2016	None	80191	BIOL	2	0	Undergraduate	4.000	Normal		Concepts In Biology
**Web Registered** on May 09, 2016	None	80211	ENGL	1C	0	Undergraduate	3.000	Normal		Critical Thinking & Comp
**Web Registered** on May 09, 2016	None	80188	HUMA	1	0	Undergraduate	3.000	Normal		Humanities Through The Arts

Total Credit Hours: 13.000  
Billing Hours: 13.000  
Minimum Hours: 0.000  
Maximum Hours: 13.000  
Date: Jun 08, 2016 11:28 am

Select Drop from the menu options for the course you wish to drop and click Submit Changes

## Add Classes Worksheet

CRNs

<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"/>
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Submit Changes Class Search Reset