

Online Registration

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QUICK REFERENCE

1. Sign in to student portal
2. Go to Menu > Academics > Registration > select program and term > click Register button
3. Choose Required and/or Elective Courses > Click + **sign** next to courses to select the courses.
4. Click **Register/Drop**
5. Review then click **Register/Drop button**.
6. Find out tuition fee - **Menu > My Account > click Account Information > click Registration Bill** tab
7. **Pay Online**
8. Check the Portal to see your newly registered courses **Menu > Academics > My Class Schedule**
9. Drop a class - Registration window > Selected Courses, click the delete/drop icon (-) > click the **Register/Drop1**

COMPLETE GUIDE



SIGN ON

1. Sign on to the Student Portal from [Bermuda College website](#). Click the Menu, then Current Students. Click on **Student Portal**.

STUDENT PORTAL
[\[CLICK HERE\]](#)

2. Enter your Bermuda College username and password

Required Field *

Username * bip.boppy

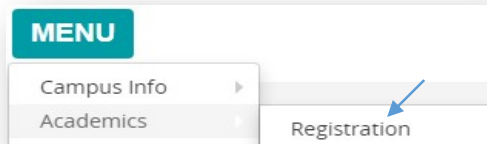
Password *

Password is case sensitive

LOGIN

REGISTER*

1. In the Student Portal - Click **Menu > Academics > Registration**



- a. Select the programme you are registered in and the term you wish to enroll.
- b. Click the **Register** button to the bottom right.

ONLINE REGISTRATION
Please select your term below and check your registration status.

Enrollment: 1/14/2019 Associate of Science (Computer Inf.) Term: Summer 2020

Registration Status:

Show ALL entries Search

| Code | Term Description | Registration Period | Last Day to Add | Last Day to Drop | Status |
|------|------------------|--|-----------------|------------------|--------|
| 205M | Summer 2020 | 4/1/2020 12:00 AM - 5/22/2020 05:00 PM | | | Open |

Showing 1 to 1 of 1 entries Previous 1 Next

Register

Registered Courses (0)

***NOTE:** Please note that the screen will time out due to lack of activity. Just start again when you are ready.

2. There are two tabs at the top – Course Search and Quick Add.
 - a. Course Search tab - defaulted to show all your **required** courses at one time. However, you can choose your **electives** here as well by clicking the drop down arrow in the Display box.

Course Search Quick Add

Display: Required (dropdown menu) Type: *All* Level: *All* Course Code: [text box]

Meeting Days: [checkboxes] Meets ONLY on these days Class Starts: *Any* Class Ends: *Any*

RESET SEARCH

b. Quick Add tab - search for a specific course

The screenshot shows the 'Quick Add' tab selected. It contains a text input field with the placeholder 'Enter course code and section to add to Selected Courses.' Below this, there are two separate input fields: 'Course Code' with the value 'eng 1112' and 'Section' with the value '01'. An 'ADD' button is located at the bottom right of the form.

3. The courses you search for will appear below.

Click green + sign next to the course section you wish. Scroll below to see it in the selected Courses list.

Note that when selecting a course and you have not completed the required prerequisites, please see your Advisor. However, you can continue registering online for other courses.

The screenshot shows a table titled 'Required Courses'. A blue arrow points to the green plus icon in the 'Add' column for the row 'ENG 1111'. The table has columns: Add, Code, Title, Section, Schedule, Credits, Campus, Instructor, Status, and Availability.

| Add | Code | Title | Section | Schedule | Credits | Campus | Instructor | Status | Availability |
|-----|----------|--|---------|-------------------|---------|--------|------------------|-----------|--------------|
| | CIS 1120 | Introduction to Business Applications of Computers | D1 | TH 6:00PM-9:00PM | 3.00 | MAIN | DeShields, Shawn | Available | 18 of 18 |
| | CIS 1130 | Data Management | D1 | TH 6:00PM-9:00PM | 3.00 | MAIN | Simmons, Michael | Available | 15 of 15 |
| | ENG 1111 | Freshman Composition | 01 | MW 6:00PM-9:00PM | 3.00 | MAIN | Simons, Denise | Available | 20 of 20 |
| | MAT 0014 | Preparatory College Mathematics I | 01 | MW 6:00PM-9:00PM | 0.00 | MAIN | Trott, Necheeka | Available | 20 of 20 |
| | MAT 0015 | Preparatory College Mathematics II | 01 | MW 10:00AM-1:00PM | 0.00 | MAIN | Arouzi, Ali | Available | 20 of 20 |

Showing 1 to 5 of 5 entries

Notice, the course chosen now has a status of Selected in the **Selected Courses** area. Choose other courses or click the **REGISTER/DROP** button to continue with registering for the course.

