![BUonline Brescia University logo]

# 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/class-schedule

   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/class-schedule 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**

Updated 6/9/2017

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?**

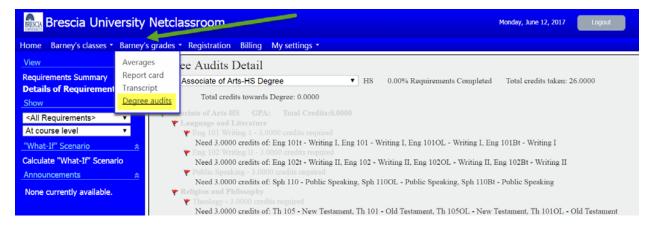   Through Netclassroom you can view your online course schedule, degree audit, billing, and unofficial transcripts.  You can login Netclassroom at: https://Netclassroom.brescia.edu/Netclassroom7/Forms/login.aspx?ReturnUrl=%2fNetclassroom7%2fDefault.aspx

   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.

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](mailto: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. Your academic advisor will then email you to let you know when it has been approved.

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