


Locating Add or Drop Courses in MyBerea

The screenshot shows the MyBerea student portal interface. The browser address bar displays 'secure.berea.edu/secure/mybera/'. The page features a navigation menu on the left with 'Home' and 'Academics' tabs. The 'Academics' tab is selected. The main content area is divided into several sections: 'Attendance' (Attendance Tracking), 'Academic Announcements' (Attention Graduating Seniors), 'Dean's List' (Dean's List), 'Student Grades' (Midterm Grades, Final Grades), 'Registration Tools' (Registration Instructions, Registration Information, Registration Error Messages, Look Up Classes, Add or Drop Classes, Change Class Options, Registration Status, Online Bookstore), 'Resources' (Calendar, Student Handbook, Guides, Students & Scholar, Survey and Student Report), and 'Degree Evaluation' (Degree Works (Degree Audit), Apply to Graduate, View Application To Graduate, Academic Transcript Request). The 'Add or Drop Classes' option in the 'Registration Tools' section is highlighted with a red box. The 'Class Schedules' section is partially visible at the bottom.

You will register for courses by using the **Add or Drop Classes** function in myBerea.

Add or Drop Classes is on the **Academics** tab, in the **Registration Tools** box on the right.

Registration– Enter Alternate PIN

 Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Alternate PIN:

Submit

RELEASE: 8.4.0.1

Important– Your academic advisor is the only person who will give you your alternate PIN for registration.

Registration– Select the Term

The screenshot shows the myBerea website interface. At the top, there is a blue header with the myBerea logo and the text "Virtual Learning Community of BEREA COLLEGE". Below the header, there are four navigation tabs: "Personal Information", "Student", "Financial Aid", and "Employee". The "Student" tab is currently selected. Below the tabs, there is a red banner with white text that reads: "Once you click Add or Drop Courses, you will select **Spring 2022** and click **Submit**". Below the banner, there is a form with a label "Select a Term:" and a dropdown menu showing "Spring 2022". Below the dropdown menu, there is a "Submit" button.

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Personal Information Student Financial Aid Employee

Once you click Add or Drop Courses, you will select **Spring 2022** and click **Submit**

Select a Term:

Submit

RELEASE: 8.4

Registration– Add Classes by CRN

The screenshot shows the myBerea website interface. At the top, there is a blue header with the myBerea logo and the text "Virtual Learning Community of BERE A COLLEGE". Below the header, there are four tabs: "Personal Information", "Student", "Financial Aid", and "Employee". The "Student" tab is selected. Under the "Student" tab, there is a search bar with a "Go" button. Below the search bar, the text "Add/Drop Classes:" is displayed. A horizontal line separates this section from the instructions below. The instructions state: "Use this interface to add or drop classes for the selected term. If you have already Class Registered Successfully section. Additional classes may be added in the Add Number (CRN) in the Add Class table. Classes may be dropped by using the option the Action field then the class may not be dropped. When add/drops are completed If you are unsure of which classes to add, click Class Search to review the class s". Below the instructions, there is a section titled "Add Classes Worksheet". This section contains a row of six input fields for CRNs. The first three fields contain the values "20562", "20276", and "20274". The last three fields are empty. A red rectangular box highlights the entire row of input fields. Below the input fields, there are three buttons: "Submit Changes", "Class Search", and "Reset".

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Search Go

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already Class Registered Successfully section. Additional classes may be added in the Add Number (CRN) in the Add Class table. Classes may be dropped by using the option the Action field then the class may not be dropped. When add/drops are completed If you are unsure of which classes to add, click Class Search to review the class s

Add Classes Worksheet


CRNs					
<input type="text" value="20562"/>	<input type="text" value="20276"/>	<input type="text" value="20274"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Changes Class Search Reset


On the **Add/Drop Classes** screen, enter the **Course Registration Numbers (CRNs)** for the courses you want to register for and click **Submit Changes**.

Registration– Add Classes Confirmation

Add/Drop Classes:

 Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

 Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Current Schedule

****Web Registered** on November 4, 2021**
****Web Registered** on November 4, 2021**

CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
20562	AFR	186	BS	Undergraduate	1.000	Normal		Educational Inequity
20055	ANR	100	0	Undergraduate	0.500	Normal		Intr to Agr & Natural Resource
20056	ANR	130	A	Undergraduate	1.000	Normal		Plant Science

Total Credit Hours: 2.500
Billing Hours: 2.500
Minimum Hours: 1.000
Maximum Hours: 4.500

Date: November 4, 2021 07:05 am

If you were successful, you will see ****Web Registered**** next the details of the course you registered for like in this example.

Add Classes Worksheet

CRNs

Registration– Error: The course is full.

In this example, the student was able to register for one course, AFR 186, but was **NOT** able to register for AFR 260 or AFR 450 because the courses were full.

⚠ Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Current Schedule

Web Registered on November 4, 2021

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
	20562	AFR	186	BS	Undergraduate	1.000	Normal	Educational Inequity

Total Credit Hours: 1.000
Billing Hours: 1.000
Minimum Hours: 1.000
Maximum Hours: 4.500
Date: March 1, 2021

If you get a **Registration Add Error** (like below), scroll down and enter the CRNs for your Plan B or Plan C courses.

❗ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
This course is full. Please select another.	20274	AFR	260	0	Undergraduate	1.000	Normal	Survey of African His (HIS)
This course is full. Please select another.	20276	AFR	450	0	Undergraduate	1.000	Normal	Sem in Afr & Afr-Amer Std II

Add Classes Worksheet

CRNs