The screenshot shows the 'Selected Courses' section. It includes a 'VIEW' button and a 'REGISTER / DROP' button, with a blue arrow pointing to the latter. Below is a table with columns: Select, Action, Code, Title, Section, Schedule, Credits, Campus, Instructor, and Status.

| Select | Action | Code | Title | Section | Schedule | Credits | Campus | Instructor | Status |
|-------------------------------------|--------|----------|--|---------|-------------------|---------|--------|------------------|------------|
| <input checked="" type="checkbox"/> | | CIS 1120 | Introduction to Business Applications of Computers | D1 | TH 6:00PM- 9:00PM | 3.0 | MAIN | DeShields, Shawn | Registered |
| <input checked="" type="checkbox"/> | | ENG 1111 | Freshman Composition | 01 | MW 6:00PM- 9:00PM | 3.0 | MAIN | Simons, Denise | Selected |

Showing 1 to 2 of 2 entries

4. The next window is the Register area to view the course you are registering. Click REGISTER/DROP1 to continue with the registration.

Registering for Summer 2020

1 Select 2 View 3 REGISTER

Register

Student Information

Selected Courses

| Code | Title | Section | Schedule | Credits | Campus | Instructor | Reason | Last Day to Drop |
|----------|----------------------|---------|-------------------|---------|--------|----------------|--------|-------------------|
| ENG 1111 | Freshman Composition | 01 | MW 6:00PM- 9:00PM | 3.0 | MAIN | Simons, Denise | | 6/1/2019 12:00 AM |

RETURN TO VIEW COURSES

REGISTER / DROP1

5. This area shows that you were successful in registration and provides payment information. Print this page for your records (top right corner). **DO NOT click on make a payment here. Go to the next step.**

Student Information

Course Schedule

CLOSE WINDOW RETURN TO VIEW COURSES

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

| Code | Title | Section | Schedule | Credits | Campus | Instructor | Reason | Last Day to Drop |
|----------|--|---------|-------------------|---------|--------|------------------|--------|-------------------|
| CIS 1120 | Introduction to Business Applications of Computers | D1 | TH 6:00PM- 9:00PM | 3.0 | MAIN | DeShields, Shawn | | 6/1/2019 12:00 AM |
| ENG 1111 | Freshman Composition | 01 | MW 6:00PM- 9:00PM | 3.0 | MAIN | Simons, Denise | | 6/1/2019 12:00 AM |

Registration Information

Attendance and Withdrawal Policy:
You are responsible for dropping your courses. Non-attendance does not automatically drop from the course. Please refer to your Term schedule for drop deadlines and charges. Contact student services at 555-555-5555 or toll free 1-888-555-5555 for assistance dropping classes.

Students enrolled in Balanced Learning Format (BLF) courses may be dropped at a charge by the instructor for excessive absence. Refer to your course manual for clarification.

Important Dates
Payment Due Date

Finances

Billing Information

| Details | Balance |
|---------------------------|---------|
| Previous Term Balance | \$0.00 |
| Term 20SM Tuition Charges | \$0.00 |
| Term 20SM Payments | \$0.00 |
| Amount Due | \$0.00 |
| Account Balance | \$0.00 |

MAKE A PAYMENT

AMOUNT TO PAY

To find the amount to pay for tuition:

- Go to **Menu > My Account > click Account Information.**

The screenshot shows the 'MENU' dropdown with 'My Account' selected. The 'Account Information' sub-menu is open, showing options like 'Account Information', 'Pay Online', 'My Message Center', 'My Address', and 'Document Center'. Below the menu, a banner indicates 'You have 2 payments past due totaling \$1,000.00' and 'Your next payment of \$500.00 is due on 9/28/2018.' At the bottom, the 'Registration Bill' tab is highlighted with a blue arrow.

- Then choose **Registration Bill** tab to see exactly what you owe for the semester you choose.

- Choose the **Term** and click **Search.**

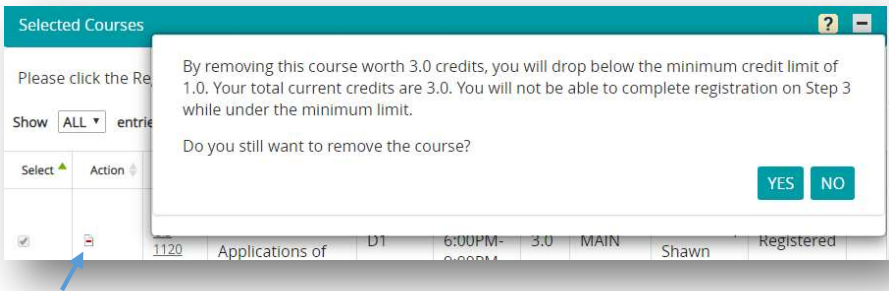
The screenshot shows the 'Registration Bill Summary by Term' page. The 'Term' dropdown is set to 'Summer 2020'. The 'From' and 'To' date fields are empty. A blue arrow points to the 'Term' dropdown, and another points to the 'SEARCH' button. Below the search fields, the 'Amount due or (due to Student) = \$465.00' is displayed. The 'Account Summary' table shows 'Charges' of \$465.00, 'Financial Aid' of \$0.00, and 'Payments' of \$0.00. The 'Charges' table shows 'Tuition (Pending)' of \$465.00 for 'Summer 2020'.

