



Student Reference Guide

Office of Institutional Effectiveness
August 2024

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Course registration

Logging in My BAU

1. Login to <http://my.bau.edu/> with your “My BAU” account login credentials. Your login credentials are your e-mail address as the username, and the password issued to you. If you forgot your password, click on “I forgot my password” link below the blue “login” button as shown in Figure 1. For help contact registrar@bau.edu.

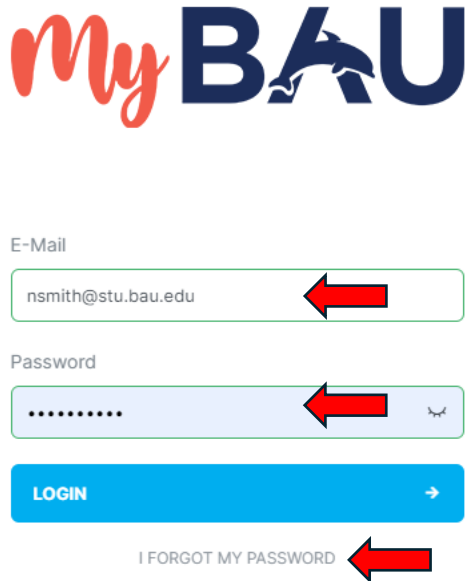


Figure 1

Once you are logged in, your main page will look like Figure 2.

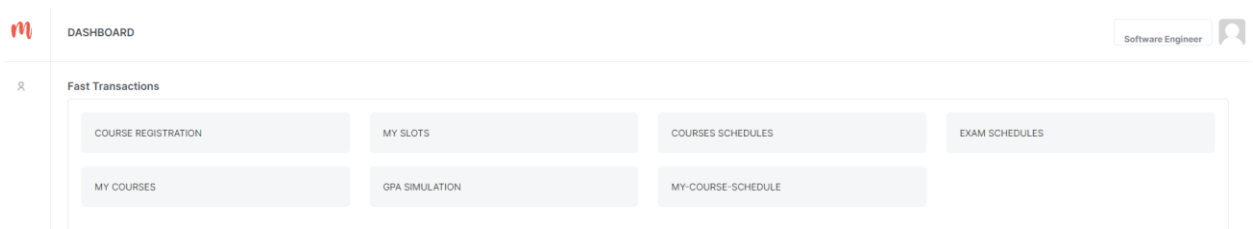


Figure 2

2. Click on “Course Registration” button as shown in Figure 3.

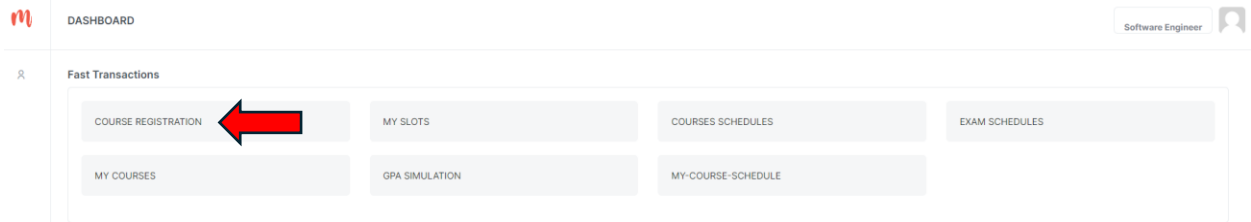



Figure 3

Note: You must pay the semester fees before selecting courses. Figure 4 page will display if you have not paid your semester fees. Click on the make payment button below to pay your fees. If you have paid your semester fees Figure 4 page will not display, instead [Figure 7](#) will display.



Information

You must pay the semester fees before selecting courses. Click on the make payment button below to pay your fees.


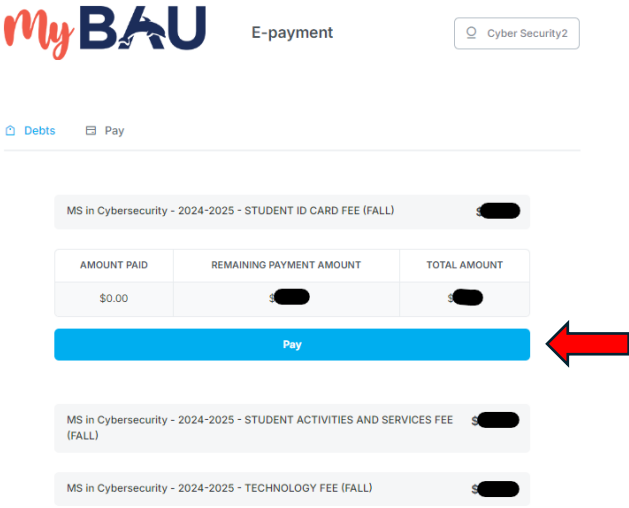
[MAKE PAYMENT](#) 

Figure 4

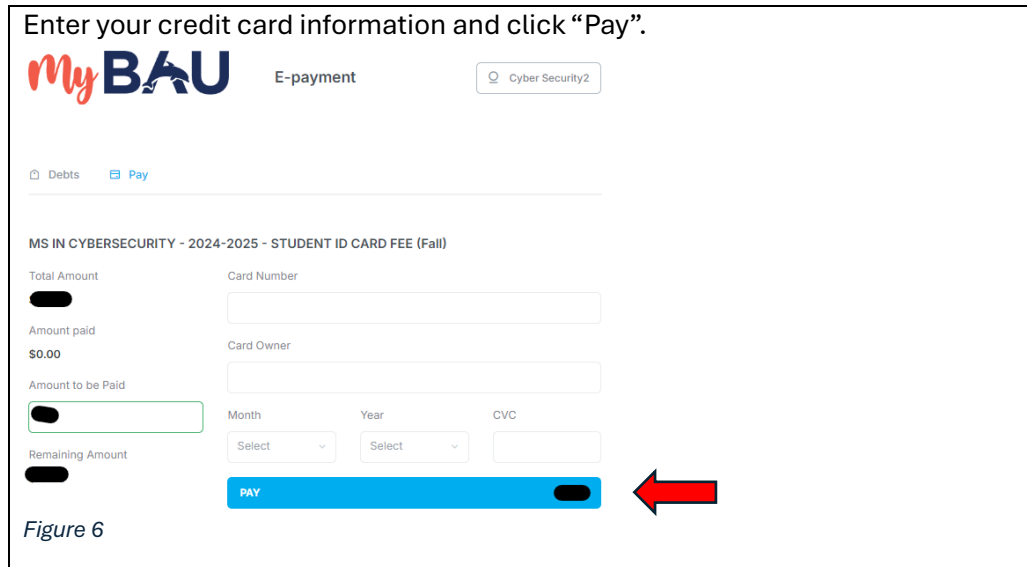
Clicking the “Make Payment” button displays the “E-payment” page as in Figure 5.
Click on the first item to pay. Click on the blue “Pay” button for each fee separately.



The screenshot shows the 'MyBAU E-payment' page for 'Cyber Security2'. It lists three fees: 'STUDENT ID CARD FEE (FALL)', 'STUDENT ACTIVITIES AND SERVICES FEE (FALL)', and 'TECHNOLOGY FEE (FALL)'. A table shows the payment status for the first fee, with 'AMOUNT PAID' at \$0.00 and 'REMAINING PAYMENT AMOUNT' and 'TOTAL AMOUNT' both at \$0.00. A blue 'Pay' button is highlighted with a red arrow.

| AMOUNT PAID | REMAINING PAYMENT AMOUNT | TOTAL AMOUNT |
|-------------|--------------------------|--------------|
| \$0.00 | \$0.00 | \$0.00 |

Figure 5



The course registration page will open as shown in Figure 7.

