ATTENTION STUDENTS

IMPORTANT INFORMATION REGARDING PRIORITY REGISTRATION

STEPS TO HELP YOU PREPARE FOR PRIORITY REGISTRATION

1. MAKE AN APPOINTMENT TO MEET WITH YOUR ACADEMIC COUNSELOR.
   a. You should meet with your Academic counselor to make sure you have chosen the appropriate classes for your Spring semester

2. MAKE A LIST OF THE CLASSES YOU ARE INTERESTED IN TAKING
   a. Make a list of the courses you need, and chose at least one alternate class for each of your selections to help ensure you get registered for the courses you need.
   b. Be sure to look carefully at the days, times and locations of the classes you plan to register for. You want to make sure that you give yourself plenty of time to get from one class to the other and that you are able to schedule your authorized accommodations and other assistance such as tutoring, without disrupting your class schedule.

3. Log into the DSPS MyBC portal page
   a. Once you are registered for classes use the MyBC portal and fill out the appropriate service request form(s) for each of your AUTHORIZED accommodations, print them out and have them ready to turn in at your same day appointment.

4. MAKE A SAME DAY APPOINTMENT WITH A DISABILITIES SPECIALIST
   a. You need to meet with a Disabilities Specialist to set up your authorized accommodations for the Spring semester.
   b. REMEMBER, you must meet with a Disabilities Specialist each semester to authorize your accommodations.
   c. DO NOT WAIT until the Spring semester begins. You can take care of everything before the end of this semester and have it all in place and ready to go the first day of the Spring semester. Then you can relax and enjoy the winter break with no worries about getting in to see someone in our office that first two weeks of school. You will be ahead of the game with most of your accommodations¹ in place before the semester even starts.

¹(Some accommodations, may have a small delay before they can be implemented based on the accommodation. For example, a Peer Notetaker, may not be available the first day to take notes, but you will have the paperwork you need to take care of the request the first day, so you won’t need to wait as long.)