| Description | Amount | Date | Term Description |
|-------------------------------|----------|----------|------------------|
| Account Summary: | | | |
| Charges | \$465.00 | | |
| Financial Aid | \$0.00 | | |
| Payments | \$0.00 | | |
| Charges | | | |
| Tuition (Pending) | \$465.00 | 4/7/2020 | Summer 2020 |
| Total: | \$465.00 | | |
| Financial Aid | | | |
| Total: | \$0.00 | | |
| Payments | | | |
| Total: | \$0.00 | | |
| Subsidiary Information | | | |

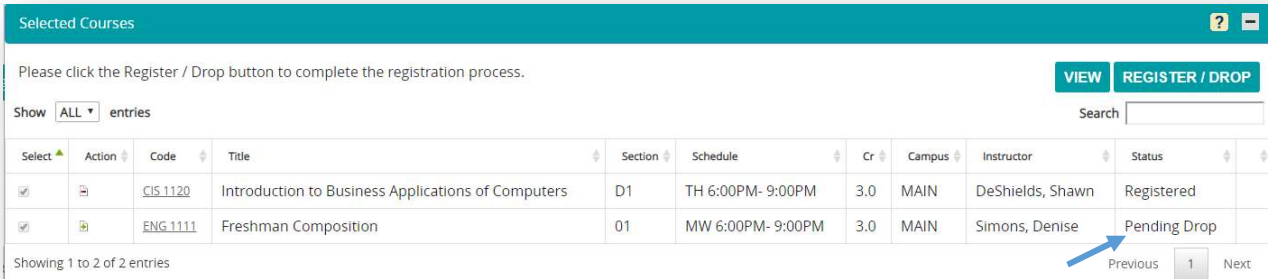
- The Amount due will appear below.
- If you are ready to pay now, [view the payment page below.](#)

DROP A COURSE

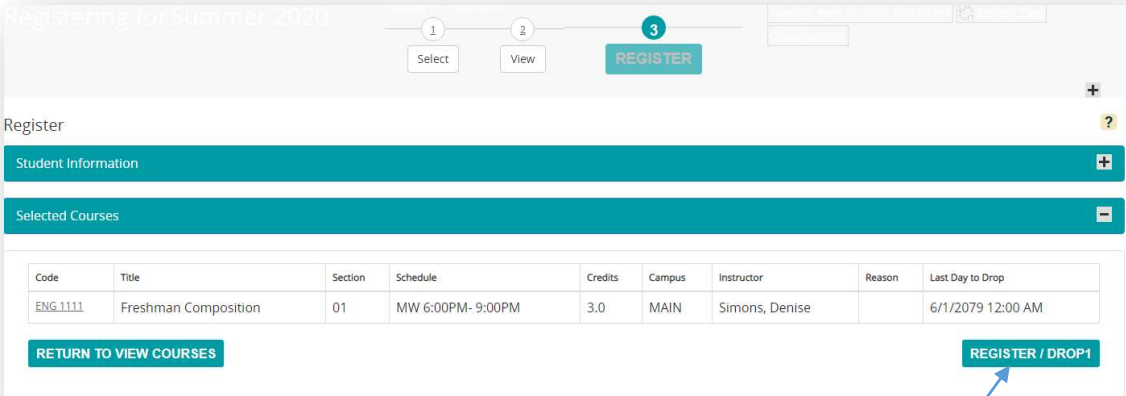
To drop a course after you’ve added it to the list of Selected Courses, click the small red minus (-) sign. A message might appear depending on the amount of credits you have already registered for (see below). Read it and decide if you want to click Yes to remove the course. **Select another course to stay above the minimum credits (have other courses in the Selected List section) and click the register/drop button, otherwise the drop will not be processed.**



- a. After clicking the minus sign under the Action column, the course will have a status of **Pending Drop**. To process the drop, click **REGISTER/DROP**.



- b. The Register area appears.



- c. Click REGISTER/DROP1 courses to see the course has been removed.

