

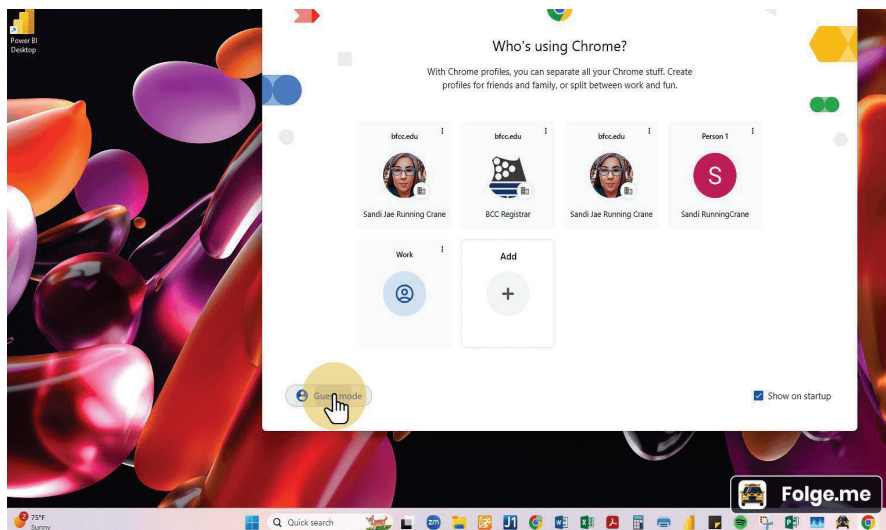


## ONLINE REGISTRATION PROCESS

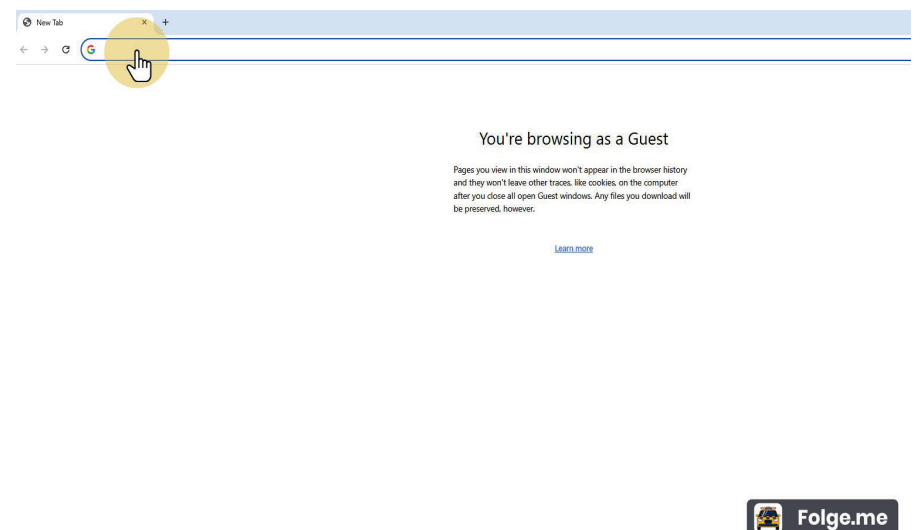
### 1 Click "Access the Internet"



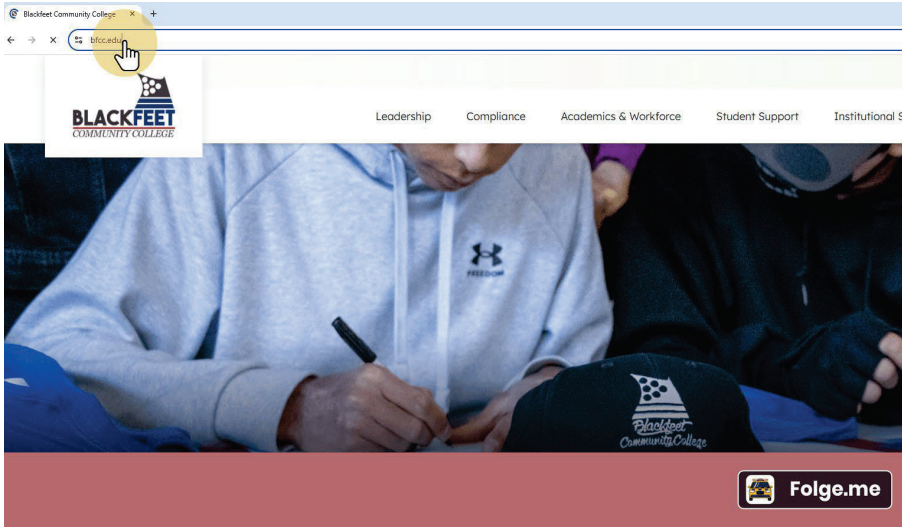
### 2 Click "Guest Mode" or any other mode



