

Date: 11/1/21

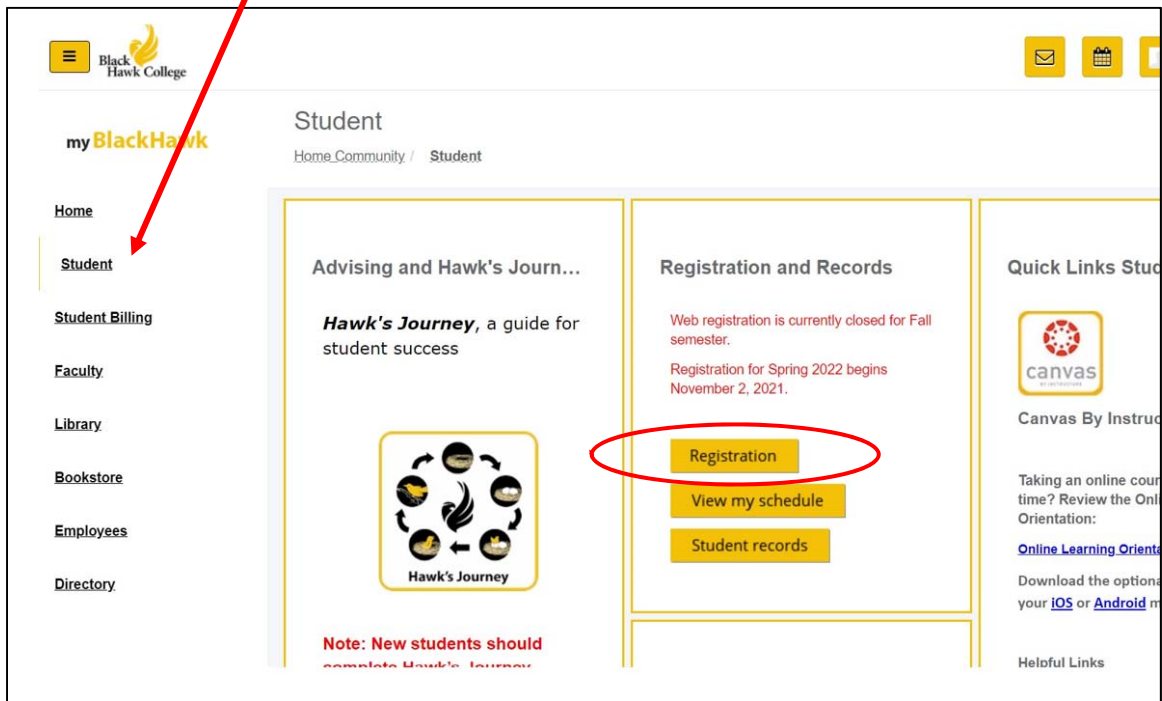
To: All students, faculty, staff

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.

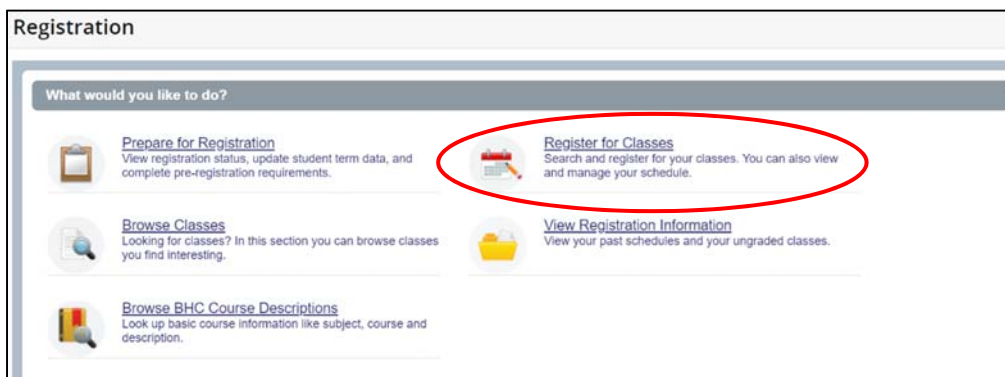
Step 1: Log in to myBlackHawk at <https://myblackhawk.bhc.edu/>.

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.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: FALL TERM 2021

Subject

Course Number

Keyword

[Advanced Search](#)

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:

Campus

Instructional Methods

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.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 1 Classes
Term: SPRING TERM 2022 Subject: HISTORY

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Instructional Methods	Linked Sections	
World War II	HI...	265	100	3	10...	S...	Peace, Jay (...)	9:45 - 10:45 AM - 1	1	29 of 30 ... 30 of 30 ...	Online Blended		<input type="button" value="Add"/>

Page 1 of 1 | 10 Per Page | Records: 1

Schedule | Schedule Details

Class Schedule for SPRING TERM 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am		World War II		World War II		World War II	
11am							
12pm							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 10