



REGISTRATION TIPS

REGISTRATION OFFICE HOURS:

Monday – Thursday 8 AM – 5 PM
Friday 8 AM – 4 PM

CONTACT REGISTRATION:

Email: registration@btc.edu
Phone: 360-752-8350

TO VIEW LIST OF BTC EMPLOYEES:

www.btc.edu/ourpeople

Click About BTC
Click Our People

TO VIEW BTC CALENDARS

www.btc.edu/calendar

Click Quick Links
Click Calendar

REGISTER FOR A CLASS

From www.btc.edu click **Take a Class**.

1. Find the course you plan to take.
2. Click anywhere on the information highlighted in **blue**. This will expand the course description.
3. Scroll down and click the box that says **Register for this class on myBTC Portal**.
4. Click the box that says **OK**.
5. To login, your username is your SID number. Your password is your 6-digit date of birth (month, day, last 2 digits of birth year, for example: 010197). It is recommended you change your pin to a more secure 6-digit number.
6. Click **login**.
7. If successful, a screen will pop up that says **Registration Successful**.
8. Be sure to check amount due and payment deadlines.
9. Click **logout**.

DROP A CLASS

Access the myBTC portal at www.btc.edu/mybtc.

1. Login; your username is your student ID number, and your PIN is your 6-digit date of birth in MMDDYY format. It is recommended you change your pin to a more secure 6-digit number. Click **login**.
2. Click the **Registration** tab. Select **Register for Classes**.
3. Be sure to select the current quarter (i.e. 2019-2020 Spring). Press **Continue**.
4. Your class schedule will show at the right hand side of the screen, under **Registered Classes**.
5. Click the red button to drop the class.
6. Click **continue** to confirm you want to drop the class.
7. Click **logout**.

PRINT YOUR UNOFFICIAL TRANSCRIPT

Access the myBTC portal at www.btc.edu/mybtc.

1. Login; your username is your student ID number, and your PIN is your 6-digit date of birth in MMDDYY format. It is recommended you change your pin to a more secure 6-digit number. Click **login**.
2. Click the **Registration** tab. Select **Unofficial Transcript**.
3. To print your unofficial transcript, Press **Print** or CTRL+P.
4. Be sure to logout of myBTC portal by clicking **logout**.

ORDER YOUR OFFICIAL TRANSCRIPT

Go to www.getmytranscript.com

1. Select **Bellingham Technical College** for the school.
2. Click **order** and follow the remaining steps.

UPDATE CONTACT INFORMATION

Access the myBTC portal at www.btc.edu/mybtc.

1. Login; your username is your student ID number, and your PIN is your 6-digit date of birth in MMDDYY format. It is recommended you change your pin to a more secure 6-digit number. Click **login**.
2. Click on the **Profile** tab. Select **Change Contact Info**.
3. Enter your updated contact information.
4. Press **submit**.
5. Be sure to logout of myBTC portal by clicking **logout**.

GRADUATION AND COMMENCEMENT

Information regarding Graduation and Commencement is available at www.btc.edu/graduation.

- To go directly to the **Graduation Application**: www.btc.edu/gradapp
- To go directly to the **Commencement Ceremony Participation form**: www.btc.edu/commencement

If you need personal assistance, please email registration@btc.edu or leave a voicemail at **350.752.8350**. A registration specialist will respond to your inquiry during regular business hours.