

# CORE Butte Charter School Butte College Concurrent Enrollment Process

## Spring Session 2013

- Class **schedules** are only available online [www.butte.edu/schedule](http://www.butte.edu/schedule)
- The **Spring Session due date for concurrent enrollment forms** to be submitted to the Main Campus of Butte College is **January 3rd**.
- If you choose to drop it off at the **Chico Center of Butte College**, the due date is one week prior
- The only **acceptable signature for the principal** on the concurrent enrollment form is Jonelle Pena.
- The **acceptable signatures for high school counselor** are Patti, Karen, Mary or Marlene.
- When Marlene, Karen, Mary or Patti sign as counselor on the concurrent enrollment, they will include **teacher's name** on the top of the form.
- A **copy** of the concurrent enrollment form will be made for Marlene and the PLT and put in their teacher boxes.

### **Students must register online using Webreg**

**Webreg on January 10 for Spring Session opens at 3:00.** Your student log in has to be in place for this process to be completed, so plan ahead and be prepared.

The procedure for completing the Webreg is as follows:

- ✓ Log in to the Butte College website [www.butte.edu](http://www.butte.edu)
  - ✓ Under Quick Links on the bottom right, go to My BC/Blackboard
  - ✓ '[Click here](#)' to log in at the top of the page.
  - ✓ Put in your User Name and Password
  - ✓ Under WebAdvisor on the bottom right of the screen, click on the session you want
  - ✓ Click on 'Registration' on the left side
  - ✓ Click on 'Register for Classes' under the registration tab
  - ✓ Click on 'Search and Register' to find the class you want. You can be as specific or general as you like on this part.
  - ✓ Click on 'Submit' to access classes
  - ✓ Look at the availability of the class (Available/Capacity/Wait List)
  - ✓ Check the little box next to the class you want and click 'Register' and 'Next'
  - ✓ Always confirm your registration by checking 'My Schedule'
- **Classes begin** for the Spring Session on **January 22<sup>nd</sup>**.
  - Student's must **pay the \$18.00 Health Fee & the \$10 Technology Fee within 7 days of webreg or they will be dropped from the class**

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### **STUDENT** If you **HAVE NOT ATTENDED** before, start here:

- **Fill out the application** for Butte College, our high school code is 054171. Apply online. Go to Butte College at [www.butte.edu](http://www.butte.edu) Click on 'high school students', then click 'apply now.'
- **Get your ID number** by calling Admissions and Records, 895-2361, a few days later.
- **Set up your student log in** on the Butte College website. Go to [www.butte.edu](http://www.butte.edu) Under Quick Links on the bottom right of the screen, click on 'MyBC Blackboard' window. If you're a first time user, click on 'Students [Click here](#) if you need help retrieving your User Name or Password. Fill in your Butte College ID number, your last name and your birthday, click on 'submit.' Your User Name and Password will be sent to your email from the admin office of Butte College. The **HELP number is 895-2925**.

Send your User Name and Password information to your teacher.

- **Schedule your assessments** (math, reading and English) by calling 895-2350. You need your ID number in order to do this. Bring a picture ID to the test. **IF TAKING NON ACADEMIC BUTTE COLLEGE CLASSES, ASSESSMENTS ARE NOT NEEDED.**
- **Get assessment results and placement levels** accessing your web advisor page at My BC
- **Continue to the following steps.**

### **STUDENT** If you **HAVE ATTENDED** before, start here:

- **Complete concurrent enrollment form**, the only acceptable signature for the principal is Jonelle's. The acceptable signatures for high school counselor are Patti, Karen, Mary or Marlene. **KEEP IN MIND OUR SCHOOL HOLIDAYS AND DUE DATES.**
- **Turn in the concurrent enrollment form** to the admissions office at the **main campus** of Butte College, no later than the **due date**. You may turn in the form to the Butte College Chico Center, but keep in mind it may take one week to get to the main campus.
- **Set up your student log in** on the Butte College website. Go to [www.butte.edu](http://www.butte.edu) Under Quick Links on the bottom right of the screen, click on 'MyBC Blackboard' window. Click on '[Click here](#)' to log in at the top of the page. Put in your User Name and Password.
- **Webreg on the appropriate date** at the appropriate time.
- **Notify your CORE Butte Charter School teacher** of your Butte College class schedule so your books can be ordered if taking classes.
- **Check the start date** of your classes. Butte College has a different academic calendar than CORE Butte Charter School.
- Student's must **pay the \$18.00 Health Fee & the \$10 Technology Fee within 7 days of webreg or they will be dropped from the class**
- **Bring ID and the textbook purchase order** (Educational Materials Agreement Form) that your teacher gives you to pick up your Butte College books. You may want to call the bookstore (895-2331) to see if your books are ready to be picked up.
- **Return your textbooks and print a transcript** and give them both to your **CORE Butte Charter School teacher** immediately after classes end