

# WEBREGISTRATION INSTRUCTIONS



- 🖥️ Meet with your counselor to pick your courses
- 🖥️ Write out your course selections (a registration form makes it easy.) Use the usual format-CRJU 101 CU1 or to enter a LAB courses format BIOL 111LAB 01.
- 🖥️ Enter the Brookdale Community College Home Page at [www.brookdalecc.edu](http://www.brookdalecc.edu)
- 🖥️ Click on link for Student Online Information which is located under the heading, "In the Spotlight".
- 🖥️ Click on "Students-" (first choice)  
<https://bluesweb.brookdalecc.edu/datatel/openweb/st/stmenu.html>
- 🖥️ Select Register for Classes from the first menu
- 🖥️ If you know the sections of your classes, select Express Registration in the next screen. If you need to search for class times, use Search and Register.
- 🖥️ A screen will request entry of your User Name and Password.
  - 🖥️ Your User Name is your Student ID number
  - 🖥️ Your Password is the last 7 digits of your Social Security Number.
  - 🖥️ *Please keep this information in a safe place. Knowledge of this information would allow someone to access your student records.*
- 🖥️ Now you are ready to register. Just follow the instructions on the screen. If you have any questions, click on the Help link (right hand corner of every screen).

NOTE: *To audit a course, you must register in person at the Registration Office. Or you can register online and then come to the Registration Office to change to audit before the deadline date. (go to <http://www.brookdalecc.edu/> and click on the the appropriate term for important deadline dates).*

### How do I search for all open sections in a particular term?

Select the term using the drop-down list box. (Note that term is a required field.)  
Click **Submit** (at the bottom of the page).  
All open courses/sections will be listed for the entire term you selected.

### How do I search for all open English courses?

Select the term using the drop-down list box. (Note that term is a required field.)  
Select *ENGL - English* in the **Subject** field using the drop-down list box.  
Click **Submit** (at the bottom of the page).  
All open courses/sections of English will be listed.

### How do I search for all open Comp 129 sections?

Select the term using the drop-down list box. (Note that term is a required field.)  
Select *Comp - Computers* in the **Subject** field using the drop-down list box.  
Type 129 in the **Course Number** field  
Click **Submit** (at the bottom of the page).

### How do I search for all open sections of ENGL-121?

Select the term using the drop-down list box. (Note that term is a required field.)  
Select *ENGL - English* in the **Subject** field using the drop-down list box.  
Type 121 in the **Course Number** field.  
Click **Submit** (at the bottom of the page).

### How do I search for open sections of MATH-021 that meet after 5pm at the Higher Education Center at Asbury Park?

Select the term using the drop-down list box. (Note that term is a required field.)  
Select *Math* in the **Subject** field using the drop-down list box.  
Type 021 in the **Course Number** field.  
Select *5pm* in the **Classes Meeting After** field using the drop-down list box.  
Select *ASBPK* in the **Locations** field using the drop-down list box.  
Click **Submit** (at the bottom of the page).

### Still need help?

You can limit/expand your search in many ways. For additional help, please contact the Office of Admission, Records & Registration at 732-224-2375.