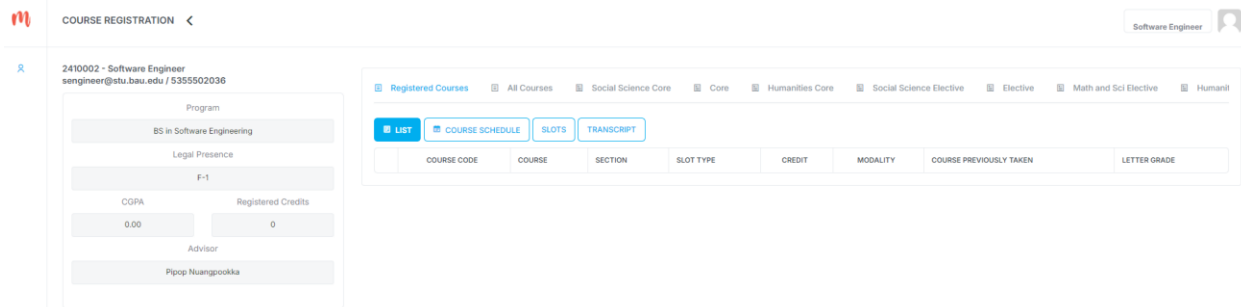


Figure 7

In Figure 8, the box circled in red on the left displays student information including your student ID number, and contact information, your program, legal presence status, cumulative GPA, how many credits you are registering for and the name of your Academic Advisor. If any information is incorrect, notify the Registrar at registrar@bau.edu.

Pay particular attention to the "Registered Credits" field to ensure you have registered for the required number of credits.

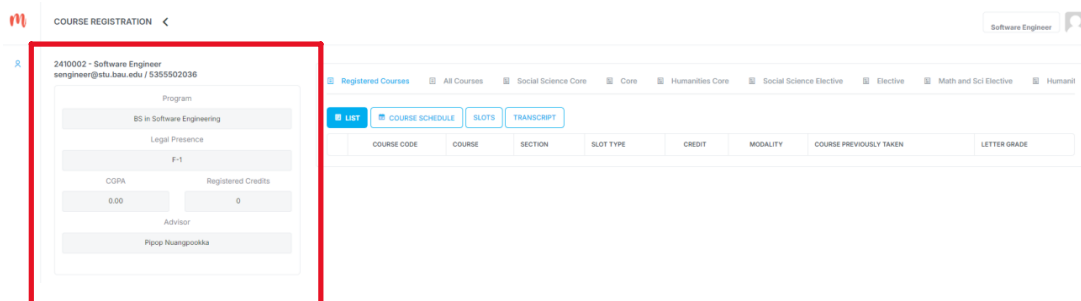


Figure 8

The options circled in red in Figure 9 are the slot buttons for each slot type available.

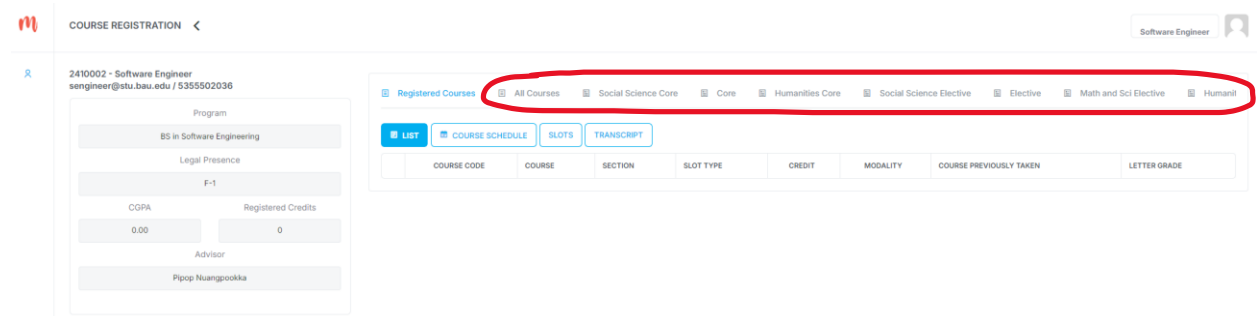


Figure 9

The slot buttons available are different for bachelor's and master's students.

Figure 10 is an example of a bachelor's student because the general education slot buttons are included as shown in the yellow highlight.

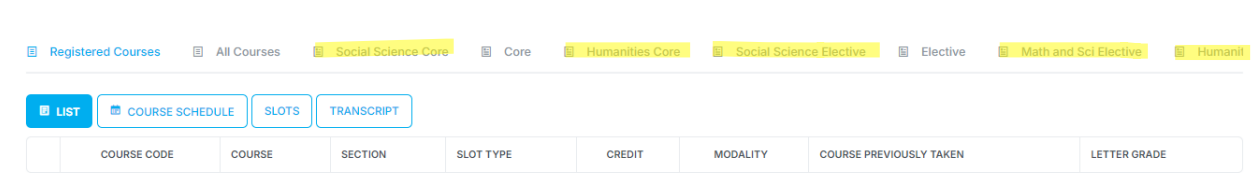


Figure 10

Figure 11 is an example of a master's student.

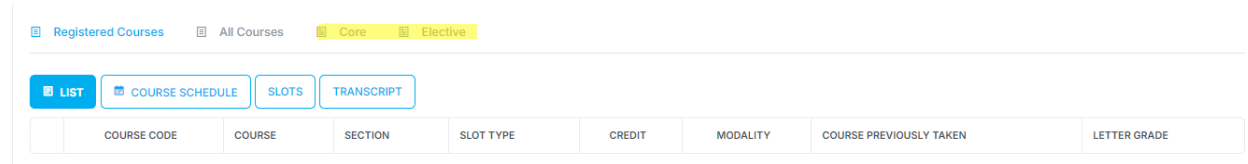


Figure 11

Notice in Figure 12 the core slot button is missing. This student has completed all core requirements. Once a slot type has been completed, it will no longer show as an option.

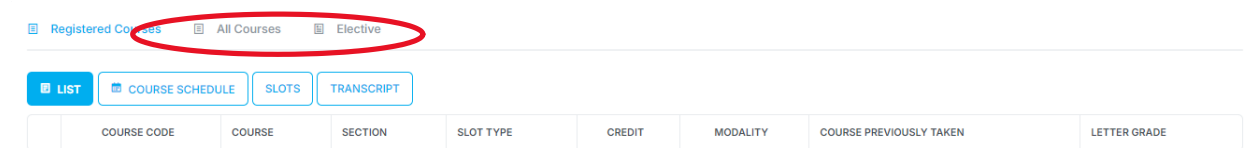


Figure 12

Select courses

3. Click on “All Courses”.

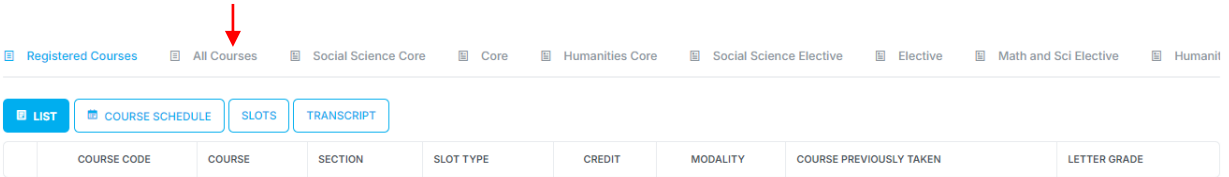


Figure 13

A list of all courses available to you to register for the current semester is displayed (Figure 14). Notice the “slot type” column. The “slot type” listed here for each course shows which slot button to click to register for that particular course.

The screenshot shows the same course list table as in Figure 13, but with the 'All Courses' tab selected. The 'SLOT TYPE' column is circled in red. The table contains the following data:

| COURSE CODE | COURSE | SLOT TYPE | CREDIT |
|-------------|---------------------------------------|-----------------------|--------|
| BIOL 100 | Introduction to Biology | Math and Sci Elective | 3 |
| CHEM 100 | Introduction to Chemistry | Math and Sci Elective | 3 |
| CMPS 110 | Introduction to Computer Science | Math and Sci Elective | 3 |
| CMPS 222 | Programming II | Core | 3 |
| ENGL 121 | English Composition I | Humanities Core | 3 |
| ENGL 123 | Academic Writing | Humanities Core | 3 |
| ENVS 105 | Introduction to Environmental Science | Math and Sci Elective | 3 |

Figure 14

For example, in Figure 15

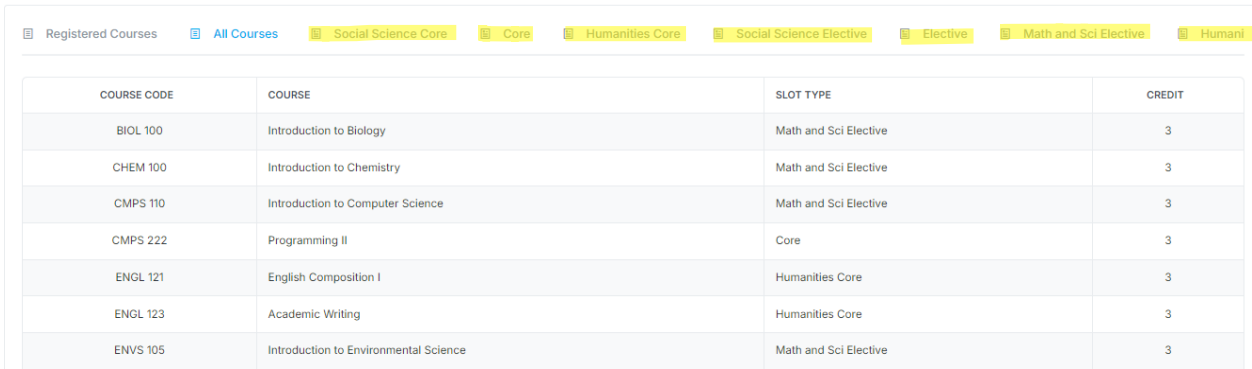
To register for BIOL 100, you will need to click the “Math and Sci Elective” slot button.

