

SELF-ENROLLMENT IN ON-CAMPUS CLASSES

Log into MyBarton Portal to access PAWS account

Step 1: Visit <http://bartonccc.edu/>

Step 2: Toggle over the **MYBARTON** tab and choose **MyBarton Portal**

Step 3: Log into the portal and access your **Barton PAWS Account**



<p><i>eCollege Pearson BARTonline</i></p>  <p>MY WEB MY COURSES</p>	<ul style="list-style-type: none">- Current learning management system for online coursework at Barton.- Click on the link to the left and enter your Barton ID and PIN that you used to login to the MyBarton portal.- For Tech Support Call: 877-740-2213
<p><i>Canvas BARTonline</i></p>  <p>YOUR COMMUNITY COLLEGE SOLUTION</p>	<ul style="list-style-type: none">- New learning management system for online coursework at Barton.- All courses will be transitioned to this system by May 2017.- For Tech Support Call: 844-711-0949
<p><i>Barton PAWS Account</i></p> 	<ul style="list-style-type: none">- Make payments- See unofficial transcript- Financial aid information- Tax information- Apply for graduation- Request contact information changes

****You will not be able to log into the Portal if you don't have a current application on file with Barton Community College**

View of home screen

Personal Information Alumni and Friends Student Financial Aid Employee

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, ██████████ to PAWS! Last web access on Jun 22, 2016 at 12:31 pm

Personal Information
View your address(es), phone number(s), e-mail address(es), emergency contact information; View name change & social security number change information; Change your PIN.

Student Services
Online registration for summer 2016 is now open! Display class schedules; View holds; Display midterm and final grades & transcripts; Payment online services; Degree evaluation.

Financial Aid
Financial Aid Information

Employee
View your benefit and deduction information; View your job information, pay stubs, W-2 forms and W-4 information; Access Salaried Leave Report or Hourly Time Sheet

Pay Online
Safe and secure, pay your bill online using a credit card, debit card or check. If amount field is blank or \$0, please enter the amount you wish to pay. PLEASE NOTE ***For payment plan select NBS Payment Plan in the next menu option below.

Alumni and Friends
Not available at this time. If you are an alumni of Barton County Community College and would like to update your address [click here](#).

Student Employment Opportunities

[Return to Homepage](#)

4. Choose the Registration Option

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go [RETURN TO MENU](#) [SI](#)

Admissions
Registration

Online enrollment for the summer and fall 2016 semesters is available now! Students with advisors must make an appointment with their advisor prior to registering for courses. Any quest

- If you want to enroll in a BartOnline course [click here](#) or an EduKan course [click here](#).
- If you are interested in a course offered through Workforce Training and Community Education, please send an email for course registration information by [clicking here](#).

Student Records
View your holds; Display your grades (midterm and final) and transcripts; Review charges and payments; Degree evaluation; and **Apply to Graduate**.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Pay Online
Safe and secure, pay your bill online using your credit card, debit card or check. PLEASE NOTE*** for payment plan select NBS Payment Plan in the next menu option below. Also please note that **NBS Payment Plan** Automatic monthly payments by credit or checking/savings account. The spring 2016 term will be open December 7.

Authorize Release of Information
Indicate with whom BCC is authorized to discuss/release your educational records such as billing information, financial aid, grades, etc.
In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Barton Community College must obtain written consent from a student before releasing the educational records

Housing Application and Application Fee
The housing application link will be unavailable for a short time at the end of June. The link will again be available in July.

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5. Select 'Add Classes' to begin the registration process

Select Term
To begin the online registration process you must first select a term.

Add Classes - Online Registration for the summer and fall 2016 semesters available NOW!

- If you want to enroll in a BartOnline course [click here](#) or an EduKan course [click here](#).
- If you are interested in a course offered through Community Education, please send an email for course registration information by [clicking here](#).
- Check your current legal address in Personal Information after completing your online registration.

Student Schedule by Day & Time
Student Detail Schedule
Registration Fee Assessment

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Hold

If there is a hold on your account you will be notified upon trying to add classes.

To determine the type of hold on your record select **'View Hold.'** You will not be able to register for classes until your hold is released.

