

BRYN MAWR COLLEGE

GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH

Registration Instructions – using BIONIC (Bi-Co Online Information Center)

All matriculated students at Bryn Mawr College Graduate School of Social Work and Social Research (GSSWSR) register for classes using BIONIC. Below are instructions for the following:

- Logging In & Confirming Personal Details
- Searching for a Class & Adding it to your Shopping Cart
- Enrolling in Classes
- Changing Classes
- Viewing your Schedule

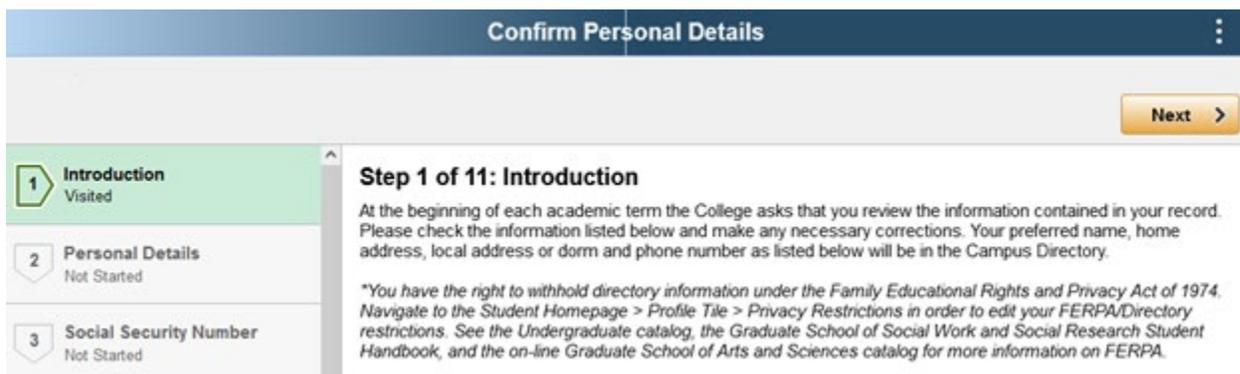
Step 1

Logging In & Confirming Personal Details

Go to the [BIONIC login page](#), type in your User ID and your College password.



Review the biographical data that appears and click through each step to finish confirming your personal details. You will be asked to review this data each semester.



Confirm Personal Details

Next >

1 Introduction
Visited

2 Personal Details
Not Started

3 Social Security Number
Not Started

Step 1 of 11: Introduction

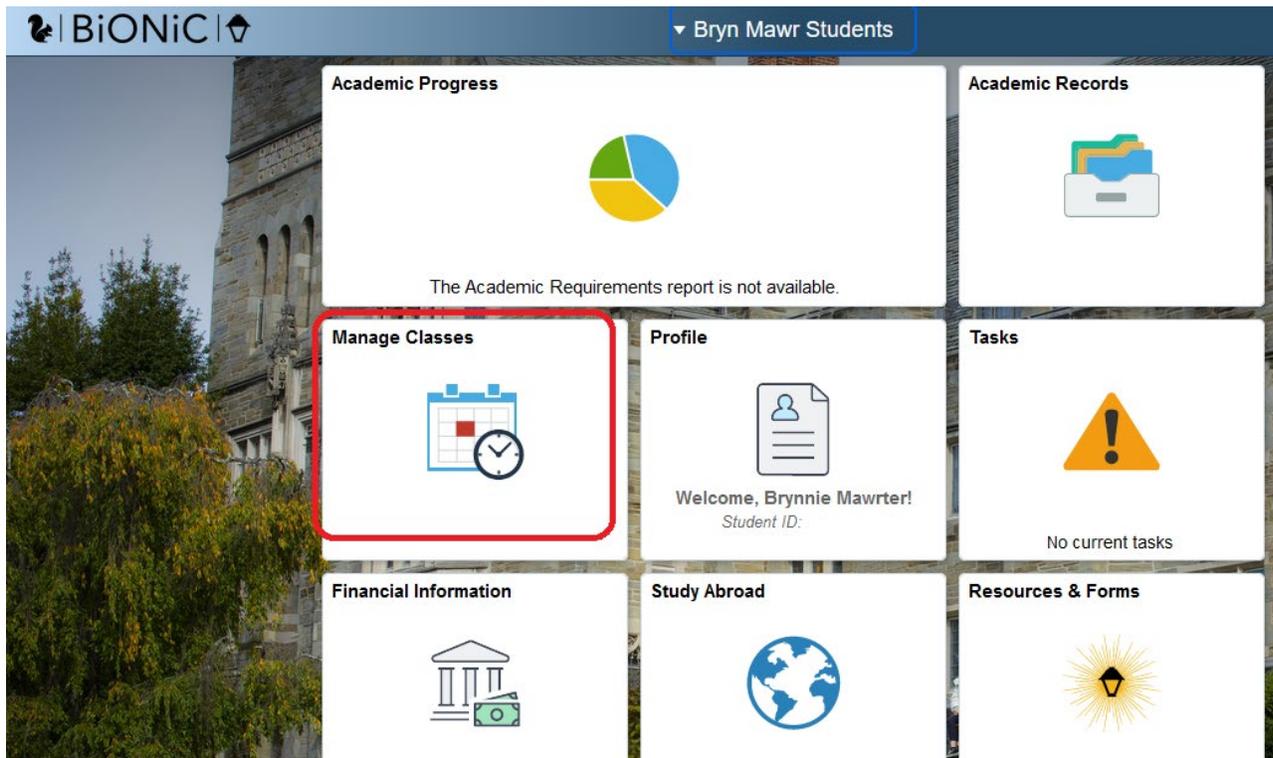
At the beginning of each academic term the College asks that you review the information contained in your record. Please check the information listed below and make any necessary corrections. Your preferred name, home address, local address or dorm and phone number as listed below will be in the Campus Directory.