The screenshot shows the same course list table as in Figure 14, but with the 'Math and Sci Elective' slot button circled in red. The 'BIOL 100' row is highlighted in yellow. The 'Math and Sci Elective' slot button is circled in red. The table contains the following data:

| COURSE CODE | COURSE | SLOT TYPE | CREDIT |
|-------------|---------------------------------------|-----------------------|--------|
| BIOL 100 | Introduction to Biology | Math and Sci Elective | 3 |
| CHEM 100 | Introduction to Chemistry | Math and Sci Elective | 3 |
| CMPS 110 | Introduction to Computer Science | Math and Sci Elective | 3 |
| CMPS 222 | Programming II | Core | 3 |
| ENGL 121 | English Composition I | Humanities Core | 3 |
| ENGL 123 | Academic Writing | Humanities Core | 3 |
| ENVS 105 | Introduction to Environmental Science | Math and Sci Elective | 3 |

Figure 15

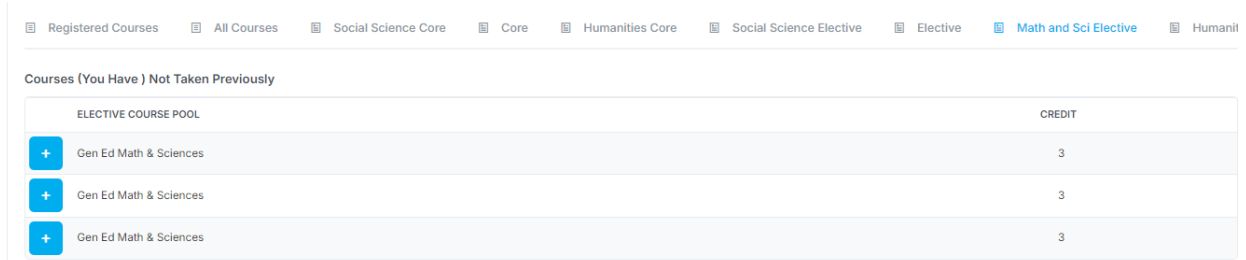
4. To register for the course, select the slot button as explained in Figure 16.



| COURSE CODE | COURSE | SLOT TYPE | CREDIT |
|-------------|---------------------------------------|-----------------------|--------|
| BIOL 100 | Introduction to Biology | Math and Sci Elective | 3 |
| CHEM 100 | Introduction to Chemistry | Math and Sci Elective | 3 |
| CMPS 110 | Introduction to Computer Science | Math and Sci Elective | 3 |
| CMPS 222 | Programming II | Core | 3 |
| ENGL 121 | English Composition I | Humanities Core | 3 |
| ENGL 123 | Academic Writing | Humanities Core | 3 |
| ENVS 105 | Introduction to Environmental Science | Math and Sci Elective | 3 |

Figure 16

You will see the screen similar to Figure 17.






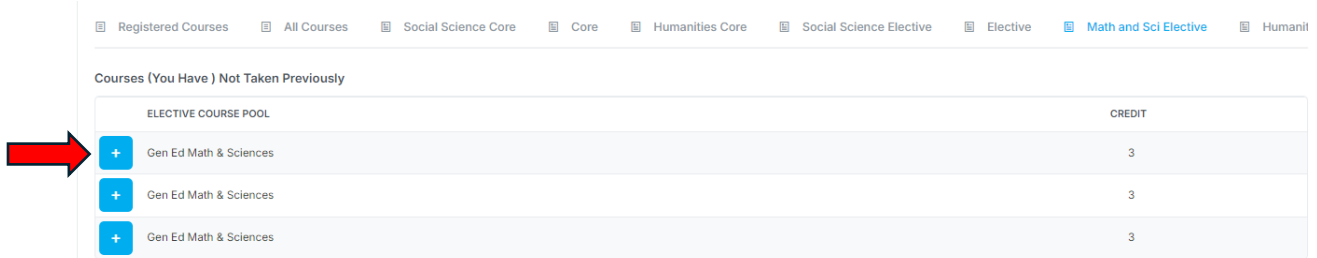
| ELECTIVE COURSE POOL | | CREDIT |
|---|------------------------|--------|
|  | Gen Ed Math & Sciences | 3 |
|  | Gen Ed Math & Sciences | 3 |
|  | Gen Ed Math & Sciences | 3 |

Figure 17

Note: the three rows shown in Figure 14 indicate that this student has three remaining “Math and Sci Elective” slots.

5. Click on the blue button for the first row.






| ELECTIVE COURSE POOL | | CREDIT |
|---|------------------------|--------|
|  | Gen Ed Math & Sciences | 3 |
|  | Gen Ed Math & Sciences | 3 |
|  | Gen Ed Math & Sciences | 3 |

Figure 18

The pop-up box in Figure 19 will display all courses available for that slot type.

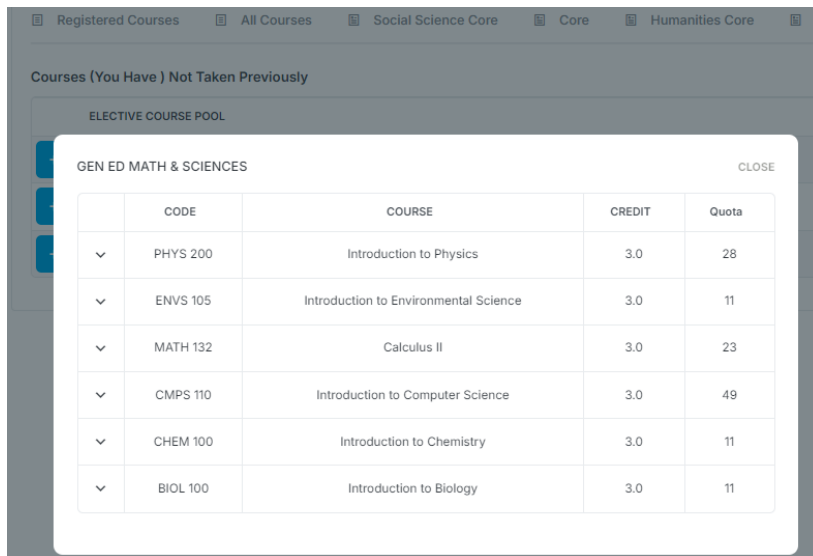


Figure 19

6. Click on the down arrow on the left side to select the course.

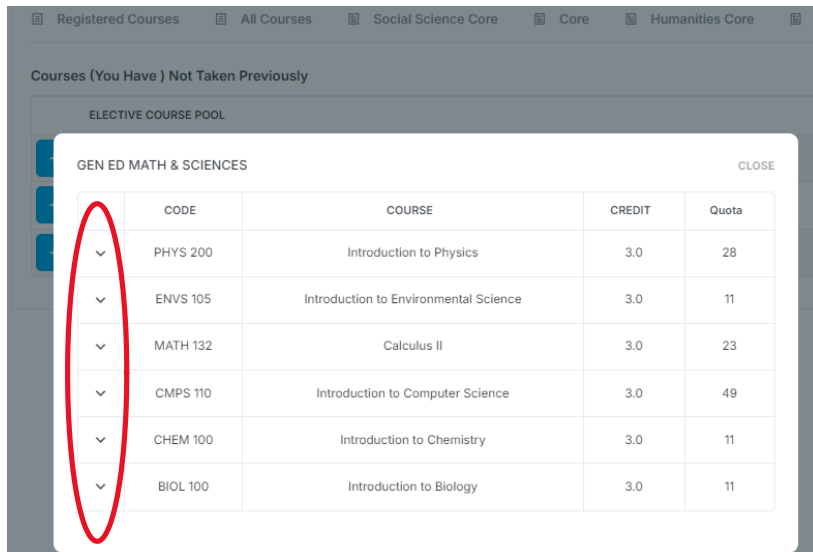


Figure 20

Clicking on the down arrow (Figure 21) will display the “sections” dropdown menu in Figure 22, which shows all information about the course.