### 3 Click on the "Navigation Bar"



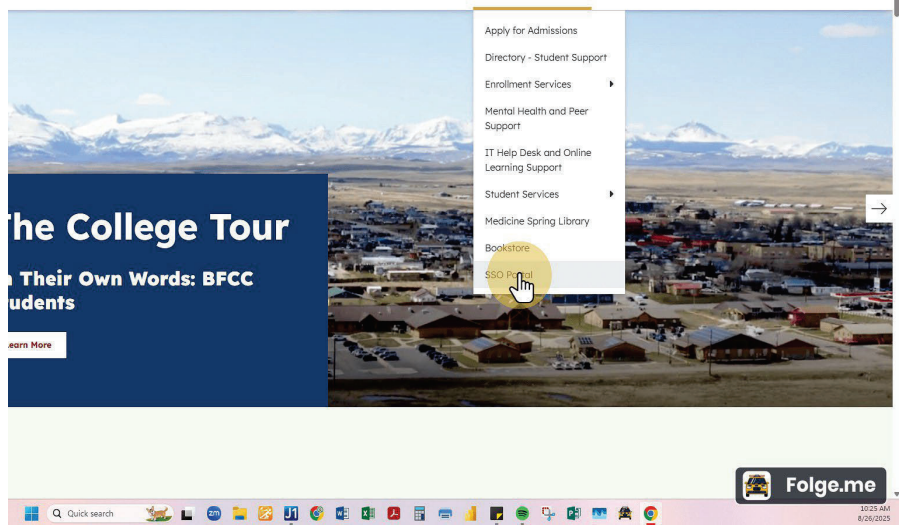
4 Enter "bfcc.edu"



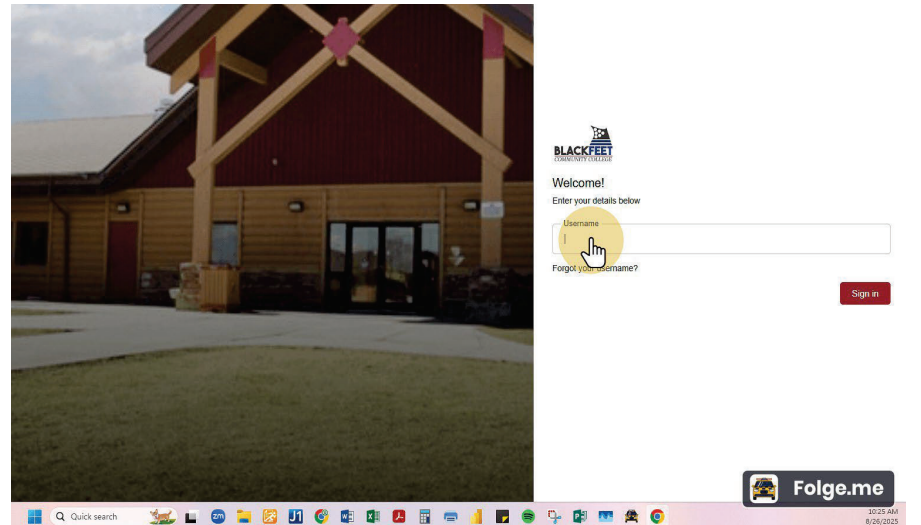
5 Click here on " Student Support



6 Click "SSO Portal"



7 Click "Username" & Enter Your Username





8 Click "Sign in"

BLACKFEET  
COMMUNITY COLLEGE

Welcome!  
Enter your details below

Username  
sandjoe.r

Forgot your username?

Sign in

Folge.me

3:55 AM  
8/26/2023

9 Click "Password Use password to login"

BLACKFEET  
COMMUNITY COLLEGE

Authenticate yourself before you can proceed  
This step shows it's really you trying sign in

sandjoe.r

Authentication Factors

- Email  
Select Email to verify yourself
- Phone  
Select Phone to authenticate yourself
- Security questions  
Answer a few questions to verify yourself
- Password  
Use password to login

Folge.me

3:55 AM  
8/26/2023

10 Enter your Password & Click "Sign in"

BLACKFEET  
COMMUNITY COLLEGE

← Back

Enter your password  
This is to ensure that only you can access your account.