**You have the right to withhold directory information under the Family Educational Rights and Privacy Act of 1974. Navigate to the Student Homepage > Profile Tile > Privacy Restrictions in order to edit your FERPA/Directory restrictions. See the Undergraduate catalog, the Graduate School of Social Work and Social Research Student Handbook, and the on-line Graduate School of Arts and Sciences catalog for more information on FERPA.*

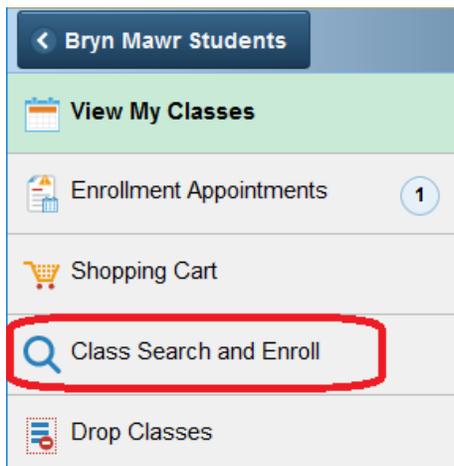
Step 2

Searching for a Class & Adding it to your Shopping Cart

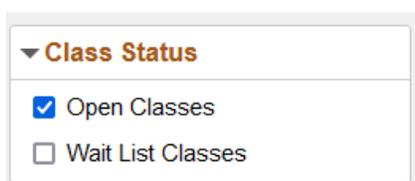
From the Home Page click on *Manage Classes* to begin enrolling.



Then choose *Class Search and Enroll* and click on the upcoming term. In the keyword search box, type either "SOWK" or "social work" and click enter. This will only display open courses.



To view waitlisted courses, check the waitlist box on the top left.



Review the search results. The status column will list whether the course is open or waitlisted. Then click on the course you're interested in to view meeting days and times. Click on your preferred class section to add it to your shopping cart. If the class is already closed, you can add your name to the waitlist by toggling the waitlist button to yes.

Add to waitlist if class is full?  Yes

Click *Next*, then select *Add to Shopping Cart*. Then click *Submit*.

Do you wish to enroll or add the class to your Shopping Cart?

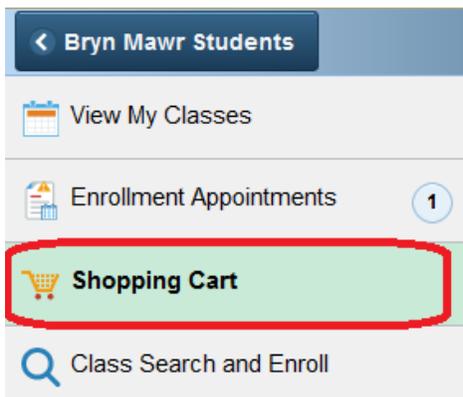
Enroll

Add to Shopping Cart

At this point your courses are in your shopping cart. You can use your shopping cart to save the courses you are interested in registering for. There is no limit on the number of classes that can be saved to your shopping cart. You are not guaranteed enrollment in the classes that you save to your shopping cart. To complete your registration, you must move the courses from your shopping cart using the directions below.

