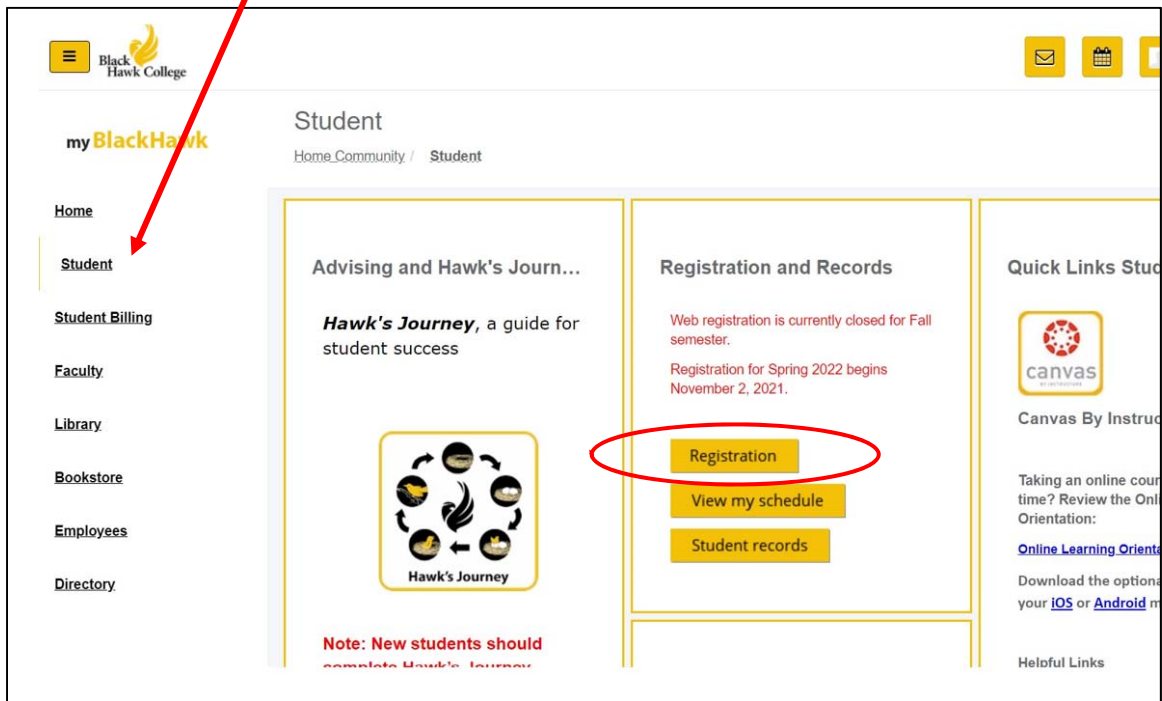Date: 11/1/21

To: All students, faculty, staff

Subject: Class registration has a new look!

Black Hawk College is excited to announce new functionality for students in the myBlackHawk student portal! After registration opens for Spring 2022 semester Tuesday, Nov. 2, students will see a new registration page in myBlackHawk. The route to registration is in the same place as it has always been in myBlackHawk. Follow instructions below to see the new landing page to register for classes.
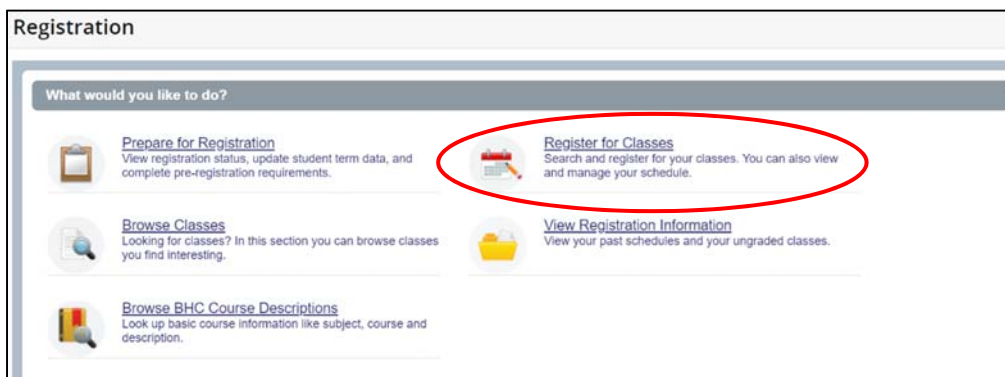
Step 1: Log in to myBlackHawk at https://myblackhawk.bhc.edu/.

Step 2: On the Student tab, click on Registration button.

Step 3: Just like before, students will be asked to acknowledge a Student Finance Agreement, as well as the annual Drug Free Schools and Communities Act notice. Then, the new registration landing page (shown below) will appear.

Step 4: Click on Register for Classes from the new landing page. Students may explore the other links on this page, too.

Step 5: Select the upcoming term.

Students may search for classes under Find Classes, or register by using Course Reference Numbers (CRNs) and clicking on the appropriate tab.

On the Find Classes tab, enter known information in one or more of the fields (Subject, Course Number, Keyword), then click on "Advanced Search" to more specifically look up classes by subject, course number, campus, instructional method, part of term, and more!

To search for *all* in-person, online or second 8-week classes, for example, simply leave subject, course number and keyword fields blank. Then, select the appropriate search criteria such as below:

Note: when searching for online completely courses, do not select a campus.

Step 6: After selecting all classes, be sure to click the Submit button at the bottom, to add classes to your schedule. You'll know you have successfully registered when you see "Web Registered" in the Action column.