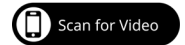


BLUEFIELD UNIVERSITY

How to Register for Classes



Step 1: Login to myBU

From the university webpage (www.bluefield.edu), click on myBU on the right hand side.

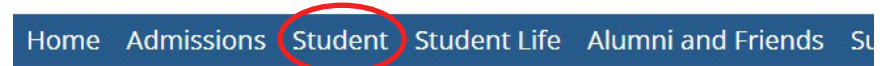


Once on the myBU page, login in the upper right hand corner with the same user/pass you use for BU email.



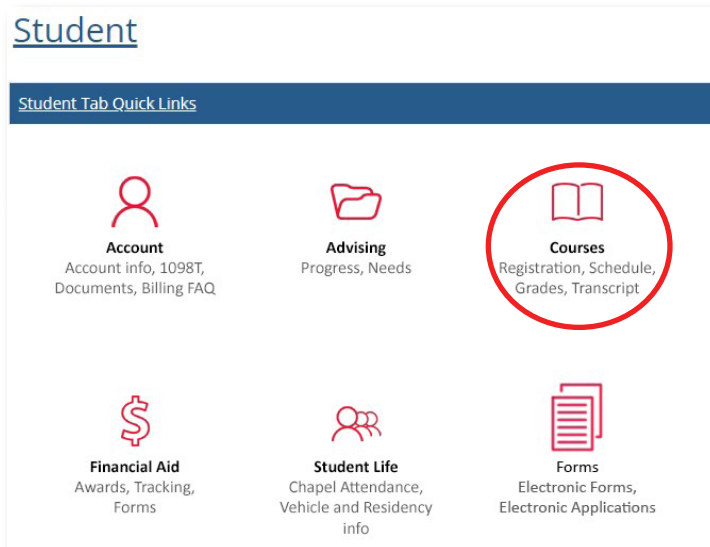
Step 2: Click on Student Tab

In the main menu bar, click on the Student Tab.

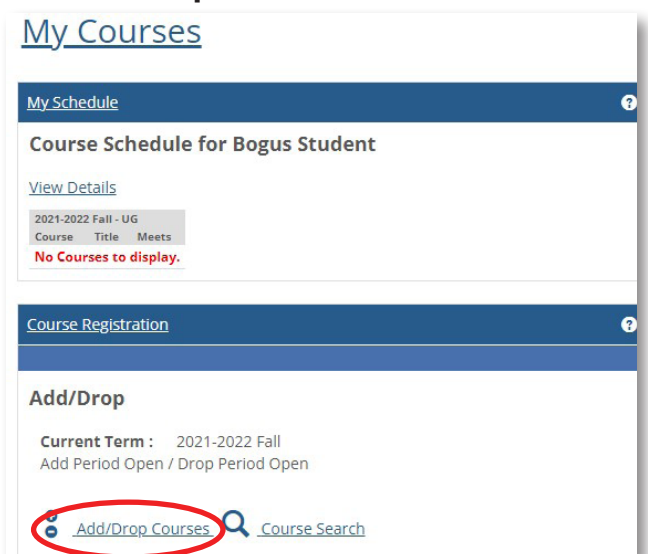


Step 3: Click on Courses Icon

This is for Registration, Schedules, Grades, etc.



Step 4: Under Course Registration, click on Add/Drop Courses

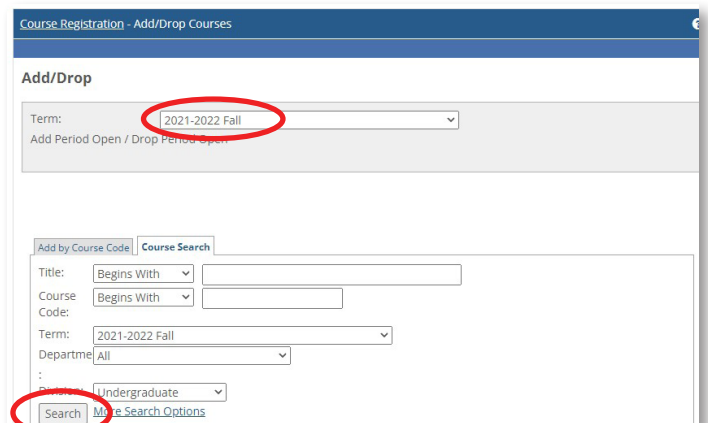


Step 5: Verify the Term

Make sure you are looking at the right term, for example, Fall 2021-2022 is the fall semester of 2021. Spring 2021-2022 is the spring semester, so Spring of 2022.

