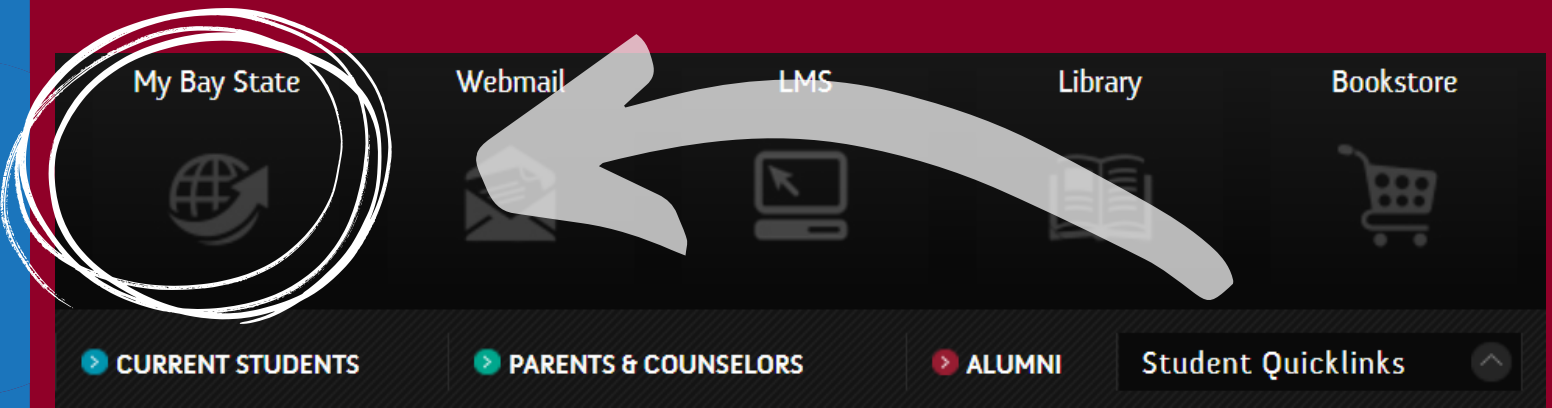


**Register for classes
through the Bay State
student portal**

*The first day of classes are
approaching! Here is our how-to
guide on registering for the courses
you need!*

STEP 1

Go to our website and click "Student Quicklinks" and click "My Bay State" to login.



STEP 2

Academics

Registration

View Attendance

Degree Audit

Your Class Schedule

GPA Calculator

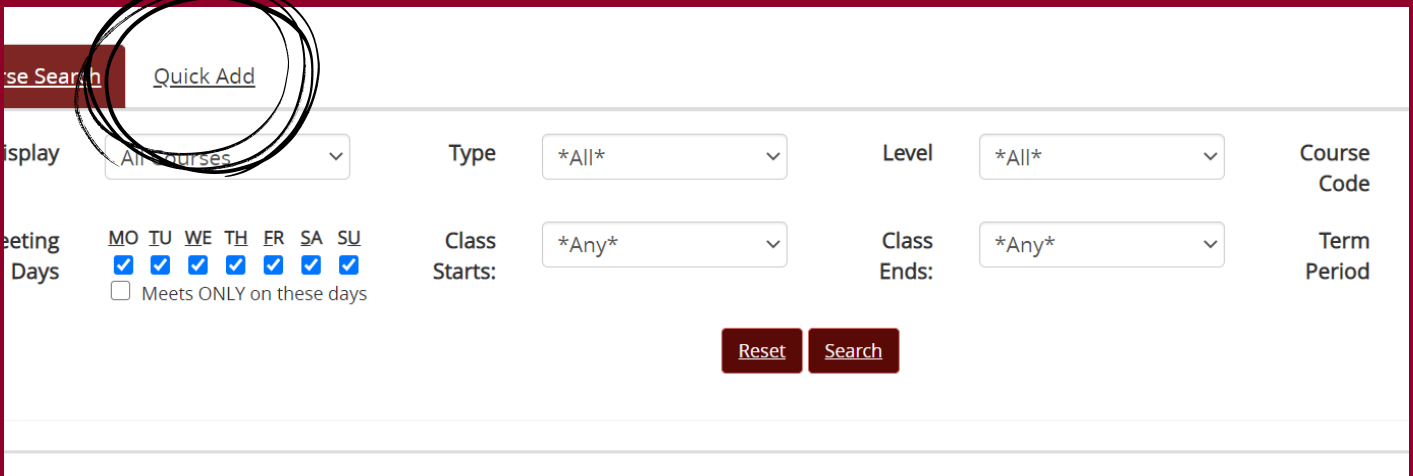
My Grades

Bookstore

Student Self-Service

*Click "Academics" on
the left side to find
where it says
"Registration"*

STEP 3



The screenshot shows a search interface with several filters. The 'Quick Add' link is circled in red. The filters include:

- Display: All Courses (dropdown)
- Type: *All* (dropdown)
- Level: *All* (dropdown)
- Course Code: (text input)
- Meeting Days: MO TU WE TH FR SA SU (checkboxes, all checked)
- Class Starts: *Any* (dropdown)
- Class Ends: *Any* (dropdown)
- Term Period: (text input)

Buttons for 'Reset' and 'Search' are located at the bottom right of the filter section.

Use "Quick Add" to manually input the Course Codes (ex: NUR250, ENT200) for the class to appear.

STEP 4

Please click the Register / Drop button to complete the registration process.

Show entries

Showing 1 to 7 of 7 entries

Search

View Register / Drop

Previous 1 Next

Select ▲	Action ⇅	Code ⇅	Title	Section ⇅	Schedule ⇅	Credits ⇅	Campus ⇅	Building/Room ⇅	Location ⇅	Status ⇅	Shift ⇅
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Once you have all your classes, scroll to where it says "Register/Drop" at the top right hand corner.



STEP 5

Finally, you will be brought to a page showing all your classes to confirm before officially registering.



ALL DONE!

*If you are having trouble registering,
please contact Registrar's Office at
registrarsoffice@baystate.edu.*

*For help completing the FAFSA,
please contact the Office of
Financial Aid at
financialaid@baystate.edu.*