

# REGISTRATION WORKSHEET for \_\_\_\_\_

1. Open the Browser. Go to *www.blueridgectc.edu*
2. Click on **Log into Bridge**. (You will be automatically be logged off after 10 minutes of inactivity, so have your information ready before you sign on.)
3. User Login
  - a. Enter **USER ID** (C.....:....). Click in the space before entering the numbers.
  - b. Press the tab key to enter **PIN** (number you choose during initial access).
4. Click on **Submit**. (If an incorrect PIN is entered 5 times in succession, access to the WEB will be disabled.)
5. Click on **Student Services & Financial Aid**.
6. Click on **Registration**.
7. Click on **Add/Drop Classes**.
8. Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
9. Enter ~~Alternate PIN #~~ (see # at bottom of this page) and click on ~~Submit PIN~~. (if asked for an Alternate Pin)
10. Fill in CRN (Course Request Numbers) and other information listed below, using the TAB key to navigate between each block to be entered.

CRN #	SUBJECT/COURSE #	SEC	COURSE TITLE	DAYS/ TIMES	CREDITS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

11. Click on **Submit Changes**.
12. Scroll down to view schedule and to correct Registration Errors if necessary.
13. Click on the drop down menu in the Action beside each course to drop a course. To add another course, enter the CRN in the block under Add Class. Click on **Submit Changes**.
14. Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
15. To Enter variable credit click on the underlined credit hours for each variable credit course or click on **Change Class Options** at the bottom of the screen. Enter desired hours (noting allowed range) and click on **Submit Changes**. Scroll down, check hours, or click **Return to Menu**, click on **Student Detail Schedule** and check hours.
16. At the bottom of the page, click on **View Fee Assessment**, this will give you the total charges for the semester.
17. Scroll to the top of the screen and click on **Exit** after reviewing schedule.
18. Click on the "x" on the top right of the screen to close the browser.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Alternate PIN #:** \_\_\_\_\_ **Register online beginning:** \_\_\_\_\_