

Blinn College's Telephone Registration Worksheet

**(979) 821-0466
(All Campuses)**

Students may register for courses on the Brenham, Bryan, Schulenburg, or Sealy campuses with telephone number listed.

1. To begin the telephone registration process, please call (979) 821-0466 (all campuses).
2. Listen to the general menu options, along with Brenham, Bryan, Schulenburg, and Sealy campus admissions office telephone numbers.
3. At the voice prompt, press **1** if you have a touch tone phone. (Reminder: Touch tone phones make a tone sound after each button is pressed. Be aware that not all push-button phones are touch-tone phones. Also, if you have the call-waiting feature on your phone, it will temporarily need to be disabled, because incoming calls could cause data error. Normally, call-waiting can be disabled by pressing *70.)
4. Enter your six-digit student ID number followed by the pound sign (#) #

To look up your Blinn College student ID# based on your social security number, please press 0 #. Your six-digit ID number will be repeated to you.

Then enter your password. (*Initial* password = Birthdate: YYYY MM DD. Example: May 24, 1982 is: 19820524). Students should change the initial password for security purposes. If you changed your password on BORIS, the passwords will not be the same.

If your admissions file is not complete, the system will tell you what documents you must turn into the admissions office before you will be allowed to register. When your admissions file is complete, you will be allowed to continue through the registration process.

Telephone registration options: 1 = Course entry; 2 = Grade reporting; 3 = Schedule review; 4 = Credit card payment; 5 = Changing password

Helpful Hints: Use the following keys to move through the system:
* repeats the last message
return to main menu
1 fast forward through message
Hang-up – Exit system

5. Press **1** to register, add, or drop courses.
6. Enter the semester code for the semester you are registering.
7. To REGISTER or ADD courses: Press **1**; to DROP a course press **2**; to COMPLETE your schedule press **3**

(Worksheet Continued on Next Page)

To REGISTER or ADD courses, complete the following section:

Example: ENGL 1301 Composition and Rhetoric

→ 1441 Sect. 21 MTWR 7:30A-9:25A ADM A265

Enter: course schedule number	Name & Section	Day of the Week	Course Title	Course Time	Class Location
Example (press): 1441	ENGL 1301-01	MWF	Comp. & Rhet.	7:30A-9:25A	ADM A265

7. Alternate Courses: Plan other course(s) you are eligible to take in case the course(s) you choose are not available.

Enter: course schedule number	Name & Section	Day of the Week	Course Title	Course Time	Class Location

To DROP a course(s), press and repeat step 6 above.

To COMPLETE your schedule, press

Once you have entered your schedule, your entire schedule will be repeated to you. If the repeated schedule is correct, press . If it is incorrect, press .

8. Once the schedule is correct, you will be asked to designate whether you need a vehicle sticker. Press the appropriate number. 1 = Vehicle fee only 4 = No vehicle fee

9. You will be asked to either pay by credit card over the phone or come in and pay in person.

A. To pay by credit card, press and enter your credit card number.
Then you will be asked to enter the expiration date = MM YY. Example: May 2001 is: 0501

You must press to authorize payment.

B. To come in and pay in person, press .

10. Your telephone registration is complete. To print your schedule and/or bill, please log on to the Blinn College web-site at www.blinn.edu and press the BORIS (Blinn Online Registration Information System) link.