

Student ID:

## REGISTRATION INFORMATION

### ADVISING:

Spring registration for currently enrolled students begins November 14. It is recommended you see your advisor **BEFORE** you register to be sure you are meeting all requirements for your program and meeting pre-requisites for your courses. Reminder: you must pass Preparatory Algebra with a "C" before you can continue with Intermediate Algebra and pass Preparatory or Developmental English and Reading with a "C" before you can continue with English I. **SUMMER REGISTRATION WILL BEGIN WEDNESDAY, JANUARY 4, 2012.**

### FIND YOUR ADVISOR:

You have previously been emailed your advisor information this semester, but you can also find your advisor at [www.bc3.edu](http://www.bc3.edu). Click on the link "Register for Classes Online" or click this link to directly access the Student Portal Login screen:

[https://apecsportal.bc3.edu/hestuportal/APECS\\_HESTUPORTAL.ASPX?INSTID=BU00](https://apecsportal.bc3.edu/hestuportal/APECS_HESTUPORTAL.ASPX?INSTID=BU00). Once logged in, click on the "View My Schedule" link in the navigation bar on the left side of the screen. You will find your advisor information at the top of the screen.

### LOGIN INSTRUCTIONS:

Your login is your student ID which is at the top of this email. If you have forgotten your password click on the "Forgotten Password" link and your password will be emailed to you. For problems with student portal logons, please email [studentportal@bc3.edu](mailto:studentportal@bc3.edu).

### OBTAIN REGISTRATION MATERIALS AND BC3 CREDIT SCHEDULE:

#### ONLINE:

Go to our website at [www.bc3.edu](http://www.bc3.edu) and click on "Admissions & Registration" then "Registration". Here you will find all the information and forms you need. Print them out and bring them to one of our locations to register or click on "Register On-Line" and follow the instructions.

To view a list of courses, click on "Admissions & Registration" then "Credit Schedule".

#### ON CAMPUS:

Find forms and schedules of courses outside the Records and Registration Office in the Student Success Center on main campus, or visit BC3@Cranberry, BC3@Lawrence Crossing, or BC3@LindenPointe in Mercer. **Schedules are not available at all , or on the web, until November 1, at the earliest.**

### WAYS TO REGISTER:

#### ONLINE:

Click on this link to directly access the Student Portal Login screen to register online:

[https://apecsportal.bc3.edu/hestuportal/APECS\\_HESTUPORTAL.ASPX?INSTID=BU00](https://apecsportal.bc3.edu/hestuportal/APECS_HESTUPORTAL.ASPX?INSTID=BU00) (see login instructions above). You may register online 24 hours a day, seven days a week. Assistance for problems is only available during regular office hours. Click on "Registration" and follow the instructions. Once you are logged in you can also add/drop classes, pay your bill, view your mid-term and final grades for a current semester or print your unofficial transcript.

#### ON CAMPUS:

Register on campus at the Records and Registration Office in the Student Success Center on Main Campus, or visit BC3@Cranberry, BC3@Lawrence Crossing, or BC3@LindenPointe in Mercer. Check the Credit Schedule at [www.bc3.edu](http://www.bc3.edu) for the office hours at all the sites.

\*Registration forms **will not** be accepted through the mail.

### WHEN TO PAY:

Payment is due for Spring by December 9, 2011 and for Summer by May 4, 2012 by 3 p.m.

### WHERE TO PAY TUITION:

Pay on the web with Master, Visa, Discover Card or American Express at

[https://apecsportal.bc3.edu/hestuportal/APECS\\_HESTUPORTAL.ASPX?INSTID=BU00](https://apecsportal.bc3.edu/hestuportal/APECS_HESTUPORTAL.ASPX?INSTID=BU00). Log in and click on "Payments".

Pay in person at the Finance Office on main campus with Master, Visa, Discover Card, American Express, check, or cash. Pay in person at off campus sites by check or credit card only.

See the Credit Schedule at [www.bc3.edu](http://www.bc3.edu) for hours of operation at all sites.

Mail check to Butler Co. Comm. College, ATTN: A/R, PO Box 1203, Butler, PA 16003-1203