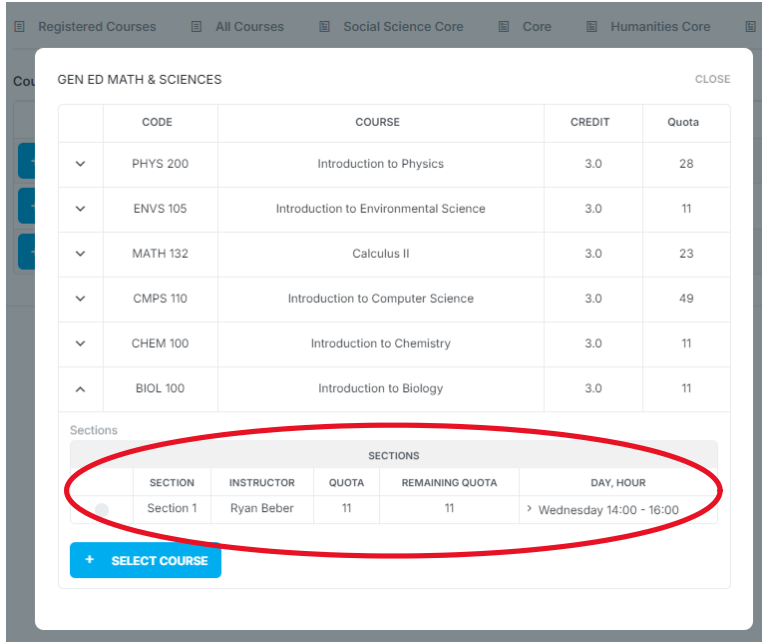


Figure 21

7. To select the course, click the radio button on the left and click the blue “Select Course” button.

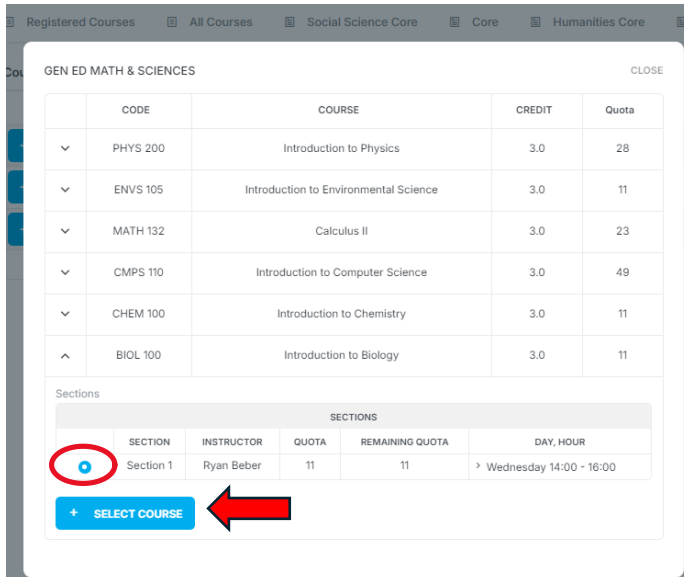


Figure 22

After clicking the blue button “Select Course”, the green “Course is selected” message will appear indicating that the course was successfully added to your schedule. The selected course will now display in the “Registered Courses” list.

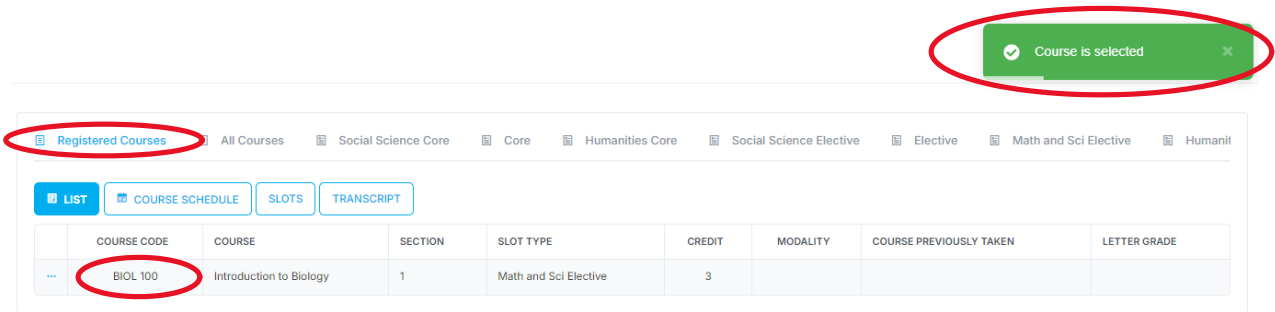


Figure 23

To register for additional courses, repeat steps 3-7. After you select your final course, your registration page should now look like Figure 24.

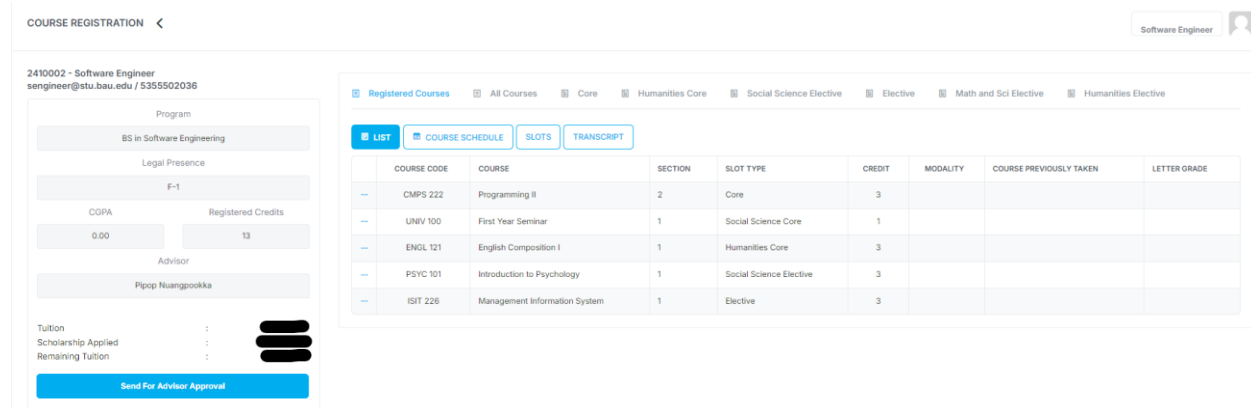


Figure 24

Note: if you have questions regarding your tuition or scholarship amounts, please contact finance@bau.edu.

- When you are satisfied with your course selections, click the blue “Send for Advisor Approval” button.

Note: You have 24 hours to click “Send for Advisor Approval” button, or your courses will be deleted, and you will have to select new courses.

