

# STUDENT ENGAGEMENT **Weekly Newsletter**

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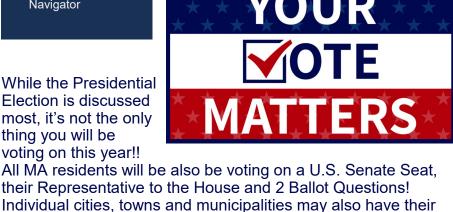
Navigator

most, it's not the only thing you will be voting on this year!!

# Tuesday, Nov. 3rd Polls in MA are Open 7am-8pm!

Remember to VOTE!

**Know what will be on your Ballot!** 



own candidates and initiatives that will appear on your ballot. Find a sample of your Ballot Here **Know where YOU Vote:** Visit: <u>www.WhereDolVoteMA.com</u> to find your polling (voting)

location!

#### **Be Prepared on election day:** Be Prepared to Show Identification

Driver's license State issued ID card

Recent utility bill

- Rent receipt Lease
- Copy of voter registration affidavit
- Any other printed ID that contains your name and address Wear a mask
- Bring Hand Sanitizer or other safety items

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- Bring your own pen Know your voting rights

- LECTION



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#### Now is the time to meet with your academic advisor to review your academic plan and course selections for next semester. If you

November 2<sup>nd</sup>.



are a new degree or certificate student this fall 2020 semester, you will need to have your COMPASS meeting with an advisor before you register. The COMPASS First-Year Advising Team is prepared to help you create a plan to reach your goals, as well as devise strategies to stay on the path to completing your plan.

term as well as winter intersession

courses begins on Monday,

**How to Prepare for Your Advising/ Compass Meeting!** 1. Contact your advisor directly to set up an appointment. You can find your advisor's name and contact information in

BayNavigator Student Center (see below). If you are assigned to the Advising Center (or the COMPASS First-Year Advising

Team, you can set-up an appointment via these steps:

#### MassBay Webpage and click on **STUDENTTRAC**. This will give you access the advisors' schedules. Log-in with your MassBay username and password. As soon as you log-in, there are instructions to guide you. After you make an appointment, you will be sent a confirmation email with

Email <u>advisingcenter@massbay.edu</u> with any questions on scheduling an appointment or for assistance in connecting with your assigned academic advisor. 2. Review your program requirements and your current academic progress. You can view your requirements and progress using

the MyMAP tool in Bay Navigator.

learning style, and availability! Click on the Course Title to explore the course description, required prerequisites and information about the Video Conferencing Platform, and other

3. Utilize the online Course Offerings to review course options for Spring 2021 (or Winter Intersession). Remember to look

conference technology. The proportion and use of video conferencing will vary from course to course. Course materials will be delivered through a learning management system such as Blackboard. Online — Online classes do not meet at a specific date and time each week (asynchronous delivery). Students are required to engage weekly with the material in Blackboard, the MassBay learning management system,

and stay on track with submitting assignments.

4. Consider your goals and plans for after MassBay. You may find it helpful to speak with your professors and mentors in addition to your advisor. 5. Be aware of add, drop, and payment deadlines. If you applied for financial aid and are unsure of your aid award for spring, check-in with the Financial Aid office. WHO IS MY **ACADEMIC ADVISOR?** 

> Follow these steps to find your advisor's contact information. 1. Log into BayNavigator 2. Click on Self-Service 3. Click on Student Center 4. Your advisor's name and contact information are located on the right side of your Student Center page.

## Or click **Self Service** to view the drop down, click on the **Enrollment** drop down and click Enrollment: Add Classes. STEP TWO: To enroll in a course, indicate the 4-digit course number in the

Enter Class Number box (from the Course Offerings) and click the Enter button. Note: Any previously enrolled courses for the semester will appear under your My Semester Class Schedule

to your Shopping Cart. If it is not the correct course you are looking to enroll in, you may click the Cancel button (twice), which will

If you decide to remove a course(s) that you've added to your Shopping Cart click on the trash can icon under the Delete column. Once you've chosen the course(s) you are looking to enroll in, click

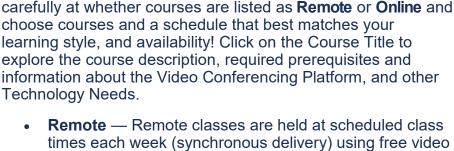
Proceed to Step 2 of 3. From there, click the Finish Enrolling button. Once you click this your enrollment is then processed. A Check Mark means you are officially enrolled, an X Mark means

# there was an error, read the error message to see what the problem is! I'm having trouble enrolling in a course through Bay Navigator, what should I do?

registration is processed. I'm unable to receive my MassBay advisor signature on my registration for, what should I do? If you are unable to receive your advisor's signature, you may

**Follow Student Engagement on** Social Media!

# To Make an Appointment: Scroll to the bottom of the the link to the Virtual Advising Center.



Assignments may include videos, recorded lectures, discussion boards, tests, and quizzes and can be completed any time before the assigned deadline (usually weekly)



### STEP THREE: The next page will give you the **Enrollment Preferences** for the course you are looking to enroll in. If the course listed is correct, then you may click **Next** and repeat the process with any additional courses you are looking to enroll in. Your course(s) will be moved

bring you back to step four.

STEP FOUR:

Under Student Quick Links choose Enrollment: Add Classes under the

Enrollment Quick Links box.

STEP ONE:

area.

If you are having difficulty enrolling in courses through your Bay Navigator account, you may complete an online interactive registration form on our Registrar's website **HERE**. Once you complete the registration form and fill out the required signatures (there are 2

required signatures), the form will direct you to the bottom of the screen where a button will appear that says "click to sign". An email will then be sent to you to confirm your signature. Once you confirm your signature, your registration form will be submitted to the Registrar's office and you will receive a confirmation email. Please allow 1-3 business days for processing your registration form. You will receive an email from a representative once your

forward the Office of the Registrar an email from your advisor's MassBay email address that states you have permission to enroll in the course(s) indicated. Please submit this email along with your registration form and we will accept their email in lieu of their signature. Our email is registrar@massbay.edu.





MassBay Student Engagement

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