Password  
.....

Forgot/Change password?

Sign in

Folge.me

3:55 AM  
8/26/2023

11 Click "JICS" tab

BLACKFEET  
COMMUNITY COLLEGE

My Apps

- Canvas  
Canvas is a cloud-based Learning Management System that makes teaching and learning easier. Our tools are designed to be smart.
- JICS  
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for education.
- Office 365  
Office 365 Dashboard
- RAVE  
MOBILE SAFETY
- Vector LMS  
Vector\_Employees
- Vector LMS  
Vector\_Students
- YuJa  
YuJa
- Folge.me

### 12 Click "Student"

The screenshot shows the Blackfeet Community College website. The navigation menu at the top includes Home, Staff, **Student**, Faculty, Academics, Admissions, and My Pages. A yellow circle highlights the 'Student' link. Below the navigation menu, there is a 'Portal' section with a 'Public Page' header and a 'Welcome To Blackfeet Community College.' message. The Blackfeet Community College logo is prominently displayed, along with contact information for IT help. A 'Folge.me' button is visible in the bottom right corner.

### 13 Scroll Down & Click "Online Registration Drop/Add Courses"

The screenshot shows the 'Students' page on the Blackfeet Community College website. The URL in the browser is my.bfcc.edu/ICS/Students/. The page contains information about FERPA rights and a 'Learn More:' section with a link to the official site. The 'Registration for Courses' section is highlighted, and the 'Online Registration Drop/Add Courses' link is circled in yellow. Below this link, there are several bullet points providing information about course registration, including a statement about FERPA rights and a list of links for class schedules, transcripts, and other resources. A 'Folge.me' button is visible in the bottom right corner.

### 14 Click "Add by Course Code"

The screenshot shows the 'Add/Drop Courses' page on the Blackfeet Community College website. The page title is 'Default Page'. The 'Add/Drop' section is active, and the 'Add by Course Code' option is highlighted with a yellow circle. The page includes a dropdown menu for the term (2025-2026 Academic Year - Fall Semester) and a message stating that the drop period is closed. Below this, there are two columns of input fields for adding courses by reference number (1-6) and by course code. An 'Add Course(s)' button is located at the bottom of the form. A 'Folge.me' button is visible in the bottom right corner.

### 15 Click "None Selected"

The screenshot shows the 'Add/Drop Courses' page on the Blackfeet Community College website. The page title is 'Default Page'. The 'Add/Drop' section is active, and the 'None Selected' option is highlighted with a yellow circle. The page includes a dropdown menu for the term (2025-2026 Academic Year - Fall Semester) and a message stating that the drop period is closed. Below this, there are two columns of dropdown menus for selecting courses by course code (1-6). An 'Add Course(s)' button is located at the bottom of the form. A 'Folge.me' button is visible in the bottom right corner.



### 16 Enter Course Number – Course Numbers will populate automatically

You are here: Student > Registration > Default Page > Add/Drop Courses

- Registration
- Default Page
- Registrar's Office Information
- Add a Page
- Context Manager
- Usage Statistics
- Early Alert Messages
- Quick Links
- My Pages
- BCC Website
- Rave Alerts
- Webmail Login

#### Default Page

Add/Drop Courses – Add/Drop Courses

#### Add/Drop

[Admin this portlet](#)

Term: 2025-2026 Academic Year - Fall Semester  
 The Drop Period is closed but you may be able to drop one or more registrations.

Add by Course Code | Add by Reference # | **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. ac	2. None Selected
3. <b>ACTG 201 01</b>	4. None Selected
5. None Selected	6. None Selected

[Add Course\(s\)](#)

No Current Courses for the selected Term and Division.

[My Account Info](#)



### 17 Click "Add Course(s)"

You are here: Student > Registration > Default Page > Add/Drop Courses

- Registration
- Default Page
- Registrar's Office Information
- Add a Page
- Context Manager
- Usage Statistics
- Early Alert Messages
- Quick Links
- My Pages
- BCC Website
- Rave Alerts
- Webmail Login

#### Default Page

Add/Drop Courses – Add/Drop Courses

#### Add/Drop

[Admin this portlet](#)

Term: 2025-2026 Academic Year - Fall Semester  
 The Drop Period is closed but you may be able to drop one or more registrations.