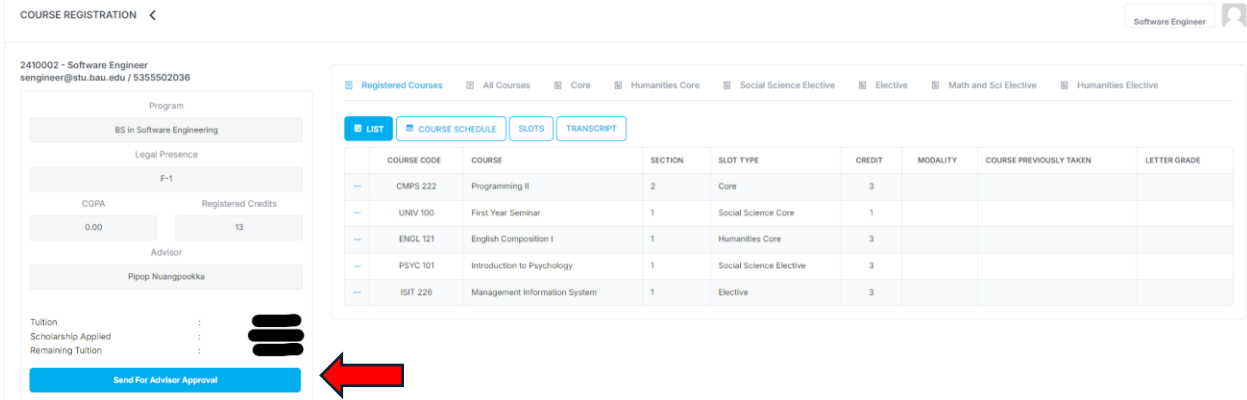


Figure 25

Clicking the blue “Send for Advisor Approval” button pops up the “Are you sure you want to send for Advisor Approval?” dialog box.

- Click “Yes” or “No”. Clicking “No” will take you back to your registration page.

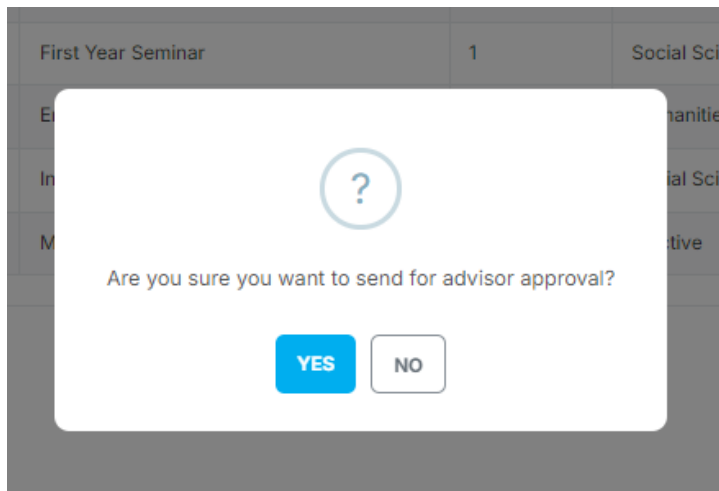


Figure 26

Note: if you are an F-1 student and you select less than the minimum credits required to maintain status, you will get an error message similar to Figure 27. (Figure 27 is the error message for bachelor’s students. Please check the academic catalog for the current regulations.)

You must provide a reason for taking less than the minimum credits in the box to continue. Click “Yes” to send your course selection to Academic Advisor for approval. Click “No” to register for more classes. If you have any questions about your F-1 status, please contact dso@bau.edu.

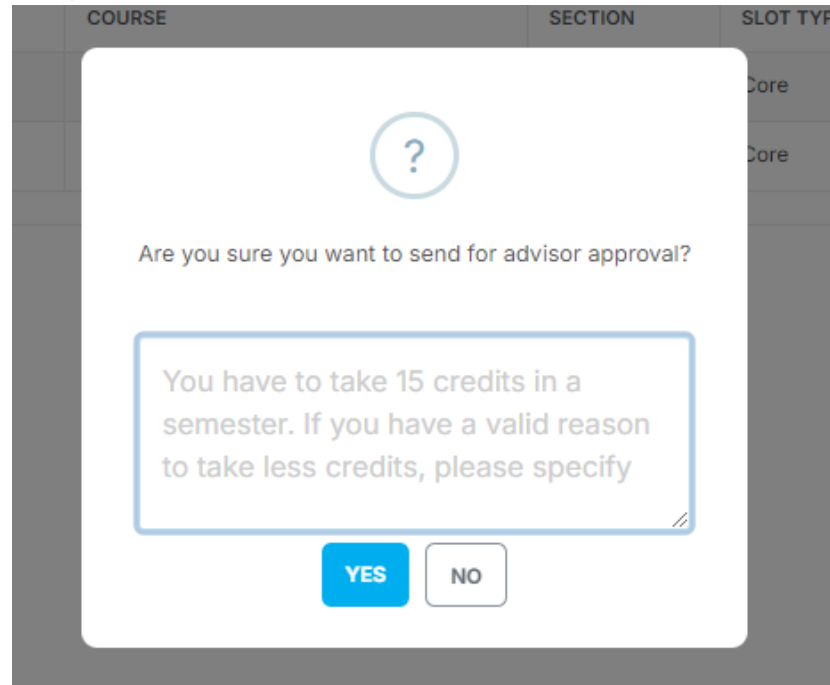


Figure 27

Clicking “Yes” will take you back to your course registration page, the blue “Send for Advisor Approval” button has changed to “Advisor Approval: Pending”.

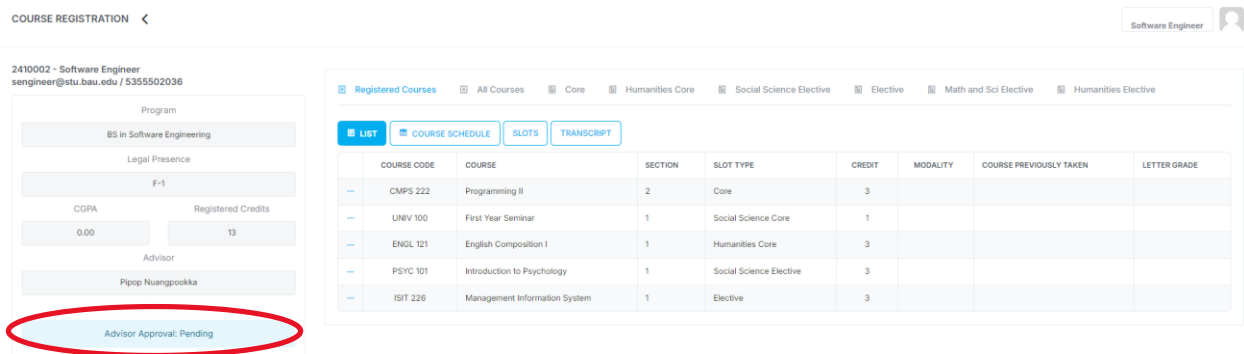


Figure 28

Note: Your Advisor will receive an e-mail notification to review your selected courses. Your Advisor has 2 options, [approve](#) or [decline](#). You will receive an e-mail notification to your BAU e-mail address as soon as your Advisor has taken action.

Approve

Once your Advisor approves your course selection, your course registration page will look like Figure 29. The “Advisor Approval: Pending” message has changed to “Advisor Approval: Approved”.

10. Click the green “Payment Options” button to proceed with payment.

Note: You have 24 hours to complete the payment process, or your courses will be deleted, and you will have to select new courses.

The screenshot shows the course registration interface. On the left, a sidebar displays student information: Program (BS in Software Engineering), Legal Presence (F-1), CGPA (0.00), Registered Credits (13), and Advisor (Pipop Nuangpookka). The "Advisor Approval: Approved" status is highlighted with a red circle. Below it is a green "PAYMENT OPTIONS" button, also highlighted with a red circle and a red arrow pointing to it. The main area shows a table of registered courses:

| COURSE CODE | COURSE | SECTION | SLOT TYPE | CREDIT | MODALITY | COURSE PREVIOUSLY TAKEN | LETTER GRADE |
|-------------|-------------------------------|---------|-------------------------|--------|----------|-------------------------|--------------|
| CMP222 | Programming II | 2 | Core | 3 | | | |
| UNIV 100 | First Year Seminar | 1 | Social Science Core | 1 | | | |
| ENGL 121 | English Composition I | 1 | Humanities Core | 3 | | | |
| PSYC 101 | Introduction to Psychology | 1 | Social Science Elective | 3 | | | |
| ISIT 226 | Management Information System | 1 | Elective | 3 | | | |

Figure 29

If you have any questions regarding your finances, please contact finance@bau.edu.

Clicking “Payment Options” displays Figure 30 pop up box.

11. Select the desired option radio button.

The screenshot shows a "PAYMENT OPTIONS" pop-up box. It contains two radio button options: "UPFRONT PAYMENT (5% Discount)" and "PAYMENT PLAN". The "UPFRONT PAYMENT (5% Discount)" option is circled in red. A "Next" button is visible in the bottom right corner of the pop-up.

