How to Use the Student Portal

1. Get on the Internet and go to the college’s home page http://www.bccc.edu
2. On the right side of the page click Student Portal.

Can I print out the entire list of classes?

1. To print out the entire list of classes will be several hundred pages. A better idea would be to print out just the list of classes you need, like all Biology 111 classes. To do this:
   a. Select the Session (example: Fall 2013).
   b. Select Show Courses (example: select all)
   c. In Course ID, type in BIO, then 111
   d. Click the Submit Lookup button
   e. A listing of all BIO111 classes will be displayed.
I need a copy of my schedule

1. At the Student Portal page, click the Schedule/Bill Inquiry link
2. You will next need to enter your Student ID and PIN number

<table>
<thead>
<tr>
<th>Student Id</th>
<th>PIN</th>
</tr>
</thead>
</table>

3. The Student ID is your Social Security number (no spaces or dashes please)
4. Your PIN is based on your birthday, **2-digits for the month you were born and 2-digits for the year you were born**. (Example, if you were born in May 1990, your PIN would be 0590)
5. In the Session box, select the current semester.
6. In the Schedule/Bill Type box, you have three options. You can select:
   a. Your Schedule and Bill
   b. Your Schedule
   c. Your Bill
7. Click the drop down arrow and select Schedule.
8. Click the View Schedule/Bill button

   Select a session from the drop down list and press the 'View Schedule/Bill' button to retrieve your schedule and/or bill for the session selected.

<table>
<thead>
<tr>
<th>Session</th>
<th>Schedule/Bill Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>SCHEDULE</td>
</tr>
</tbody>
</table>

   View Schedule/Bill

   Reset Form

   Main Menu | Student Logout

9. Once your schedule appears, you can use the browsers print button to print it out.

I want to see my grades

1. At the Student Portal page, click the Grades Inquiry link
2. You will next need to enter your Student ID and PIN number

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3. The Student ID is your Social Security number (no spaces or dashes please)
4. Your PIN is based on your birthday, **2-digits for the month you were born and 2-digits for the year you were born**. (Example, if you were born in May 1990, your PIN would be 0590)
5. Select the semester to see your final grades.
6. **If you do not see a grade, your instructor has not submitted it to BCCC.**