


## 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'
  - o 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 indicated by arrows show here below.
 

**NOTE:** Selecting additional class criteria will limit courses for you to choose from.

Subject:  ← Select subject

Course Number:  ← Enter Number

Title:

Schedule Type:  ↓

Credit Range:  hours to  hours

Campus:  ← Select campus

Instructor:  ↓

Session:  ↓

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

← Click Section search

**Know your CRN numbers, or need to drop a course?**

- o On Registration menu, Select "Add or Drop Classes", then select term.
  - o **To Add classes**, type in the CRN numbers, click 'submit changes' at the bottom.
  - o **To Drop classes**, On the list of classes in which you are registered, click on the drop down box next to the class name, then select 'web drop 100%' and click 'submit changes.'

- 9) When you find a class that works with your schedule, check the box to the left of it and click 'Add to Worksheet' at the bottom of the page. This will only save your selection while you search for more classes. The schedule planner on reverse side of this form will help you organize your schedule. **Be sure to write down the information on the schedule planner!!**
- 10) Click 'Class Search' button at the bottom of the page, and follow the above steps for each class you are adding to your schedule.
- 11) Once you have chosen all of your classes on the worksheet, click 'submit changes', and your registration is complete.

*See your advisor and plan ahead!*

Registration for Fall and Summer begins the first week in April.

Registration for Spring and minimester, begins the first week in November.

## How Many Classes Should I Take?

Each course you take is measured in “credit hours.” Credit hours refer to the number of hours per week you are in the classroom during a 16-week semester. Most courses are 3 credit hours. For most courses, you will be in class approximately three hours per week. For every 1 credit hour in which you enroll, you will spend approximately two to three hours outside of class studying.

The course load that is best for you depends on a variety of factors, such as other commitments, study skills, time-management skills, and self-discipline. To determine the course load which is most appropriate for you, please refer to the following guidelines:

<b>Employment obligations</b>	<b>Course load if working</b>
Working 40 hours per week	3 – 6 credit hours
Working 30 hours per week	3 – 9 credit hours
Working 20 hours per week	6 – 12 credit hours
Working less than 20 hours	12 – 18 credit hours

*Note: Full-time status is 12 credit hours or more. Summer course loads should be discussed with your advisor.*

## Schedule Planner

<b>Course Reference Number</b>	<b>Prefix Name</b>	<b>Course Number</b>	<b>Section Number</b>	<b>Credit Hours</b>	<b>Days</b>	<b>Time</b>	
<u>89999</u>	<u>CES</u>	<u>100</u>	<u>006</u>	<u>3</u>	<u>TR</u>	<u>1-2:14pm</u>	SAMPLE
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	

Time	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)	Saturday (S)	Sunday (U)
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							

### AFTER REGISTRATION:

- Check your class schedule to make sure that all of your classes are located on the Quad City Campus.
- Refer to the green *I'm Registered! What do I do now?* sheet for payment due dates and other important registration information.

**SEE YOUR ADVISOR PRIOR TO REGISTRATION FOR THE NEXT SEMESTER!  
CALL (309)796-5100 TO SCHEDULE AN APPOINTMENT OR SCHEDULE ONLINE THROUGH  
THE STUDENT TAB ON MYBLACKHAWK.**