Figure 30

If you choose “Payment Plan” skip the “Upfront Payment Option” section and go to “[Payment Plan](#)” section.

Upfront Payment Option

Selecting the “Upfront Payment” option will display Figure 31 pop up box.

12. Click either “Back” or “Next” buttons. “Back” button will return you to Figure 30.

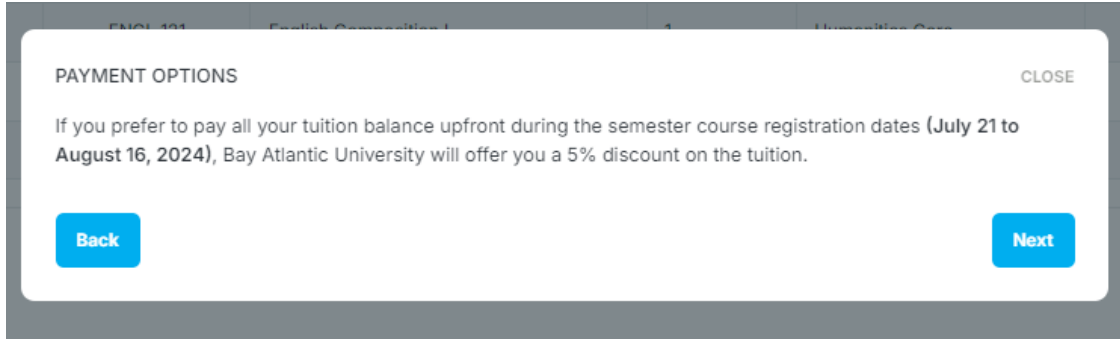


Figure 31

Clicking “Next” pops up the “Financial Responsibility Agreement” as shown in Figure 32.



Figure 32

The bottom of the “Financial Responsibility Agreement” is shown in Figure 33. You must click the green “I Accept” button to move forward. **Please note that clicking the “I Accept” button, is considered your signature in this agreement.**

13. Click “I Accept”.

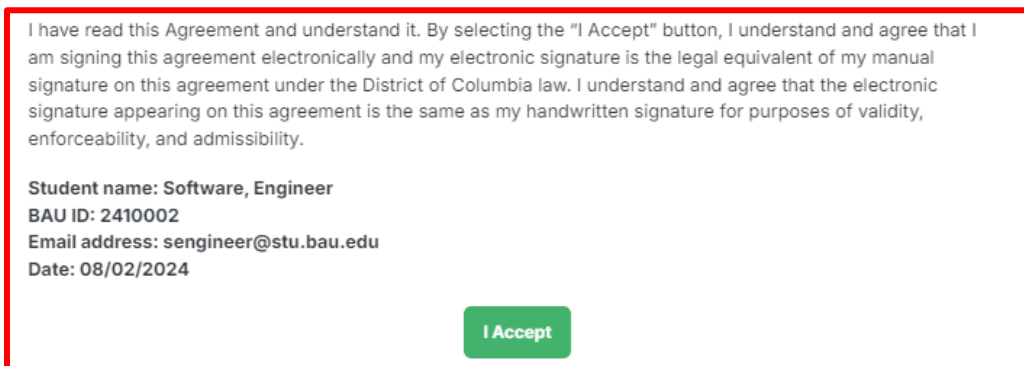


Figure 33

Clicking "I Accept" will take you back to your course registration page. The red "Make Payment" button will display.

14. Click on the red "Make Payment" button to complete your payment.

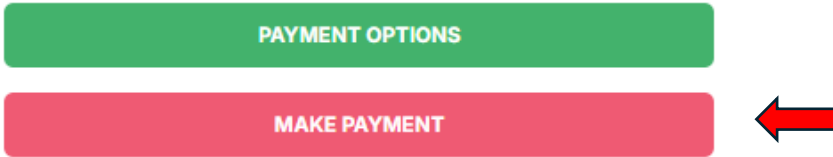


Figure 34

The e-payment page will display as in Figure 35.

15. Click on the item to pay.

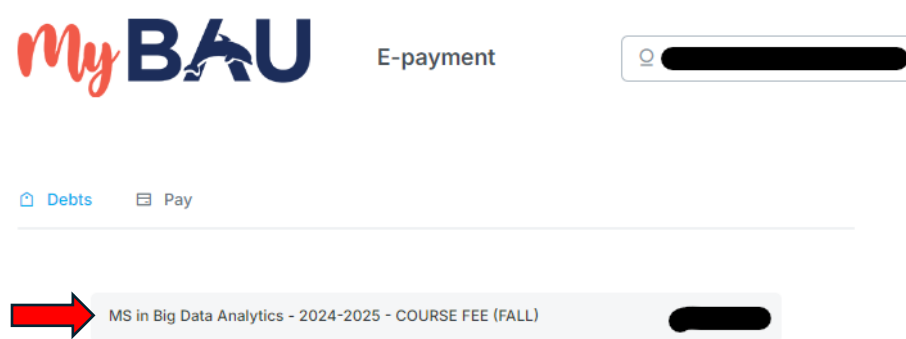


Figure 35

The "Amount Paid, Remaining Payment Amount, Total Amount" will display as in Figure 36.

16. Click on the blue "Pay" button to proceed with payment.

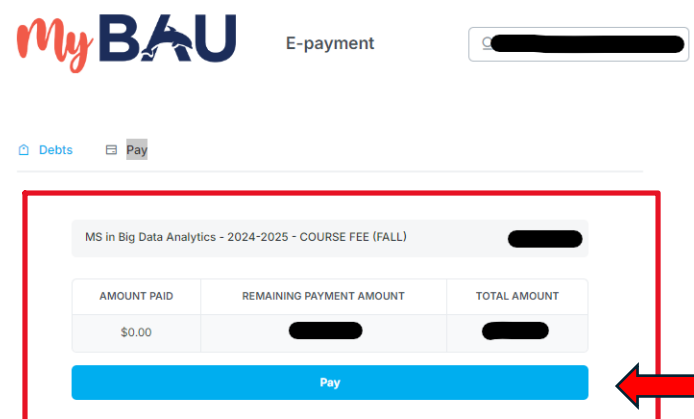


Figure 36

17. Make the payment.

If you wish to pay by PayPal, click on the orange “Pay with PayPal” button. A new window will open, follow the prompts to payment.

If you wish to pay with Credit Card, fill out the fields and click the blue “Pay” button.

The screenshot shows the MyBAU E-payment interface. At the top, there is a search bar with a redacted ID. Below it, there are navigation links for 'Debts' and 'Pay'. The main heading is 'MS IN BIG DATA ANALYTICS - 2024-2025 - COURSE FEE (Fall)'. On the left, there are summary fields: 'Total Amount' (redacted), 'Amount paid' (\$0.00), 'Amount to be Paid' (redacted), and 'Remaining Amount' (\$0.00). In the center, there are two payment options: 'PAY WITH PAYPAL' (orange button) and 'PAY WITH CREDIT CARD' (blue button). The 'PAY WITH CREDIT CARD' option is selected, and its form fields are visible: 'Card Number', 'Card Owner', 'Month' (dropdown), 'Year' (dropdown), and 'CVC' (text input). A blue 'PAY' button is at the bottom. Two red arrows point to the 'PAY WITH PAYPAL' button and the 'PAY' button.

Figure 37

Payment Plan

Selecting the “Payment Plan” option will display Figure 38 pop up box.

The screenshot shows a 'PAYMENT OPTIONS' pop-up box. It has a 'CLOSE' button in the top right corner. The text inside reads: 'You have selected the option for a payment plan. The payment plan dates for are shown below. Paying all tuition and fees on time becomes an obligation when you register at Bay Atlantic University. You must sign a Financial Responsibility Agreement to proceed with payment plan BAU requests that you carefully review and fully understand all disclosures before you sign your Financial Responsibility Agreement.' Below this is a table with three columns: 'Installment', 'Date', and 'Amount'. The table contains three rows of installment data. At the bottom, there is a note: 'If you would like to continue, click on the Next Button.' and two buttons: 'Back' and 'Next'.

| Installment | Date | Amount |
|---------------|----------------------------|-----------------------------|
| Installment 1 | July 21 to August 16, 2024 | 40% of the semester balance |
| Installment 2 | October 5, 2024 | 35% of the semester balance |
| Installment 3 | November 5, 2024 | 25% of the semester balance |

Figure 38

Note: the installment dates will change every semester.

