

STUDENT ENGAGEMENT

Weekly Newsletter

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Registrar's Office

The Office of the Registrar maintains student academic records and ensures that student rights are protected under the Family Education Rights and Privacy Act (FERPA). The Office of the Registrar provides many services to students, including but not limited to registration, schedule adjustment, withdrawals, processing grades, transcript

requests, program or major changes, enrollment and graduation verifications, and scheduling of courses. Currently, *the Registrar's office is available Monday to Friday from 9am-5pm remotely and can be reached at 781-239-2550 or registrar@massbay.edu.*

How to Enroll in Courses Using Bay Navigator:

STEP ONE:

Under **Student Quick Links** choose **Enrollment: Add Classes** under the **Enrollment Quick Links** box. 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 and click the **Enter** button. **Note:** Any previously enrolled courses for the semester will appear under your **My Semester Class Schedule** area.

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 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 bring you back to step four.

STEP FOUR:

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.

How can I view my course schedule through Bay Navigator?



STEP ONE:

Click **Student Center** under **Student Quick Links**

STEP TWO:

Under **Academics** section choose **Class Schedule** from the drop down box then click 

STEP THREE:

You may review your schedule and print a copy.

I'm having trouble enrolling in a course through Bay Navigator, what should I do?

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 registration is processed.



The course I'm interested in requires proof of a pre/co-requisite. What do I need to do?



If the course you are looking to enroll in requires proof of completion of a pre/co-requisite, please submit a registration form along with a copy of your unofficial transcript. Your unofficial transcript must state your name and the name of the school. Once received, we will forward your forms to the Advising Office for review to make sure you have met the requirements. A registrar representative will be in communication with you about your enrollment status within 1-3 business days.

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 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.



Important Dates and Reminders:



All Summer 2020 face-to-face and hybrid courses will now be taught remotely. Your faculty will be in touch with you via your MassBay e-mail with more details. Online courses will commence as regularly scheduled.

Add/Drop Deadlines Summer 2020:

[View the Full Summer 2020 Academic Calendar](#)

Session I – 6W1 May 18- June 26

- ⇒ First Day of Classes May 18
- ⇒ Add/Drop May 18 – 22

Session II – 10W May 18 – July 24

- ⇒ First Day of Classes May 18
- ⇒ Add/Drop May 18 – 22

Session III – 6W2 July 6 - August 14

- ⇒ First Day of Classes July 6
- ⇒ Add/Drop July 6 – 10

Fall 2020 Registration:

[View the Full Fall 2020 Academic Calendar](#)

- ⇒ The first day of Fall 2020 course registration is **Monday, May 11, 2020.**



Our office can be reached remotely by phone at **781-239-2550** or by email at registrar@massbay.edu

Monday-Friday from 9am-5pm

*Please use your MassBay email. It is the college's primary mode of communication.

Resources



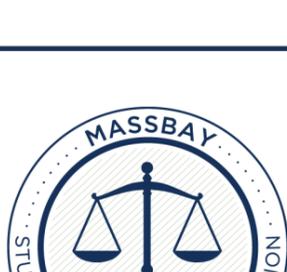
Please go to our [Corona Virus Updates](#) page for the latest changes to the academic calendar.

[Refund and Withdrawal Policy](#)



Graduating this Spring?

If you haven't already done so, make sure to apply for graduation by completing the [Graduation Application Form](#). The deadline to apply for a May 2020 graduation is Friday May 15th, 2020.



Make sure to vote this week in the SGA election to choose your representatives for next year! The ballot is in your MassBay Email or can be found at

www.massbay.edu/sga.