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add Classes:

You may not add or drop classes due to holds on your record

[\[View Holds | Student Detail Schedule | Student Schedule by Day & Time | Registration Fee Assessment \]](#)

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You will then view the type of hold and the office to contact so you may handle the account issue

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

View Holds

These are the holds on your account. If you have a registration hold you will not be allowed to register. A financial hold on your account could prevent you from viewing

Administrative Holds

Hold Type	From Date	To Date	Amount Reason	Originator	Processes Affected
Accounts Receivable	Jun 23,2016	Dec 31,2099	Acct Bal > .01-no futures	Business Office	Registration Transcripts

If you are free to enroll the following screen will appear:

Add Classes:

An enrollment worksheet is available below for you to register online for Barton courses. The following instructions will assist you through the registration process:

1. Use the CRN numbers in the class bulletin to select courses. You have the option of entering one course or CRN or entering all of your courses or CRN's in the enrollment worksheet before submitting your enrollment.

2. Check for registration errors. You may encounter the following errors:

- *Prerequisite and Test Score Error: Prerequisites are needed for this course.*
- *Course not available for online registration- Please contact your advisor or the Office of Enrollment Services to enroll in these specific courses. Courses not available for online registration include continuing education courses, consent of instructor courses, and cancelled courses. Select an alternate CRN if possible. If you want to enroll in a BartOnline course, click here.*
- *Time conflict - You have selected two courses that meet at the same time and day. Please select alternative courses.*
- *Link error - You have enrolled in a course that requires an additional course. For example, lecture and lab courses are linked courses and students must enroll in both courses. CRN's in the enrollment worksheet before submitting.*
- *Closed class - The course you have selected is closed; please select an alternative course. If you would like to be placed on the waitlist, contact your advisor or the Office of Enrollment Services.*
- *Major Restriction: This course is only for majors.*

Add Classes Worksheet

ENROLLMENT

If you already know the CRNs (Course Registration Numbers for each class) enter each one in the boxes as shown below (you are not required to enter information in all boxes)

Add Classes Worksheet

CRNs

12921	16802	17717	10233	10360
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Students creating their schedule

1. Choose the **Class Search** button



<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>
-----------------------------------------------	---------------------------------------------	--------------------------------------

2. Choose the subject of the class and hit course search

Look-Up Classes to Add:

Use the selection options below to search the class schedule for the selection is complete, click Get Classes to perform the search.

Subject:

Accounting
Adult Health Care
Agriculture
Anthropology
Arts
Automotive
Business
Business Technology
Chemistry
Child Care & Guidance

<input type="button" value="Course Search"/>	<input type="button" value="Advanced Search"/>
----------------------------------------------	------------------------------------------------

3. Choose the appropriate class title and then **view sections**

1200	Business English	<input type="button" value="View Sections"/>
1204	English Composition I	<input type="button" value="View Sections"/>
1206	English Composition II	<input type="button" value="View Sections"/>
1209	English Composition I with Rev	<input type="button" value="View Sections"/>

Check Time/Days/Formats to select a class that meets your schedule

Pay attention to the CAP and ACT which show how full a class is. See the key on the following page. **If you try to enter a course to your schedule that is full it will NOT be added to your schedule**

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	12333	ENGL	1204	0	A	3.000	English Composition I	MWF	09:00 am-09:50 am	10	11	-1	2	1	1	50	21	29	Stephanie Anne Joiner (P)	08/17-12/12	C 112A	Humanities Requirement
<input type="checkbox"/>	12921	ENGL	1204	0	A	3.000	English Composition I	R	06:00 pm-08:00 pm	20	2	18	2	0	2	0	0	0	Stephannie Goerl (P)	08/17-12/12	C 113	Humanities Requirement
<input type="checkbox"/>	13888	ENGL	1204	0	A	3.000	English Composition I	TR	08:30 am-09:45 am	20	7	13	2	0	2	0	0	0	Erin Noelle Renard (P)	08/17-12/12	C 113	Humanities Requirement
<input checked="" type="checkbox"/>	15674	ENGL	1204	0	A	3.000	English Composition I	TR	11:30 am-12:45 pm	20	20	0	2	0	2	0	0	0	Stephanie Anne Joiner (P)	08/17-12/12	C 112A	Foundation CourseAA,AS,AGS,AAS and Written Communication Reqmnt

