Preparing to register for courses on The Portal

Once you've found your AMP Intro Course and other course interests in the Courses for First-Years, you should try to find them in the Beloit College Portal, the website we use for registration and a lot of other things like time cards for on-campus jobs and your advisor questionnaire.

Some tips for using The Portal
- The Portal works best when accessed on a device other than a mobile phone.
- Using your browser's back button to go to a previous page in The Portal will cause an error, and you will have to start your process all over again. Instead, use the navigation options on the portal. You can always use the **You are here:** options on the top left hand side of the page, under the dark blue ribbon, to go back to the previous page.
- You can search for courses without logging into The Portal. To register for classes during your advising appointment, you will need to log into The Portal (click **Login** at the top of the page) using your **Beloit username** (your email address, without @beloit.edu) and **email password**.

Use these links to go to a previous page (not the browser back button)

Searching The Portal for courses

You can search directly for courses using the **course code**, a group of four letters that indicate the department and three numbers that indicate the class. It's a great way to learn how to use the portal.
● For example, ANTH 100 is the course code for Society and Culture. It is a course in the Anthropology Department (ANTH) and the course number is 100.

To search for your courses of interest, click on the "Course Search" option on the top left corner of the page, underneath the Beloit College | The Portal Logo (picture below). You can search for courses without logging in On the next page, click on "Course search" again, down at the bottom right-hand corner of the page (Scroll down, picture below)

On the search page, make sure the Term drop down menu is Fall 2021 (picture below)

If you go to the bottom of this page and click on Search, all of the Fall courses show up alphabetically by departmental code (the first four letters of a course code). You can scroll through this list to find your courses.

If you prefer a more directed search, you can use the other drop down menus to look at courses of interest.
● For example, if you are interested in a Sociology course, go to the **Department** drop down menu, select Sociology, go to the bottom of the page, and click on **Search**. Then the courses from the Sociology department for Fall 2020 will show up.
● If you would like to find a specific course from the AMP Intro Courses or Courses for First-Years lists, you can also search by entering the letters of the department from the **Course Code** in that text entry box. For example, to find ANTH 100, Society and

Culture, you can enter ANTH in the **Course Code** search box and click search. This will show all courses that begin with that department code.

Once you're looking at a list of courses, click on the **Course Code** link to view the course information. In addition to the course name, description, meeting times, and instructor, you will find two additional important pieces of information:

- Are there seats available in the course? When viewing the **Course Details** page for a course, look in the first gray box for the course **Status**. A course can be Open (there are seats available), Closed (no seats are available) or Waitlisted (which also means the course is closed). Focus your attention on courses that are Open . This information can also be found in the main search results page. Just look for the Status column.
- Does this course fulfill a domain or skill requirement? All of the AMP Intro Courses and many of the Courses for First-Years fulfill domain and skill requirements. This will be indicated by the course title, with any combination of the following letters: 1A, 2B, 3C, 4U, 5T (domains); and/or W, Q, C (skills). Though you need 1 course for each of the domains courses to achieve junior status, and three W, one Q and one C courses to graduate, many students find that they easily meet their domain and skills requirements in their first two years of college by taking a broad range of courses from many different departments. You can find more information about domains and skills on the Registrar's website, linked here. And as always, your advisor is available to answer questions.

For students with AP and IB credit: Be sure to talk with your advisor about which courses you should be searching for in The Portal. You will need to know about prerequisites if you are searching for classes that are not listed in the Courses for First-Years. Prerequisites are courses or requirements you need to have taken before you take the course. Some courses expect that you have completed another college-level course in that discipline. For example, to take Economics of Globalization (ECON 203), students must have completed Principles of Economics (ECON 199). Prerequisites are listed in two places on the Course Details page. They are listed at the end of the course description, and in a link Course requisites below the first grey box.

Below is an example of a course listing page, for BIOL 152 01, Aquatic Biology. The (4U, Q) behind the course name means that it fulfils the 4U domain and Q skill requirement. Aquatic Biology, taught by Dr. Tawnya Cary, is a 1-unit course, as indicated by the 1.00 Credit(s) note next to FALL TERM 2021. There will be 12 spots available in this class as indicated by the OPEN status. Courses with a status of CLOSED have enrolled to capacity. You can see that the course meets on Mondays, Wednesdays, and Fridays from 1:45-3:45 PM. There are no prerequisites.

Course Details

Aquatic Biology (4U,Q) (BIOL 152 01)   Back

Instructor(s): Cary, Tawnya ⓘ ✉;

FALL TERM 2021,   1.00 Credit(s)
Undergraduate
Dept: BIOL   Clock Hours: 1.00
Status: Open (12 out of 24
seats)
Note: No note is available for this course.

Course Schedules		
Day & Time	**Date(s)**	**Location**
MWF 1:45 PM-3:35 PM	8/23/2021 - 12/9/2021	Beloit College

Course Description
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BIOL 152. Aquatic Biology (1). The exploration of freshwater and marine organisms through their evolutionary relationships, ecology, structure and function, and behavior. Students learn about all types of aquatic ecosystems and engage with contemporary issues in aquatic biology, including how human influences have altered aquatic ecosystems over time. This course stresses scientific principles and experimental methods. Students design, perform, analyze, and report on small research projects. Laboratory work requires dissection. Three two-hour lecture-laboratory periods per week. Offered every other year. (4U)
All courses in the Department, Undergraduate Division

Cross-listed Courses					
Course	**Type**	**Title**	**Capacity**	**Enrollment**	**Waitlisted**
BIOL 152 01	Parent	Aquatic Biology (4U,Q)	24	12	0
		Totals:	**24**	**12**	**0**