Register

Student Information

Course Schedule

Courses Not Registered

The following courses could not be registered:

ENG 1111

Audit Conflicts

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

| Code | Title | Section | Schedule | Credits | Campus | Instructor | Reason | Last Date to Drop |
|----------|--|---------|-------------------|---------|--------|------------------|--------|-------------------|
| ENG 1111 | Introduction to Business Applications of Computers | D1 | TH 6:00PM- 9:00PM | 3.0 | MAIN | DeShields, Shawn | | 6/1/2019 12:00 AM |

Registration Information

Attendance and Withdrawal Policy:
You are responsible for dropping your courses. Non-attendance does not automatically drop from the course. Please refer to your Term schedule for drop deadlines and charges. Contact student services at 555-555-5555 or toll free 1-888-555-5555 for assistance dropping classes.

Students enrolled in Balanced Learning Format (BLF) courses may be dropped at a charge by the instructor for excessive absence. Refer to your course manual for clarification.

Important Dates
Payment Due Date

Finances

Billing Information

| Details | Balance |
|---------------------------|---------|
| Previous Term Balance | \$0.00 |
| Term 205M Tuition Charges | \$0.00 |
| Term 205M Payments | \$0.00 |
| Amount Due | \$0.00 |
| Account Balance | \$0.00 |

MAKE A PAYMENT

- d. Click Return to view courses. Notice the ENG 1111 course is no longer there.

1 Select 2 VIEW 3 Register

View Selected Courses

Week schedules may vary. Select week to navigate Calendar View

Week: Week 1: 5/18/2020 - 5/24/2020

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|---|-----|-----|-----|-----|
| 6pm | | | CIS 1120 Registered 6:00pm-9:00pm | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm | | | | | | | |

Selected Courses

Please click the Register / Drop button to complete the registration process.

SELECT REGISTER / DROP

Show 10 entries

| Select | Action | Code | Code | Title | Section | Schedule | Credits | Campus | Instructor | Status |
|-------------------------------------|--------------------------|----------|------|--|---------|-------------------|---------|--------|------------------|------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CIS 1120 | | Introduction to Business Applications of Computers | D1 | TH 6:00PM- 9:00PM | 3.0 | MAIN | DeShields, Shawn | Registered |

Showing 1 to 1 of 1 entries

Registration Summary - Classes / Credits (1/3.00)

PAYMENT

Bill payment option 1

Bermuda College is available at all three banks
HSBC, Butterflied Bank, and Clarien

1. Add Bermuda College as a Payee
2. Your account number will be your student id#
3. Follow the steps on your token (if needed)
4. Submit or save

Bill payment option 2

Payment made through the **Bermuda College website**.

Website – www.college.bm/payment

When paying online, the card details (e.g. address) must be correct based on the information on file at your bank.

Your student ID can be found on your Student ID card or your Moodle student profile. Click edit profile. Scroll and click Optional. It is listed in the ID number box.

1. Fill out all boxes with (*)
2. Click **Confirm Payment**
3. Make sure to print a receipt for your records or send a copy to your email.

BERMUDA COLLEGE

ENTER PAYMENT INFORMATION

Payment Amount *

Amount

Email Address *

email@xyz.com

Student ID # *

123456

First Name *

First Name

Last Name *

Last Name

Phone *

Phone Number

Semester *

--Select--

Year *

--Select--

Payment For *


--Select--

Detailed Description *

Description

Please enter up to 150 character with further details of payment

VISA



Name on Card *


Card Holder's Name

Card Number *

Card Number

Security Code (CVV) *

Security Code



Expiration Month *

--Select--

Expiration Year *

--Select--

Billing Address

Address Line 1

Address Line 1

Address Line 2

Address Line 2

City/Parish *

City

State/Parish *

State

Postal Code/Zip Code *

Postal Code

Country *

Bermuda

Confirm Payment

CHECK THE PORTAL

Click Menu > Academics > My Class Schedule to see your newly registered courses.

You might have to click List view to see it this way.

MENU

Campus Info

Academics

MOODLE

My Account

My Financial Aid

My Career

My Documents

Student Resources

Registration

Unofficial Transcript

Degree Audit

My Class Schedule

My Grades

Official Transcripts

BC Catalogue

My Home Page

Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

View your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term Summer 2020

View by List Week

Show ALL entries

Search

| Course | Course Title | Section | Course Start/End Date | Cr | Course Schedule | Instructor | Secondary Instructors | LastDayToWithdraw | Status | Reason | Action |
|----------|--|---------|------------------------|------|-----------------------------------|------------------|-----------------------|-------------------|--------|--------|--------|
| CIS 1120 | Introduction to Business Applications of Computers | D1 | 5/18/2020 to 7/11/2020 | 3.00 | Click for Details | DeShields, Shawn | | 7/11/2020 | | | |

Showing 1 to 1 of 1 entries

Previous 1 Next