KEY:

CAP = Maximum Class Size

ACT = Total current enrollment in class

REM = Remaining spots available

WL cap = Total Waitlist spots this class will allow

WL rem = Total Waitlist spots that are currently available (remember you must contact your advisor in order to be waitlisted into a course. Please don't select a full class if you need to request to be waitlisted)

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	12333	ENGL	1204	0	A	3.000	English Composition I	MWF	09:00 am-09:50 am	10	11	-1	2	1	1	50	21	29	Stephanie Anne Joiner (P)	08/17-12/12	C 112A	Humanities Requirement

5. Select the course by marking the check box on the left



12921 ENGL 1204 0 A

6. Choose the 'Add to Worksheet' button at the bottom of the screen

Register

Add to WorkSheet

New Search

The system will automatically add the class to your schedule in process.

7. Repeat these steps for remaining courses until your schedule is complete and then choose **Submit Changes**

Add Classes Worksheet

CRNs

12921		
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Upon successful enrollment you will see your current schedule

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered	on Jun 24,2016	12804	ACCT	1602	0	Undergraduate	3.000	Normal (A-F)	General Accounting

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jun 24,2016 08:17 am

8. Next, choose 'View Fee Assessment'



[[Select Term](#) | [Add/Drop Classes](#) | [Change Class Options](#) | [View Fee Assessment](#) | [Detail Schedule](#)]

Tuition and fees charged to your account for the next semester will be displayed

Registration Fee Assessment:

Your tuition and fee charges based on your enrollment for the selected term are displayed below. To review your total account; including non-registration charges; financial aid, and the Account Summary by Term link. **To pay online using a credit card, click on the Credit Card Payment option below.**

If you have any questions about your financial account, please call the Business Office at (800) 748-7594 or (620) 792-2701.

Total Credit Hours: 18.000

Tuition and Fees for Fall 2016

Detail Code	Description	Amount
2101	Tuition In-State-Fall	\$1,296.00
3051	Private Voice Fee	\$30.00
3084	Taxable Theater makeup fee	\$65.00
3085	Hybrid Course student fee	\$30.00
3088	Technology Fee	\$450.00
4001	Student Fees-Fall	\$126.00
	Total Charge:	\$1,997.00

9. Choose **Detail Schedule** to see your full schedule:

Class Title, Time/Day, Classroom and Professor



[[Select Term](#) | [Add/Drop Classes](#) | [Change Class Options](#) | [View Fee Assessment](#) | [Detail Schedule](#)]

You should view this screen to confirm the correct class/day/time was selected and print the schedule for your records

Student Detail Schedule:

Total Credit Hours: 18.000

Cultural Anthropology - ANTH 1816 - 0

Associated Term: Fall 2016
CRN: 17258
Status: **Registered** on Apr 21,2016
Assigned Instructor: Linda F. McCaffery 
Grade Mode: Normal (A-F)
Credits: 3.000
Level: Undergraduate
Campus: Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:00 am - 11:15 am	T	Fine Arts 129	Aug 17,2016 - Dec 12,2016	Lecture Hybrid	Linda F McCaffery (P) 

Foundations of Modern Educ - EDUC 1128 - 01

Associated Term: Fall 2016
CRN: 10163
Status: **Registered** on Jun 22,2016
Assigned Instructor: Jaime C. Oss 
Grade Mode: Normal (A-F)
Credits: 3.000

REGISTRATION ERRORS

Holds- You will be unable to enroll if there is a hold on your account for the following reasons: Balance issues, Financial Aid Issues, or possibly required documentation such as a TB test. Please contact the Business Office to determine if the hold may be released. (620) 792-9321

Pre-Requisite and Test Score Errors- Pre-requisites are needed for this course. If you are enrolling in a course such as College Algebra which requires that you have passed the pre-requisite class or have a determined level of math placement score on file, you may receive this error. Please speak to your advisor

Time Conflict- Two or more courses you have enrolled in meet at the same time. An alternative course must be chosen.