18. Click either “Back” or “Next” buttons. “Back” button will return you to [Figure 30](#). Clicking “Next” will pop up the “Financial Responsibility Agreement” as shown in [Figure 32](#).
19. Complete steps [13](#) and [14](#).

The e-payment page will display as in Figure 39.

20. Click on the first item to pay.



Figure 39

21. Click on the blue “Pay” button to proceed with payment.

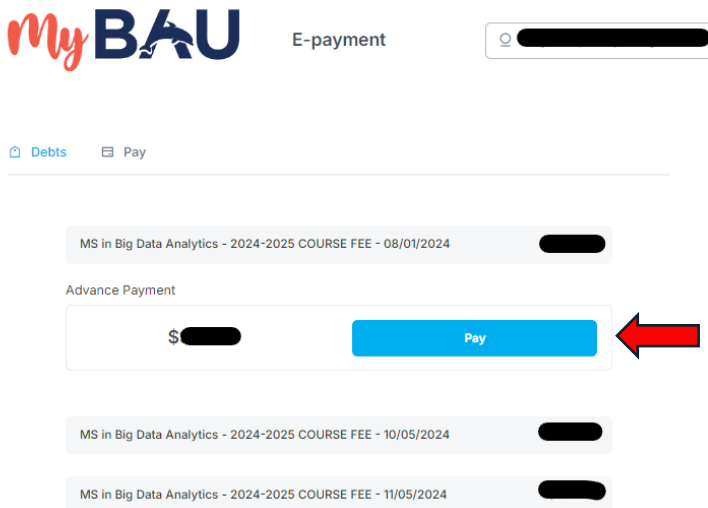
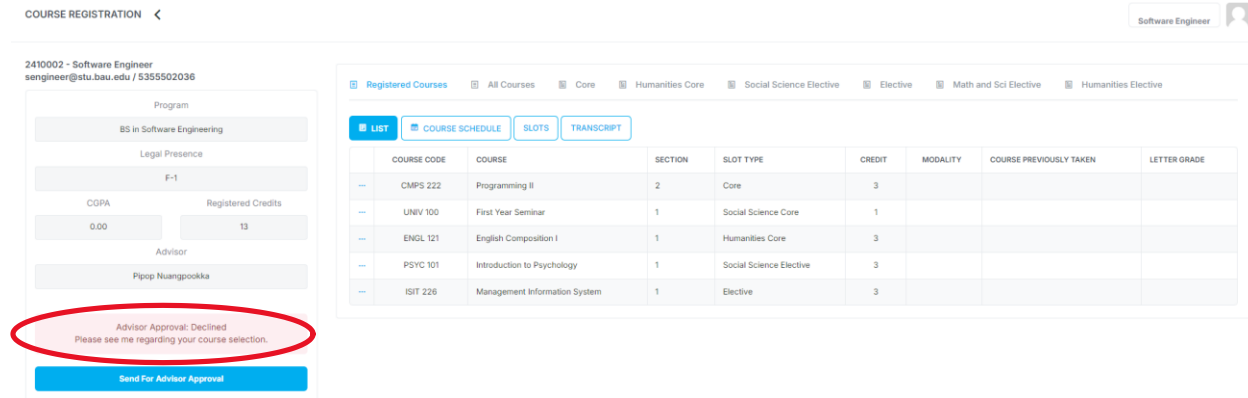


Figure 40

22. Complete [Step 17](#).

Decline

If your Advisor declines your course selection, your course registration page will look like Figure 41. The “Advisor Approval: Pending” message has changed to “Advisor Approval: Declined” with a message from your Advisor.



The screenshot shows the course registration interface for a Software Engineer student. On the left, a sidebar displays program details for 'BS in Software Engineering', including legal presence (F-1), GPA (0.00), and registered credits (13). The advisor is listed as Pipop Nuangpookka. A red oval highlights a pink message box that reads: 'Advisor Approval: Declined. Please see me regarding your course selection.' Below this message is a blue button labeled 'Send For Advisor Approval'. The main content area shows a 'Registered Courses' table with the following data:

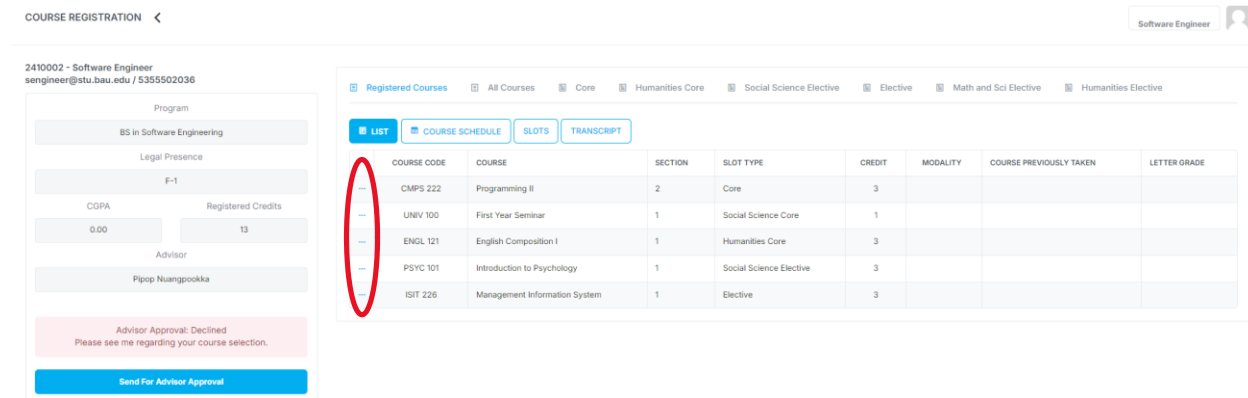
| | COURSE CODE | COURSE | SECTION | SLOT TYPE | CREDIT | MODALITY | COURSE PREVIOUSLY TAKEN | LETTER GRADE |
|-----|-------------|-------------------------------|---------|-------------------------|--------|----------|-------------------------|--------------|
| ... | CMPS 222 | Programming II | 2 | Core | 3 | | | |
| ... | UNIV 100 | First Year Seminar | 1 | Social Science Core | 1 | | | |
| ... | ENGL 121 | English Composition I | 1 | Humanities Core | 3 | | | |
| ... | PSYC 101 | Introduction to Psychology | 1 | Social Science Elective | 3 | | | |
| ... | ISIT 226 | Management Information System | 1 | Elective | 3 | | | |

Figure 41

In Figure 41 the Advisor has requested this student to contact them. In this case the student needs to contact the Advisor immediately for new course selections.

To change course selection(s), you must first delete one of the course options in your “Registered Courses” list and then select a new course.

23. Click on the 3 dots next to the course code you want to delete.



This screenshot is similar to Figure 41, but the red oval now highlights the three dots (⋮) next to the 'CMPS 222' course code in the 'Registered Courses' table, indicating the action to delete the course.

Figure 42

24. Click “Delete”.

Registered Courses All Courses Core Humanities Core Social Science Elective Elective Math

LIST COURSE SCHEDULE SLOTS TRANSCRIPT


| | COURSE CODE | COURSE | SECTION | SLOT TYPE | CREDIT | MODALITY |
|--|-------------|-------------------------------|---------|-------------------------|--------|----------|
| ... | CMPS 222 | Programming II | 2 | Core | 3 | |
| ... | UNIV 100 | First Year Seminar | 1 | Social Science Core | 1 | |
| ... | ENGL 121 | English Composition I | 1 | Humanities Core | 3 | |
| ... | PSYC 101 | Introduction to Psychology | 1 | Social Science Elective | 3 | |
|  Delete | | Management Information System | 1 | Elective | 3 | |

Figure 43

You will be prompted with the pop-up box shown in Figure 44.