Add by Course Code | Add by Reference # | **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. <b>ACTG 201 01</b>	2. None Selected
3. None Selected	4. None Selected
5. None Selected	6. None Selected

[Add Course\(s\)](#)

No Current Courses for the selected Term and Division.

[My Account Info](#)



### 18 OR You Can Click "Course Search"

You are here: Student > Registration > Default Page > Add/Drop Courses

- Registration
- Default Page
- Registrar's Office Information
- Add a Page
- Context Manager
- Usage Statistics
- Early Alert Messages
- Quick Links
- My Pages
- BCC Website
- Rave Alerts
- Webmail Login

#### Default Page

Add/Drop Courses – Add/Drop Courses

#### Add/Drop

[Admin this portlet](#)

Term: 2025-2026 Academic Year - Fall Semester  
 The Drop Period is closed but you may be able to drop one or more registrations.

Add by Course Code | Add by Reference # | **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. <b>ACTG 201 01</b>	2. None Selected
3. None Selected	4. None Selected
5. None Selected	6. None Selected

[Add Course\(s\)](#)

No Current Courses for the selected Term and Division.

[My Account Info](#)



### 19 Click "Search"

You are here: Student > Registration > Default Page > Add/Drop Courses

- Registration
- Default Page
- Registrar's Office Information
- Add a Page
- Context Manager
- Usage Statistics
- Early Alert Messages
- Quick Links
- My Pages
- BCC Website
- Rave Alerts
- Webmail Login

#### Default Page

Add/Drop Courses – Add/Drop Courses

#### Add/Drop

[Admin this portlet](#)

Term: 2025-2026 Academic Year - Fall Semester  
 The Drop Period is closed but you may be able to drop one or more registrations.

Add by Course Code | Add by Reference # | **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2025-2026 Academic Year - Fall Semester

Department: All

Division: Undergraduate

[Search](#)

[More Search Options](#)

No Current Courses for the selected Term and Division.

[My Account Info](#)



20 Check a box with your Course Number or Scroll down & go to another page

Usage Statistics  
Early Alert Messages

Quick Links  
My Pages  
BCC Website  
Rave Alerts  
Webmail Login

Search Again  
Term: 2025-2026 Academic Year - Fall Semester  
Division: Undergraduate  
Search

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/>		ACTG 201 01	Financial Acctg	Doney, Marlene A Parsons, Marilyn Wippert, Rachel L	9/15	Open	MW 1:00 PM-2:20 PM; Main Campus, Red Fox, Classroom
<input type="checkbox"/>		AHMS 144 01	Med. Terminolog	Arnoux-Whiteman, Dianna Oldchief, Crystal M. Henderson-Matthews, Betty K	11/20	Open	MW 1:00 PM-2:20 PM; Main Campus, South Wind Lodge, Classroom
<input type="checkbox"/>		ANTY 101 11	Intro to Anthro	Rains, James William Henderson-Matthews, Betty K Oldchief, Crystal M.	18/20	Open	R 1:00 PM-2:20 PM; Main Campus, South Wind Lodge, Classroom
<input type="checkbox"/>		ANTY 210 01	Intr/BiologAntr	Hall, Clifford W, Jr. Oldchief, Crystal M. Henderson-Matthews, Betty K	19/20	Open	MW 11:30 AM-12:50 PM; Main Campus, South Wind Lodge, Classroom
<input type="checkbox"/>		BGEN 105 01	Intro to Busine	Doney, Marlene A Parsons, Marilyn Wippert, Rachel L	11/20	Open	MW 10:00 AM-11:20 AM; Main Campus, Red Fox, Classroom
<input type="checkbox"/>		BGEN 110 01	ApplBusLeadersh	Doney, Marlene A Parsons, Marilyn Wippert, Rachel L	8/15	Open	TR 10:00 AM-11:20 AM; Main Campus, Red Fox, Classroom
<input type="checkbox"/>		BIQB 101 01	Discover Biolog	Hall, Clifford W, Jr. Oldchief, Crystal M. Henderson-Matthews, Betty K	8/15	Open	TR 11:30 AM-12:50 PM; Main Campus, South Wind Lodge, Classroom
<input type="checkbox"/>		BIQB 101 02	DiscoverBiology	Henderson, Cody L Henderson-Matthews, Betty K Oldchief, Crystal M.	11/15	Open	MW 11:30 AM-12:50 PM; Main Campus, South Wind Lodge, Classroom
<input type="checkbox"/>		BIQB 102 01	Disc. Bio. Lab	Hall, Clifford W, Jr. Oldchief, Crystal M. Henderson-Matthews, Betty K	6/15	Open	T 10:00 AM-11:20 AM; Main Campus, South Wind Lodge, Classroom



