

# Registering for Classes at Bainbridge College

- If you are a new student, report to our new **ADVISING CENTER** in the Student Services Building across from the Financial Aid Office. Phone 229-248-2508.
- If you are a returning student, you may see your advisor or go to the Advising Center.
- If you are a returning student with 24 or more hours and no Learning Support requirements, you may register yourself in Banner Web, but we strongly encourage you to see your advisor.

## New Student? Things to Know and Do

1. **Complete your application** to Bainbridge College ONLINE or in the Admissions Office and supply necessary documents, like transcripts and immunization records.
2. **Take the COMPASS** in the Testing Department in the Library (BC Campus) unless you have SAT scores, and they are higher than 440 math AND 480 verbal. Prepare for the COMPASS with these practice tests.
3. **Register for classes** in the Advising Center. Make sure you enroll in classes listed under your first major. If you place in Learning Support, those classes must be the first ones on your schedule, and you cannot withdraw from them during the semester. If you are working toward an AA or AS degree, don't forget to register for the Regents' Test if you are required and qualified to take it. If you want to take a web class, make sure you understand its requirements listed at Online Courses.
4. **Get your Student ID** in the Student Services Building. You must have your ID with you AT ALL TIMES on campus, and you can't check out library books or use other college services without your ID. Learn your 9000 student number on your ID.
5. **Get your Parking Permit** in the Business Office in the Mobley Administration Building.
6. **Learn to use your BC email.** To find out your BC email address, log into Banner Web using your 9000 number as your user ID and your 6-digit Banner PIN (which was given to you by Admissions when you were accepted) as your password. If you can't remember your PIN, see Admissions in person.
7. **Get your textbooks** at the Barnes & Noble Bookstore in the Student Services Building. If you are planning to charge books against your financial aid, you must buy your books during the "charge dates" listed on the Bainbridge College homepage. If your financial aid is not ready during those dates, you can find all Learning Support textbooks and books from a few other classes on reserve in the Library. You can't check them out, but you can use them there until you can get your books.
8. **Attend class and be on time!** THE MOST IMPORTANT STEP TO SUCCESS IN COLLEGE IS ATTENDING EACH AND EVERY CLASS. In addition, you cannot receive financial aid if you don't attend the first week of classes.

9. **Sign up for a free tutor** in the Academic Resource Center in the Oak Center during the first week of class for any weak subject areas.

10. **Pay attention in class**--turn off your cell phone--sit in the front--take good notes--ask questions--get involved in class--talk to your instructors and your classmates. Exchange email and phone information with a couple of classmates.

11. **Study** outside of class every day and do assignments early. Most instructors do not accept late work.

12. **Check your grades** at the end of the semester in Banner Web. We do not mail grades. Log into Banner Web. Your User ID is your 9000 number, and your password is your Banner PIN.

13. **Ask for help** if you have a problem. Don't just quit coming to class, or you will receive an F. F's will be on your transcripts forever and can hurt your financial aid, which requires a 67% success rate in all classes.

## How to Log-on to Banner Web

1. Go to [www.bainbridge.edu](http://www.bainbridge.edu).
2. Click on the green **Services** tab at the top of the page.
3. Click on **Banner Web**.
4. Click on **Enter Secure Area**.
5. Enter your 9000 number as USER ID and your six-digit Banner PIN as password.

User ID:

PIN:

You can look up your 9000 number at My BCID at [www.bainbridge.edu](http://www.bainbridge.edu).

If you have forgotten your Banner PIN, go to Admissions (in person).

## To Find Your EMAIL Address:

Click on **Personal Information**.

Click on **Bainbridge College Email Information**.

## **To Print Your Schedule**

Click on **Student Financial Aid**.

Click on **Registration**.

Click on **Schedule and Bill**.

Click on **Display Your Schedule**.

**Print**.

## **To Check Your Final Grades:**

Click on **Student Financial Aid**.

Click on **Registration**.

Click on **Final Grades**.

**Select current term**.

## **Important Financial Aid Information**

To receive Financial Aid, you must enroll in classes that are listed under your FIRST major, and you must attend class.

You may qualify for HOPE Grant (which pays for tuition and a book allowance) if you are a Georgia resident enrolled in certificate courses and have a certificate listed as your first major. Ask about certificate courses that also count toward a degree.

Only three certificates cover all Learning Support classes, including LS Math:

- Medical Assisting

- LPN

- Early Childhood

You cannot receive Financial Aid for more than 30 attempted hours of Learning Support.

## **Print Your Program of Study**

Do you know what courses are required for your program of study? How long will it take?

**<http://www.bainbridge.edu/academics/advising/advisinghome.htm>**