

FAQs

1. **How can I get a transcript sent?**
 - a. Transcripts may be ordered online through the National Student Clearinghouse at www.getmytranscript.com. The fee is \$10.00 per transcript plus \$2.25 per recipient.
 - b. Mail service is available using the form online or writing a letter with information such as:
 - i. Your name
 - ii. Your SSN
 - iii. Where you want the transcript sent
 - iv. Your signature and date
2. **Has my transcript been sent to XYZ College?**
 - a. Email The Office or the Registrar or call at 912-583-3241.
3. **I need to know what I made in XYZ course.**
 - a. We can't give grades over the phone. You can check on CampusWeb using your login name and password if available, or you may request a transcript with this information.
4. **I need to drop a class...**
 - a. If it is **BEFORE** the drop/add date in the catalog, then
 - i. Fill out a drop card, get your advisor's signature, and turn it in to our office.
 - ii. OR drop on-line and have an advisor okay it.
 - b. **If it is PAST the drop/add date in the catalog:**
 - i. You will still be charged for the class
 - ii. It may affect your financial aid
 - iii. You will get either a W, WF or WP grade
 - iv. The process is the same as above.
5. **How can I register for classes?**
 - a. Be admitted as a student [must have completed process with Admissions]
 - b. Be assigned an advisor
 - c. See the advisor to select classes/have them approved
 - d. On-line or in person with advisor sign-off.
 - e. NOTE: if this is your first semester, you can not register online, please see your advisor.
6. **When / Where can I register for classes?**
 - a. On-campus
 - i. When – during published registration periods
 - ii. Where – on-line during published times for that; in the registrar's office at other times
 - b. External Programs
 - i. When – during published registration periods
 - ii. Where – on-line during ALL registration periods
7. **I used to come to BPC, and I want to come next term. What do I need to do?**
 - a. Be readmitted through the Admissions Office.
 - b. Be assigned an advisor
 - c. Follow the registration procedure as above