21 Scroll Down & Click "Add Courses"

<input type="checkbox"/>	BIQB 161 01	Prin of Liv Lab	Mickey, Michael Henderson-Matthews, Betty K Oldchief, Crystal M.	7/15	Open	R 2:30 PM-3:50 PM; Main Campus, South Wind Lodge, Lab
<input type="checkbox"/>	BIQH 104 01	Basic Human Bio	Arnoux-Whiteman, Dianna Oldchief, Crystal M. Henderson-Matthews, Betty K	12/15	Open	TR 10:00 AM-11:20 AM; Main Campus, South Wind Lodge, Classroom
<input type="checkbox"/>	BIQH 105 01	Basic Human Bio	Arnoux-Whiteman, Dianna Oldchief, Crystal M. Henderson-Matthews, Betty K	12/15	Open	T 11:30 AM-12:50 PM; Main Campus, South Wind Lodge, Lab
<input type="checkbox"/>	BIQH 201 01	HumanAna&Phsi	Arnoux-Whiteman, Dianna Oldchief, Crystal M. Henderson-Matthews, Betty K	9/15	Open	MW 10:00 AM-11:20 AM; Main Campus, South Wind Lodge, Classroom
<input type="checkbox"/>	BIQH 202 01	HumAna&PhisLab	Arnoux-Whiteman, Dianna Oldchief, Crystal M. Henderson-Matthews, Betty K	9/15	Open	M 11:30 AM-12:50 PM; Main Campus, South Wind Lodge, Lab
<input type="checkbox"/>	BIQQ 220 01	General Botany	Atkins, Patricia A. Henderson-Matthews, Betty K Oldchief, Crystal M.	14/15	Open	MW 1:00 PM-2:20 PM; Main Campus, South Wind Lodge, Lab
<input type="checkbox"/>	BIQQ 221 01	Gen Botany Lab	Atkins, Patricia A. Henderson-Matthews, Betty K Oldchief, Crystal M.	14/15	Open	T 2:00 PM-3:50 PM; Main Campus, South Wind Lodge, Lab
<input type="checkbox"/>	BMGT 112 01	Records Manag I	Parsons, Marilyn Doney, Marlene A Wippert, Rachel L	17/20	Open	MW 1:00 PM-2:20 PM; Main Campus, Red Fox, Classroom
<input type="checkbox"/>	BMGT 114 01	Records Mang II	Parsons, Marilyn Doney, Marlene A Wippert, Rachel L	20/20	Open	MTWR 8:30 AM-9:50 AM; Main Campus, Red Fox, Classroom



AC - BM | BM\_ED | ED - M |

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22 Click "Student" - Never click the "back" button

Blackfeet Community College x Blackfeet Community College x Add/Drop Courses - Add Drop x +  
my.bfcc.edu/ICS/Students/Registration/Default\_Page.jnz?portlet=AddDrop\_Courses

BLACKFEET

Home Staff **Student** Faculty Academics Admissions My Pages

Registration  
Default Page  
Registrar's Office Information  
Add a Page  
Context Manager  
Usage Statistics  
Early Alert Messages

Quick Links  
My Pages  
BCC Website  
Rave Alerts  
Webmail Login

Default Page

Add/Drop Courses - Add/Drop Courses

Add/Drop

Term: 2025-2026 Academic Year - Fall Semester  
The Drop Period is closed but you may be able to drop one or more registrations.  
You are currently registered for 0 credits. You are pending registration for 6 credits.

Messages

BGEN 110 01 - Successfully added with warnings: This course is a repeat of a previous registration.

Add by Course Code | Add by Reference # | Course Search

To add courses, enter the reference number for up to six courses. If you do not know the reference numbers you need, add the courses by Course Code or use the Course Set Reference Number

1.	2.
3.	4.
5.	6.