25. Click “Yes” or “No”. “No” will take no action and return you to course registration page.

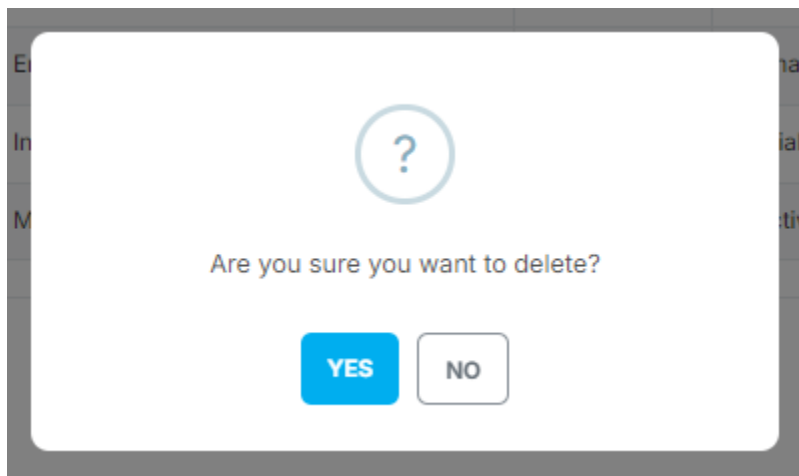


Figure 44

Clicking “Yes” will display Figure 45. The green “Successfully Deleted” message will appear indicating that the course was successfully deleted from your schedule. The deleted course has been removed from the “Registered Courses” list.

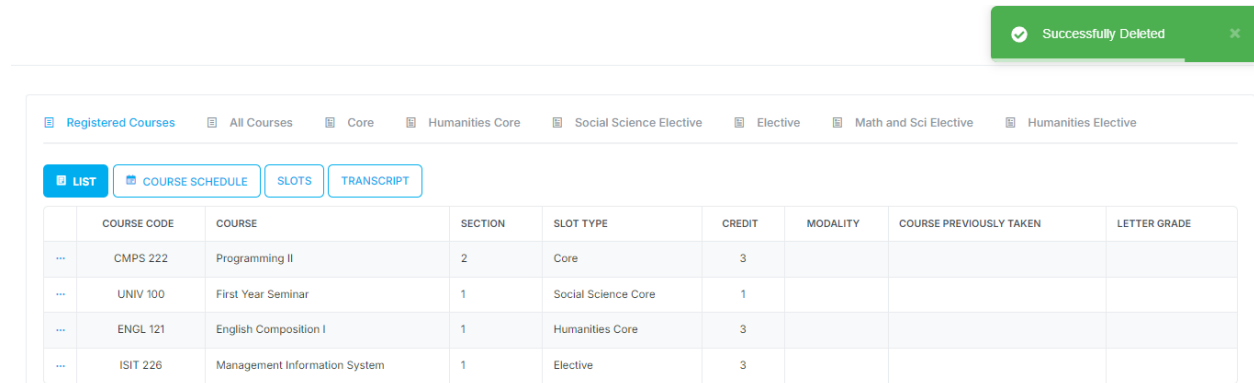


Figure 45

26. To select a new course(s) repeat steps [3-9](#).

Add/Drop

Once your course selections have been approved by the advisor, you cannot make any changes to your schedule. If you want to add or drop a course, you must contact your advisor to reset your course selection status.

Helpful Tools

Some tools to help students select courses are “Course Schedule, Slots, Transcript” as shown in the yellow highlight on Figure 46.

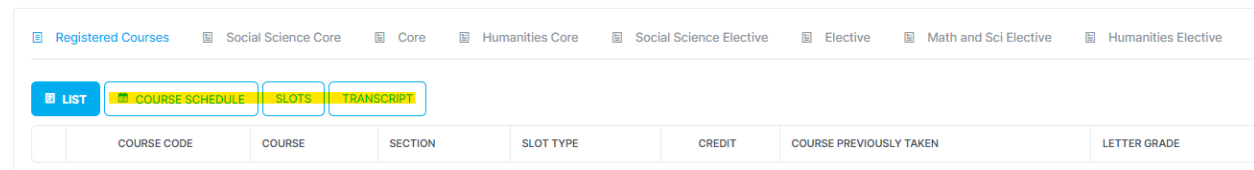


Figure 46

Course Schedule >> Course Schedule offers a visual of your schedule in a weekly calendar format (Figure 47).

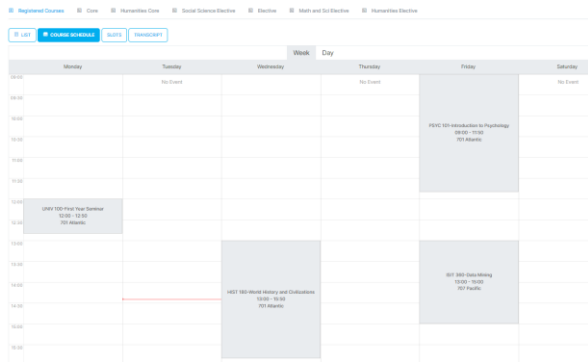


Figure 47

Slots >> this button takes you to your slots page (Figure 48).

| CURRICULUM SEMESTER | SLOT TYPE | COURSE CODE | COURSE NAME | CREDIT | STATUS |
|---------------------|-----------------------|-------------|--|--------|--------------------|
| 1 | Gen Ed Elective | - | - | | PASS |
| 1 | Core | CMP5 350 | Cyber Security Law | | PASS |
| 1 | Core | CMP5 318 | Database Management Systems | | NOT ENROLLED YET |
| 1 | Elective | - | BS in Information Technology / Elective | | PASS |
| 1 | Elective | - | BS in Information Technology / Elective | | PASS |
| 1 | Core | ISIT 401 | Information Technology Audits & Controls | | NOT ENROLLED YET |
| 1 | Elective | - | BS in Information Technology / Elective | | PASS |
| 1 | Math and Sci Elective | - | Gen Ed Math & Sciences | 3.0 | CURRENTLY ENROLLED |

Figure 48

The top of the page looks like the Figure 49 and provides information on CGPA, completed credits vs total credits, completed slots vs total slots.

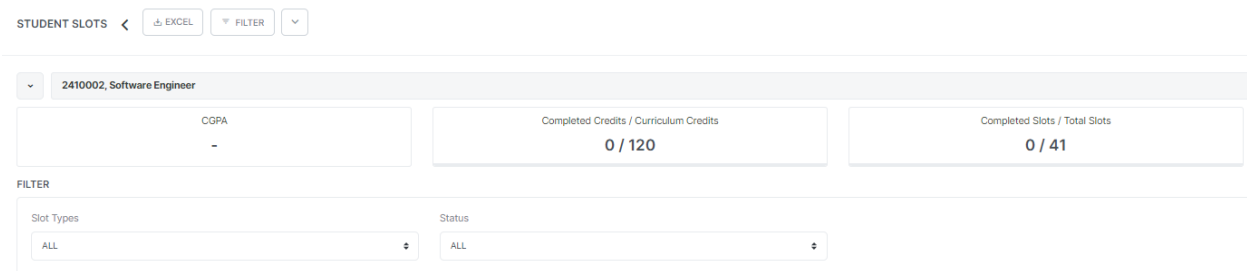


Figure 49

In addition, you can filter based on the slot types and status as shown in Figure 50 and 51.

FILTER

Slot Types

ALL

- ALL
- SOCIAL SCIENCE ELECTIVE
- SOCIAL SCIENCE CORE
- ELECTIVE
- MATH AND SCI ELECTIVE
- MATH AND SCI CORE
- CORE
- HUMANITIES ELECTIVE
- HUMANITIES CORE

Figure 50


Status

ALL

- ALL
- SUCCESS
- CURRENTLY ENROLLED
- FAILED
- NOT ENROLLED YET

Figure 51

Transcript >> this button takes you to your unofficial transcript (Figure 52).

 **BAU**
Bay Atlantic
University

Address: 1510 H Street Northwest, Washington, DC 20005
Phone: +1 (202) 6447200
E mail: info@bau.edu

STUDENT TRANSCRIPT

| | |
|------------------------------|--|
| Presented to: 2410002 | Start Date: 07/29/2024 |
| Student ID: 2410002 | Level: |
| Student First Name: Software | Program of Study: BS in Software Engineering |
| Last Name: Engineer | Graduation Date: |
| Date of Birth: July 30, 2024 | Degree Awarded: |

MTF: % Completion: %

*** NO ENTRIES BELOW THIS LINE ***

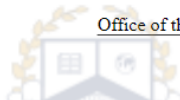
Name & Signature:  Office of the Registrar **BAU** Date: 30.07.2024

Figure 52