Step 6: Search for Courses

Once you have the term right, make sure you are on the Course Search tab, then filter it if you want to, then click Search.



Step 7: Review Courses

Once you click select, it will list courses by the course code in alphabetical order.

If you see this, it means you cannot register for that class (perhaps a hold, or you haven't been cleared to register, or the course is already in progress, or you are missing a required prerequisite). See your advisor if you cannot register.

Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
	ACS 1012 01	Academic Success Seminar	Martin, Darrin Tyrone	19/30	Open	TR 12:00 PM-12:50 PM; Bluefield Campus, Science Center, SCIENCE CENTER 100	2.00	8/18/2021	12/8/2021
	ACS 2012 01	Heuristic Academic Thriving	Smith, Alan Michael	27/30	Open	TR 12:00 PM-12:50 PM; Bluefield Campus, Lansdell Hall, Lansdell Hall 101	2.00	8/18/2021	12/8/2021

If you see this, with the click box to add a course, then you can add the course.

<input type="checkbox"/>	BHS 3053 50	Family Dynamics for Human Serv Prof	Rullman, Deborah W	5/30	Open	Online Course, Online Course, Open to Online & Traditional			
<input type="checkbox"/>	BHS 3123 50	Addiction and Prevention	Garland-Matthews, Tara	8/30	Open	Online Course, Online Course, Open to Online & Traditional			

Step 8: Select and Add Courses

Once you have selected all the courses on a particular page, click the Add Courses button at the bottom to add them to your schedule.

<input type="checkbox"/>	BHS 4603 50	Senior Seminar	Farmer, Richard Allen	30/30	Open	Online Course, Online Course, Open to Online & Traditional	3.00	10/13/2021	12/7/2021
	BIO 1031 01	General Biology Lab	Offield, Martin Franklin	7/24	Open	T 1:00 PM-2:50 PM; Bluefield Campus, Science Center, SCIENCE CENTER 301	1.00	8/18/2021	12/8/2021
	BIO 1031 02	General Biology Lab	Offield, Martin Franklin	16/24	Open	T 3:00 PM-4:50 PM; Bluefield Campus, Science Center, SCIENCE CENTER 301	1.00	8/18/2021	12/8/2021

[AC - BI](#) | [BI - BU](#) | [BU - BU](#) | [BU - CH](#) | [CH - CO](#) | [CO - CO](#) | [CO - CR](#) | [CR - CY](#) | [CY - ED](#) | [ED - EN](#) | [EN - ES](#) | [ES - HI](#) | [HI - MA](#) | [MA - MU](#) | [MU - MU](#) | [MU - NU](#) | [NU - PS](#) | [PS - TH](#) [Next page -->](#)

Step 9: Reviewing your Schedule

Once you have added your classes, you will see the screen refresh and your schedule will be listed with the option to drop classes. You can drop classes up until the Drop date about a week into the semester.

Accessing My Schedule

Step 1: Login to myBU

From the university webpage (www.bluefield.edu), click on myBU on the right hand side. Once on the myBU page, login in the upper right hand corner with the same user/pass you use for BU email.

Step 2: Click on Student Tab

In the main menu bar, click on the Student Tab.

Step 3: Click on Courses Icon

Your schedule will show up once you click Courses.

Step 4: Click on View Details

If you need more information about your schedule, click on View Details, and it will bring up a more detailed course schedule.

For a printable copy, click on the My Schedule link at the bottom.

[My Schedule](#) - Schedule Details

Course Schedule for Bogus Student

Term Data is only available for current or pre-registered courses.

Term: Division:

2021-2022 Fall - Undergraduate

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets
	BHS 3053 50	Family Dynamics for Human Serv Prof	3.00	Current	LT	Rullman, Dr. Deborah W	
	BHS 3123 50	Addiction and Prevention	3.00	Current	LT	Garland-Matthews, Dr. Tara	
	BHS 4073 50	Human Services Internship	3.00	Current	LT	Stout, Mrs. Kristy Michelle	
	BHS 4603 50	Senior Seminar	3.00	Current	LT	Farmer, Dr. Richard Allen	

[My Schedule](#)