BRYN MAWR COLLEGE
GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

Registration Instructions – using BiONiC (Bi-Co Online Information Center)

All matriculated students at Bryn Mawr College Graduate School of Social Work and Social Research (GSSWSR) register for classes using BIONIC. Below are instructions for the following:

- Logging In & the Student Center
- Enrolling in Classes & Adding Classes to your Shopping Cart
- Searching for a Class
- Changing Classes
- Viewing your Schedule

Enrolling in a GSSWSR Class

Logging In & Navigating to the Student Center
Go to BIONIC login page, type in your user ID and your College password.
Navigate to: Self-Service > Student Center
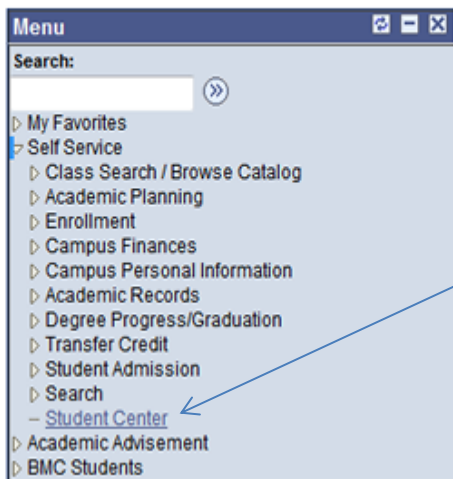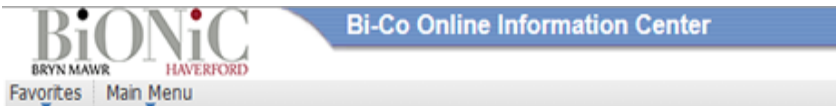
From the Student Center under Academics click on **Enroll** to register for classes.

Adding Classes to your Shopping Cart:

- **Select the term** that you are registering for from the list and click the Continue button.
- If you know the Bionic Class Nbr (4 digit code) enter it—this will save time; otherwise choose the search option (see below). Information about the course will display, if it is the course you want, click NEXT. Continue to add courses until you are done.

At this point your courses are in your shopping cart. You can use your shopping cart to save the courses you are interested in registering for. There is no limit on the number of classes that can be saved to your shopping cart. You are not guaranteed enrollment in the classes that you save to your shopping cart. To complete your registration, you must move the courses from your shopping cart using the directions below. Click on __Proceed to Step 2 of 3 – Confirm Classes__.

Finish Enrolling

- Use the **Finish Enrolling** button at the bottom of the page to move to the next step. Your courses will be displayed. All courses with a green check have been added to your schedule. A red X means an error has occurred, the error will be described in the Message box.

To Wait List a Class

- Select the class you want to wait list by entering the 4-digit class number provided in registration materials, or search for the number (see above).

- When a class is full, but there is space on the wait list, a yellow triangle icon will appear to the right of the class catalog number, and left of the "Wait list if class is full" check box. If there are no more spaces on the wait list, a blue square icon will appear indicating the class and the wait list are "closed." Also, the check box option "Wait list if class is full" will not appear.

- Click in the "Wait list if class is full" box, a check will appear, and then click the "Next" button.

- Review classes, then clicked the "Finish Enrolling" button.

- You should see a message to the right of the class you attempted to wait list. If successful, there will be a green check (□) indicating you are enrolled on the wait list. The message will indicate that the class is full and you have been placed on the wait list. The message will also indicate your position on the wait list.

Searching for a Class

When you do not know the 4-digit Class Number, use the **Search for Classes** option. Clicking the Search button will take you to a search screen.

- Type the first letter of the department ("S") in the Course subject box, or use the scroll bar to move through the list to click on "Social Work & Social Research".
- For the Course Number select the "Contains" option from the drop down menu.
- In the small box to the right enter any or all of the catalog number (i.e., B501).
- Make sure the course career is GSSW.
- Choose Additional Search Criteria to narrow your search in other ways.
- Use the green Search button to return results. The course titles and catalog numbers are listed in the blue-grey bar above the course detail.
- Use the Select Class button to select the course and section you want. Continue as above.

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Changing Classes:

Once you have added your initial courses your schedule will display. At the bottom of the page there are links to Add, Drop, and Swap Classes.

Adding a class: Click on the Add link, you can either enter the "Class Number" or "Search for Classes" as above.

Swapping a class: If you want to both drop a class and add a class, you can use Swap Class.

- Click on the Swap link. Choose the course you want to drop from the dropped down list in the "Swap This Class" section.
- In the "With this Class" section you may Search for Class, Select from Shopping Cart, or Enter Class Number of the course you want to add.
- Click on Search, Select or Enter, as appropriate.
- Verify your choices and click on Finish Swapping.

Dropping a Class: Click on the Drop link. All of the courses you are registered for will display in a grid.

- Click the check box next to the course you want to drop.
- When you are finished, click the Drop Selected Classes button, review your selection on the next page.
- Click the Finish Dropping button.

After each action it is a good idea to click on the View My Schedule link and review the changes you have made.

Using My Class Schedule

Click on My Class Schedule to see the courses you are registered for, along with additional course information.

Click on Weekly Calendar View to see your courses displayed in a weekly grid. Enter a date during the semester and click "GO" to generate the schedule. You can customize the display by changing the start and end times, and by turning on or off the check boxes at the bottom of the page.

Enrolling in an elective at the University of Pennsylvania Course

Students may select elective courses from Bryn Mawr College Graduate School of Arts and Sciences, or from University of Pennsylvania Graduate School of Arts and Sciences (NOT from Penn's School of Social Policy and Practice).

To enroll in a University of Pennsylvania Course, see the Registrar's web page and follow the instructions for Graduate - Social Work and Social Research:
http://www.brynmawr.edu/registrar/registration/RegisteringatUPenn.html