

Online Registration (Class Schedule – Catalog – and Degree Audit)

This document will provide you with a detailed overview of how to locate the class schedule, catalog, and degree audit to assist you in self-registering for courses.

After your first semester with BUonline, you will be able to register yourself for courses for subsequent semesters. If you have any questions about this process, please work with your academic advisor. You can find the name of your academic advisor in netclassroom

(<https://Netclassroom.brescia.edu/Netclassroom7/Forms/login.aspx?ReturnUrl=%2fNetclassroom7%2fDefault.aspx>).

1. **Class Schedule** <https://www.brescia.edu/254-2/>

The Class Schedule will allow you to see which courses are offered during a specific semester. If there is a red line marked through the course, it indicates that the course is full. To access the Class Schedule, go to <https://www.brescia.edu/254-2/> and then click on the semester you wish to register for under the heading Online Courses.

Class Schedule

Here you will find a complete and updated list of upcoming classes at Brescia.
Please select the following schedule that applies to you.

Traditional Courses

- Spring 2017
- Fall 2017
- Spring 2018 Preliminary

Online Courses

- Spring 2017
- Fall 2017

Once you click on the semester, the schedule will load and you will be able to see the course ID, course name, number of credit hours, the days and times of the course, the instructor, any prerequisites, and any fees. As noted in the picture below, if there is a * next to the course name, the course fulfills a general education requirement. The schedule will include all courses offered listed by subject area for that semester.

BRESCIA UNIVERSITY FALL 2017 ONLINE UNDERGRADUATE SCHEDULE

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courses listed in red are full, check with your advisor

* Fulfills general education requirement

All classes are PM

Course ID	Course Name	Hrs	Days	Time	Instructor	Room	Prerequisites	Fees
ART								
* Art 101OL-1	Drawing-I	3	M, 8-9	8/14-10/2	L. Eklund	OL	PERM-REQUIRED	\$-150
* Art 180OL-1	Art Appreciation	3	W, 7-8	8/16-10/4	L. Eklund	OL	PERM REQUIRED	\$ 150
* Art 180OL-2	Art Appreciation	3	W, 8-9	8/16-10/4	L. Eklund	OL	PERM REQUIRED	\$ 150
* Art 180OL-3	Art Appreciation	3	M, 7-8	10/16-12/4	Staff	OL	PERM REQUIRED	\$ 150
* Art 180OL-4	Art Appreciation	3	W, 8-9	10/18-12/6	L. Eklund	OL	PERM REQUIRED	\$ 150

BIOLOGY

* Bio 100OL-1	Intro Biology	3	T, 7-8	8/15-10/3	J. Vanover	OL	PERM REQUIRED	\$ 175
* Bio 100OL-2	Intro Biology	3	T, 8-9	8/15-10/3	J. Vanover	OL	PERM REQUIRED	\$ 175
* Bio 100OL-3	Intro Biology	3	T, 7-8	10/17-12/5	J. Vanover	OL	PERM REQUIRED	\$ 175
* Bio 100OL-4	Intro Biology	3	T, 8-9	10/17-12/5	J. Vanover	OL	PERM REQUIRED	\$ 175
* Bio 112OL-1	Human Nutrition	3	Th, 7-8	10/19-12/7	C. Maillet	OL	PERM REQUIRED	\$ 150

2. University Catalog: <https://www.brescia.edu/university-catalog>

The University Catalog is another helpful resource to inform you about degree requirements, course descriptions, and university policies and procedures. To access the university catalog, please go to: <https://www.brescia.edu/university-catalog>

Once the catalog loads, you will find a table of contents. Be sure to carefully review the requirements of your degree to ensure you are registering for the correct courses.

3. Netclassroom:

<https://Netclassroom.brescia.edu/Netclassroom7/Forms/login.aspx?ReturnUrl=%2fNetclassroom7%2fDefault.aspx>

Did you know that students are ultimately responsible for making sure they are registered for the right courses each semester and for tracking their degree audits to ensure all requirements are being met for graduation?

Through Netclassroom you can view your online course schedule, degree audit, billing, and unofficial transcripts. You can login Netclassroom at:

<https://Netclassroom.brescia.edu/Netclassroom7/Forms/login.aspx?ReturnUrl=%2fNetclassroom7%2fDefault.aspx>

It's important that you take time to familiarize yourself with your degree audit. This will clearly show the requirements of your degree that you have met, the ones you are registered for, and the ones you need to complete to graduate.

You will compare your degree audit to the current class schedule to find the courses you need.

Netclassroom Legend:

- The green check mark means you have the requirement.
- The blue arrow going in a circle means you are registered or currently taking the requirement.

- The red flag means that you still need that requirement to graduate. When you see a requirement with a red flag, you will see a long list of courses listed under it. Those are courses that can meet that particular requirement.

The screenshot shows the Brescia University Netclassroom interface. The top navigation bar includes links for Home, Barney's classes, Barney's grades, Registration, Billing, and My settings. The left sidebar contains a 'View' dropdown menu with options: Requirements Summary, Details of Requirement, Show, <All Requirements>, At course level, "What-If" Scenario, Calculate "What-If" Scenario, Announcements, and None currently available. The 'Degree audits' link is highlighted in yellow. The main content area displays the 'Degree Audits Detail' for an Associate of Arts-HS Degree. It shows a GPA of 0.0000 and 0.00% Requirements Completed. The requirements are listed as follows:

- Language and Literature**: Need 3.0000 credits of: Eng 101t - Writing I, Eng 101 - Writing I, Eng 101OL - Writing I, Eng 101Bt - Writing I
- Eng 102 Writing II - 3.0000 credits required**: Need 3.0000 credits of: Eng 102t - Writing II, Eng 102 - Writing II, Eng 102OL - Writing II, Eng 102Bt - Writing II
- Public Speaking - 3.0000 credits required**: Need 3.0000 credits of: Sph 110 - Public Speaking, Sph 110OL - Public Speaking, Sph 110Bt - Public Speaking
- Religion and Philosophy**: Need 3.0000 credits of: Th 105 - New Testament, Th 101 - Old Testament, Th 105OL - New Testament, Th 101OL - Old Testament

Your Netclassroom login and password will be mailed to you by our registrar's office. If you do not have that information, please contact the Registrar's office at registrar@brescia.edu or by phone at 270-686-4248.

4. **Conclusion:** After a student completes their first semester, they are expected to review the class schedule, catalog, and degree audit and pick out the courses they want to register for. Once the student registers for courses, their academic advisor is notified. The academic advisor will review the course selection and either approve it, or make suggestions about changes that need to be made.

It's very important to work closely with your advisor!