



Course Registration Instructions

How to Register For Courses Using Banner Web

All students must have an established student BIC account to register for classes. To create a BIC account, go to <https://bic.belmont.edu>. Enter your Belmont identification number and six digit date of birth. Create your screen name and password, re-enter the password, then type a security question and answer. Always keep a record of your login information. If misplaced, departments do not have access to your username and password.

Step 1 - Go to the www.belmont.edu/classfinder and select a term

Step 2 – Schedule an appointment and meet with your academic advisor during the academic advising period or prior to registration. International students, including those who have permanent residence, must have their international advisor check their schedule. Review your BIC or Banner Web account for any administrative holds. If you have a hold, please see the department which generated the hold for a release. Once your advisor has released your advisor hold and all additional holds have been cleared by the department, you may register according to the registration schedule.

For your convenience the Massey (3rd floor Massey Business Center) and Lila D. Bunch library computer labs (1st floor) are available to register.

Step 3 – To register for classes log on to your BIC account at <http://bic.belmont.edu> and then click the Banner Web button.

Step 4 - Select 'Student Services & Financial Aid'.

Step 5 - Click 'Registration and Credit Card Payment'

Step 6 - Select the term for which you wish to register (e.g. fall, spring, summer)

Step 7 - Click 'Register/ Add/Drop Classes'

- Enter the 5-digit course registration number (CRN) found in *Classfinder*
- Click submit or save the courses at the bottom of the screen
- Scroll to the bottom of the screen to check for any registration errors (for example: closed class time conflict, co-requisite, pre-requisite, duplicate, major/classification restriction or link cohort)
- If an error is received, select the 'Class Search' button. Search for an alternate course by subject prefix, time or day
- Check the box next to the course listing and click 'Submit Changes' to save course.

Review your 'Current Schedule' to verify registered credit hours and the status for each course. If taking a class for academic credit, the course status must be listed as 'registered' and the action code should state 'None'.

Step 8 - Print your Schedule- Students need a copy of the course schedule to purchase text books. There two schedule formats available for print- 'Student Detail Schedule' and 'Student Schedule by Day and Time.' Classes listed as 'to be Announced' (TBA) are not included in the detailed schedule.

If you are using Internet Explorer to view the student web site (Belmont Campus Users):

- Click the 'Menu' button. Go to the 'Student Detail Schedule'.
- Click the print icon on the top toolbar.

If you are using Netscape to view the student web site:

- Go to 'File' and choose 'SAVE AS' command. Name the file (be sure to give it an .html extension such as Fall2010.html) and save to your desktop for easy retrieval.
- Open the file from your desktop by doubleclicking the file and choose the print command from the file menu.

TUITION & FEES/FINANCIAL AID

Step 9 - Click 'Menu' button. View and print the fee assessment, located under 'Registration Fee Assessment and Credit Card Payment'. **Only** tuition and fee charges can be viewed.

Step 10 - Go to 'Student Services and Financial Aid' menu. Enter the 'Student Records' section and use 'Account Summary by Term' to review all charges to your account on an on-going basis.

Step 11 - Enter the 'Financial Aid' section to review any awarded aid (at bottom of screen). Financial aid will not be applied to a student's account until the student is registered for a given term. Financial aid is credited for priority registered students during the first week of the term. Students who register during the first week of the term will have approved financial aid applied to the student's account within 24 hours of registration. You may view your awarded financial aid on-line.

If you are a first time borrower, be sure to complete your loan entrance counseling before the payment due date.

PAYMENT

Step 12 - Paying your bill:

- Subtract authorized financial aid (scholarships, grants, and approved student and parent loans.)
- Your scholarships and grants should show on your account statement as they are awarded
- Student loans do not show on the student account until the money is actually received and disbursed, so you will need to subtract those from your amount due if you have received an approval from your lender.
- Pay the remaining balance by the published payment due date on www.belmont.edu/sfs. Belmont University accepts the following forms of payment:***

Credit Card/Check Card

*(Select on 'Credit Card Payment' through **Banner Web** or call Belmont Central)*

Cash or Check

(by mail or in person at Belmont Central)

Tuition Management System

(Set up a payment plan through the web at www.afford.com or by phone at 1-800-722-4867)