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.