How to Enroll In a Class

- Go to: www.ldsbc.edu on the left-hand side (beneath the picture) click on the link “MyBC”.
- Login using your Be Smart username and password
  - If you are having trouble with your username and password please contact Help Desk (801-524-8119)
- Once you have logged in, click on:
  - Select “Student Center” under BC Popular Places

At this point there are two ways to register for classes:

OPTION ONE:

Click on the “Schedule Planner” link.

Launch the Schedule Planner

Select the semester you are registering for
Add Courses to Take

Add Breaks

Generate Schedules

Click to View a Possible Schedule

When you've found a schedule you like click “Send Card to Shopping Cart”

View Schedule - 2012 Fall Semester

*You are viewing a potential schedule and must send to your Shopping Cart to enroll.

This schedule will now be transferred to your enrollment shopping cart and the schedule planner will close. Do you want to continue?

Click “OK”
Click "Close" (you may need to scroll down to find the Close button)

Close the schedule planner window and return to the student center window

Click on "Course Enrollment"

Choose the term you are registering for and click "continue"

Click "import cart"

Click "next" to add each class to your shopping cart

Proceed to "After you have your classes in your shopping cart"
OPTION TWO

- Under “Academics” select "Enroll"
- Select the correct semester for class enrollment (i.e. 2010 Fall Semester)
- Now you are in the shopping cart window

From this point you can look for classes in two different ways

***First option:***
- You can search on the online catalog by going to www.ldsbc.edu selecting “Resources” and “Class Schedules”
- Find the 4 digit numbers of the class under “Class Nbr” column
- Enter the 4 digit numbers into the “Enter Class Nbr” section of your shopping cart
- Click on “Enter"

***Second option:***
- Click on the “Search” button in your shopping cart
- Select the “Course Subject”
- Enter the Course number in (i.e. Eng 101, Acc 105)
- Select the class you want
- Select “Next”
- The class is now in your shopping cart

After you have your classes in your shopping cart:

- Select the “Proceed to Step 2 of 3” button.
- If your classes are correct select the “Finish Enrolling” button
- Check the status column to make sure you were enrolled. For any classes you received an error, read the message to find out why you were not enrolled.

Done!

For further assistance contact Registration 801-524-8141