Step 3

Enrolling in Classes



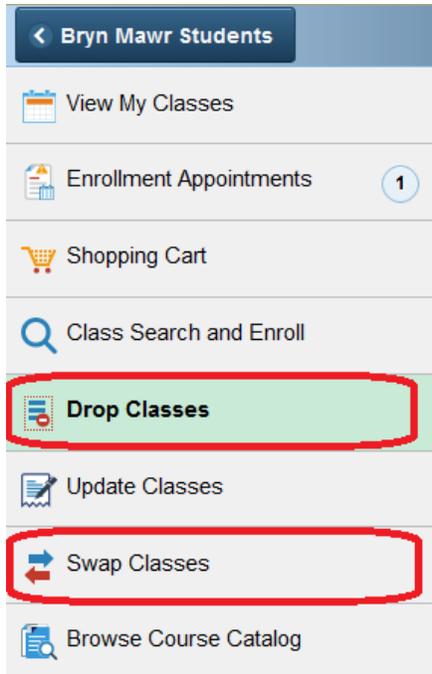
Go to your Shopping Cart and click on the upcoming term. Click the checkbox under the Select column for all courses you want to register for. Then click Enroll.

You will receive a message below the status of each course – either (a) added to your schedule/enrolled, (b) placed on a waitlist, or (c) class is full meaning you cannot enroll.

Step 4

Changing Classes

Once you have added your initial courses, you may need to adjust your schedule. On the left side of the page are links to Drop and also Swap (add/drop at the same time).



Dropping a Class

Click on *Drop Classes*. All of the courses you are registered for will display in a grid. Click the check box next to the course you want to drop. When you are finished, click the *Drop Selected Classes* button to confirm.

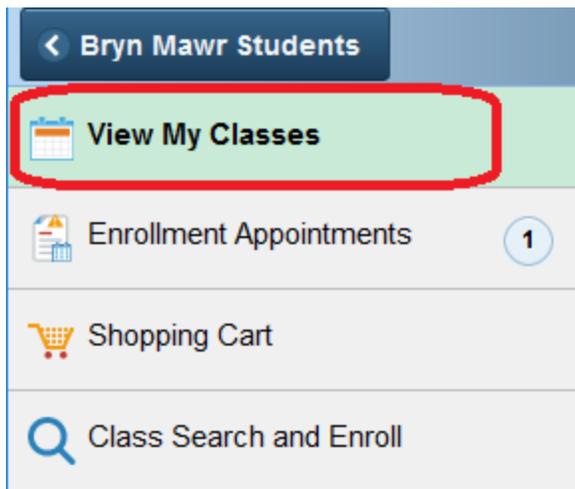
Swapping a class

If you want to both drop a class and add a class at the same time, you can use Swap Class. Click on *Swap Classes*. Choose the course you want to drop from the dropped down list in the *Swap This Class* section. In the *With this Class* section you may (a) Search for Class, (b) Select from Shopping Cart, or (c) Enter Class Number of the course you want to add. Click on Search, Select or Enter, as appropriate. Verify your choices and click *Submit*.

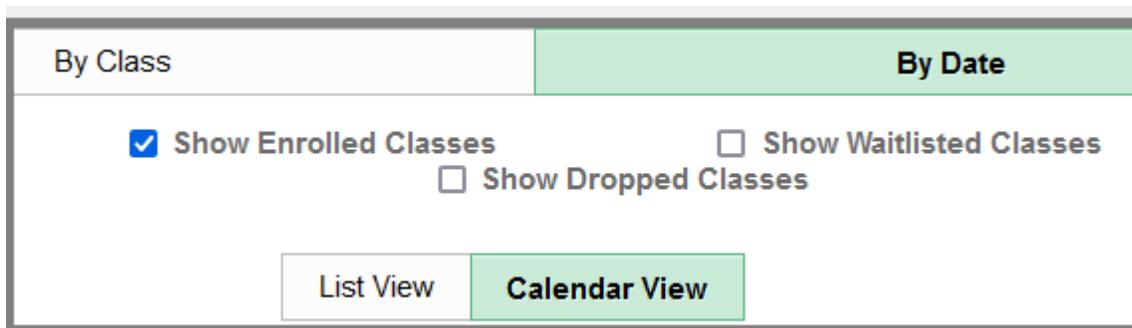
Step 5

Viewing your Schedule

Click on *View My Classes* to see the courses you are registered for, along with additional course information. Always review your classes once you have finished enrolling.



The default view is *By Class*, but you can switch to *By Date* and then *Calendar View* to see a weekly grid.



Additional Registration Options

Enrolling in an elective at the University of Pennsylvania Course

Students may select elective courses from Bryn Mawr College Graduate School of Arts and Sciences, or from University of Pennsylvania Graduate School of Arts and Sciences (NOT from Penn's School of Social Policy and Practice).

To enroll in a University of Pennsylvania Course, see the Registrar's web page and follow the instructions for Graduate - Social Work and Social Research:

<https://www.brynawr.edu/inside/academic-information/registrar/graduate-students/graduate-students-registering-penn-classes/gsswsr-registering-penn-classes>