

BATES ONLINE REGISTRATION INSTRUCTIONS

FOR STUDENTS ALREADY IN THEIR PROGRAMS

Please contact your instructors for the courses you should register for.

FOR NEW STUDENTS ENROLLING IN THEIR PROGRAMS

Please contact your advisor for the courses you should register for.

1. Go onto the My Bates website at my.batestech.edu
2. Scroll down to “Quick Links”
3. Click “View Links”
4. Open “Class Schedule”
5. Select the appropriate Term you wish to register for and find the classes you have chosen with your advisor.

Term	Campus	Subject	Course
B904: SPRING2020	Downtown	(All)	(All)

6. Write down the item numbers for each class you need to register for.

Course: Item#	Course Title	Section	Instructor	Time	Credits	Enrolled
ABE 070: 2181	IBEST SUPPORT	IB	EMERSON GLAD	0700A - 0230P	3	1

7. Return to “Quick Links” and choose Register for Career and Gen Ed classes.
8. Log in using your SID and PIN
 - a. Your student ID will be the 9-digit number that your advisor or registration gave you
 - b. Personal Identification Number (PIN) is your birthday with no dashes or slashes
 - i. 2 numbers for month, 2 numbers for day, 2 months for year – MMDDYY
9. Once logged in, click on the registration title.
10. Accept the policy acknowledgement, select quarter, and click Start Registration. You will be redirected to the registration portal.
11. The page will have you confirm your identity, **if this information is not correct please contact registration at 253.680.7019**
12. Click continue
13. In the pink column add the ITEM numbers, one item number per box
14. Click Submit/Add/Drop.
15. Once you have done that, the browser will refresh and show your schedule, please check to make sure all the information is correct.
16. Click finish at the bottom, below is a sample schedule on the registration page:

Type the item numbers of the classes you want to add or drop.

This is your schedule -----

Item	Course	Credit	Grade	Class Days and Times	Building and Room	Fee	Instructor
2164	PNUR 202	4.0		TWTh 07:00am 03:30pm	003 C210	.00	BECK E
2162	PNUR 203	7.0		TWTh 07:00am 03:30pm	003 C210	.00	BATTISTIA
216A	PNUR 204	4.0		MTF 07:00am 03:30pm	003 C210	.00	SWARENS B

Charges and Payments include tuition and fees only.

Credits	Charges			Payments				
	Tuition	Fees	Total	Payment	FinAid	Total	Total Due	Refund
15.0	1309.25	887.60	2196.85	.00	2196.85	2196.85	.00	.00

