


# HOW TO BUILD A SCHEDULE & REGISTER QUAD CITIES CAMPUS

- 1) Login to myBlackHawk
- 2) Click on the 'Student' tab  

- 3) Click on 'Students click here to'
- 4) Click on the 'Registration' link.
- 5) Choose 'Look Up Classes'
  - Find open/closed classes, days, times, instructor and course descriptions and use planner on reverse side to build your schedule.
- 6) Select the term from the drop-down menu. Then click 'Submit'
- 7) Click on 'Advanced Search'
- 8) Enter the class information
  - Highlight subject (English, for example)
  - Enter the course number (101, for example)
  - Highlight Quad Cities Campus
  - **NOTE:** Selecting additional class criteria will limit courses for you to choose from.
  - Click the 'Class Search' button at the bottom of the page.

Subject:   
AGRICULTURE  
AM INST BANKING  
ANTHROPOLOGY  
APPRENTICE CONSTRUCT LABORER  
ART  
ASTRONOMY  
AUTO MECHANICS  
BIOLOGY  
BUSINESS ADMIN

Select subject

Course Number:

Title:

Schedule Type:   
INTERNSHIP  
LAB

Credit Range:  hours to  hours

Campus:   
1 - QUAD CITIES CAMPUS  
2 - KEWANEE CAMPUS

Instructor:   
Abels, Dianne Lynne  
Acuff, John Thomas

Session:   
1) DAY SESSION BEFORE 5:00  
2) EVENING SESSION AFTER 5:00

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Click Section search

- 9) When you find a class that works with your schedule, check the box to the left of it and click 'Register' at the bottom of the page.
- 10) Choose the 'Class Search' button at the bottom of the page, and follow the above steps for each class you are adding to your schedule. Use the schedule planner on reverse side of this form to help you put your schedule together
- 11) Once you have chosen all of your classes, your registration is complete.

**NOTE:** If you need to drop a course, return to the menu (upper right corner of screen), select "Add or Drop Classes", then select term. In the drop down box next to the class name select 'web drop 100%' and click 'submit changes' at the bottom.

## Schedule Planner

Course Reference Number	Prefix Name	Course Number	Section Number	Credit Hours	Days	Time
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00 – 9:00							
9:00-10:00							

### STEPS TO TAKE AFTER REGISTRATION:

- Make a payment. Registration is not secured until payment is received.
- Print a Student Detail Schedule. Click the link on the Registration menu in myBlackHawk labeled ‘**Student Detail Schedule**’.
- Print your book list. Go to [www.bhc.edu/bookstore](http://www.bhc.edu/bookstore). Use your Student Detail Schedule to select the correct courses and section numbers.
- Get your books. Take your book list to the bookstore to purchase your books.
- Get your Black Hawk College Student ID and parking tag. Take your schedule and a photo ID to the Police Department in building 3 to have your picture taken for your college ID and purchase your parking tag for the semester at the same time.
- Start class!

**SEE YOUR ADVISOR PRIOR TO REGISTRATION FOR THE NEXT SEMESTER (FEB/MAR OR SEPT/OCT) TO PICK OUT YOUR CLASSES. CALL (309)796-5100 TO SCHEDULE AN APPOINTMENT.**