23 Scroll Down & Click "My Class Schedule"

Visit the official site:  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Registration for Courses (The course schedule is listed below)

- Online Registration Drop/Add Courses
- I understand that by submitting my course(s) I do hereby grant permission to release ANY OR ALL OFFICIAL DOCUMENTATION TO INCLUDE but not limited to: Enrollment in a federally recognized tribal Certification, High School and/or GED/HISet transcripts, and College/University transcripts to: Blackfeet Community College, for completion of my student file.
- I understand that once I submit my course(s) that a bill is owed to the college for tuition, fees, and other related costs associated with attend

- My Class Schedule
- My Unofficial Transcript
- My Grade Report
- My Course History
- My GPA Projection
- My Account Balances
- My Advisor Meetings
- Financial Aid Websites
- Financial Aid FAQs
- Course Search

2025 Fall Semester Course Schedule

BLACKFEET COMMUNITY COLLEGE 2025 FALL COURSE SCHEDULE  
View course information or subject to change

CourseID	Cr	Fee	Course Title	Prereq./Co-req./Advs Text	Days	Location	Instructor
ACFN001 61	3		Financial Accounting		TUE 2:30	MMW - RP 101	In-person Marlene Doney



24 Click "Printer"

Navigation: Home, My Course Schedule - Schedule, +

URL: v/Default\_Page.jnz?portlet=My\_Course\_Schedule

Navigation: Home, My Course Schedule - Schedule Details

Section: Default Page

Section: My Course Schedule - Schedule Details

Section: Course Schedule for Sandi RunningCrane

Text: Data is only available for current or pre-registered courses.

Form: 2025-2026 Academic Year - Fall Semester, Division Undergraduate

Course	Title	Credits	Status	Grading Type	Course Instructors	Meets	Dates	Room
ACTG 201.01	Financial Acctg	3.00	Reserved	Grade Scale default / Credit	Doney, Marlene A	MW 1:00 PM - 2:20	9/2/2025 - 12/11/2025	BCC / RF / 101
					Wippert, Rachel L			
					Parsons, Marilyn			
BGEN 110.01	ApldBusLeadersh	3.00	Reserved	Grade Scale default / Credit	Doney, Marlene A	TR 10:00 - 11:20 AM	9/2/2025 - 12/11/2025	BCC / RF / 101
					Wippert, Rachel L			

Folge.me

25 Change "Layout" to your preference

Navigation: Home, My Course Schedule - Schedule, +

URL: v/Default\_Page.jnz?portlet=My\_Course\_Schedule

Section: Default Page

Section: Course Schedule for Sandi RunningCrane

Form: 2025-2026 Academic Year - Fall Semester

Course	Title	Credits	Status	Grading Type	Course Instructors	Meets	Dates	Room
ACTG 201.01	Financial Acctg	3.00	Reserved	Grade Scale default / Credit	Doney, Marlene A	MW 1:00 PM - 2:20	9/2/2025 - 12/11/2025	BCC / RF / 101
					Wippert, Rachel L			
					Parsons, Marilyn			
BGEN 110.01	ApldBusLeadersh	3.00	Reserved	Grade Scale default / Credit	Doney, Marlene A	TR 10:00 - 11:20 AM	9/2/2025 - 12/11/2025	BCC / RF / 101
					Wippert, Rachel L			
					Parsons, Marilyn			

Print: 2 sheets of paper

Destination: Xerox VersaLink C405 Vi

Pages: All

Copies: 1

Layout: Portrait (selected)

Color: Color

Folge.me

26 Click "Print"

Navigation: Home, My Course Schedule - Schedule, +

URL: v/Default\_Page.jnz?portlet=My\_Course\_Schedule

Section: Default Page

Section: Course Schedule for Sandi RunningCrane

Form: 2025-2026 Academic Year - Fall Semester

Course	Title	Credits	Status	Grading Type	Course Instructors	Meets	Dates	Room
ACTG 201.01	Financial Acctg	3.00	Reserved	Grade Scale default / Credit	Doney, Marlene A	MW 1:00 PM - 2:20	9/2/2025 - 12/11/2025	BCC / RF / 101
					Wippert, Rachel L			
					Parsons, Marilyn			
BGEN 110.01	ApldBusLeadersh	3.00	Reserved	Grade Scale default / Credit	Doney, Marlene A	TR 10:00 - 11:20 AM	9/2/2025 - 12/11/2025	BCC / RF / 101
					Wippert, Rachel L			
					Parsons, Marilyn			

Print: 2 sheets of paper

Destination: Xerox VersaLink C405 Vi

Pages: All

Copies: 1

Layout: Landscape

Color: Color

Print button highlighted in yellow circle.

Folge.me