Link Error- You have enrolled in a course that requires an additional course to be taken with it. Ex: A lecture class that also requires a lab. Please enter both CRN numbers in the worksheet before submitting

Closed Class- This class has met maximum enrollment. Please select another class, or contact your advisor to request waitlist placement if there is room on the waitlist

Major Restriction- A course you selected requires that you be within a certain program/major in order to enroll. Please select a different course or contact your advisor

HOLDS

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Search Go RETURN TO MENU SITE MAP HELP EXIT

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[[View Holds](#) | [Student Detail Schedule](#) | [Student Schedule by Day & Time](#) | [Registration Fee Assessment](#)]

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Self-Enrollment FAQ

- **Q: I enrolled in the wrong class, how do I drop it?**
A: Contact your advisor to remove the class from your record or contact Enrollment Services (800)748-7594 or (620)792-9252 or by email: enrollmentservices@bartonccc.edu
- **Q: I am unsure who my advisor is, how do I find this out?**
A: Log into your portal. Your program of study and advisor are listed on the home screen
- **Q: I am not able to enroll, the system says I have a balance. Who do I contact?**
A: Contact the business office 620-792-9321 to determine what needs to be done to release the hold
- **Q: I received a message while enrolling that says “Linked Course Required.” What does that mean?**
A: You have selected a course that requires enrollment in another course such as a lecture and a lab. You will need to add the additional CRN in order to complete enrollment
- **Q: I planned a schedule but once I went to enroll one of the classes is full. What do I do?**
A: Please refer back to the class search option to look for an alternative option for this class
- **Q: I received a message that says I don’t have the pre-requisite in order to take English Comp II. I took the pre-requisite class, English Comp I at another school, why can’t I enroll?**
A: If we do not have transcripts or test scores on file to show completion of the pre-requisite requirements you cannot enroll. You will need to request documentation be sent to Barton Community College.
- **Q: I need a particular class to graduate but all classes are completely full. What do I do?**
A: Please contact your advisor to review waitlist options.
- **Q: I am not seeking a degree at Barton, I am taking classes to transfer back to my home college. Should I speak with an advisor before I enroll?**
A: No, if you are not degree seeking you may enroll in courses deemed transferrable by your institution without advising assistance.

Additional Questions about Enrolling? Please contact Enrollment Services at Barton Community College

Enrollment Services (800)748-7594 or (620)792-9252 or by email: enrollmentservices@bartonccc.edu
Monday-Thursday 7:30am to 5:00pm CST, Closed Fridays for summer. Response times will be faster during office hours

Additional features within PAWS: Student Tab

- **Student Records-** View Holds, Unofficial Transcripts, Charges and access a Graduation Application (Do not complete until you determine eligibility with your advisor)
- **Financial Aid-** Complete the FAFSA, review Financial Aid Status and view loans once awarded
- **Pay Online-** Submit online payment
- **Payment Plan-** Set up an automatic payment plan
- **Authorize Release of Information-** FERPA form- Indicate with whom Barton Community College is authorized to discuss/release your educational records such as financial aid, grades, etc. Note- Anyone contacting the college on your behalf will NOT be able to have access to any information unless permission has been granted on this form.
- **Housing Application and fee-** For on-campus students only

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#)

Search

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[Admissions](#)

[Registration](#)

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Automatic monthly payments by credit or checking/savings account. The spring 2016 term will be open December 7.

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[Housing Application and Application Fee](#)

The housing application link will be unavailable for a short time at the end of June. The link will again be available in July.

Additional features within PAWS: Personal Information Tab

- Change your PAWS **pin number**
- Change your PAWS **security question**
- **View and edit** your address/phone/email/emergency contact- Please make sure information within the system is up-to-date
- Information about **changing your name or Social Security number**
- **Online payment and payment plan** information

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#)

Search

[Change PIN](#)

[Change Security Question](#)

[View Address\(es\) and Phone\(s\)](#)

[View E-mail Address\(es\)](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Name Change Information](#)

[Social Security Number Change Information](#)

[Pay Online](#)

[NBS Payment Plan](#)

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