Instructions for Virtual Online Student Registration

It is important that students register for four consecutive semesters for financial aid reasons. Please do not attempt the following steps until the designated registration dates and not before you know you have been accepted through the admissions office. Prior to registration, the Virtual Student Services Office will e-mail you a degree audit and personal academic calendar (PAC) which has been evaluated and approved by your academic advisor. This PAC will show you what courses to register for during this process.

Step 1: Log into IQ Web using your Belhaven e-mail address as the Login ID and your six digit student ID number as the password. (If you have forgotten it, your student ID number is at the top of your degree audit.)

Step 2: Click on “Find Course Sections” in the blue menu bar on the left of the screen. If you do not see this link, you need to click on “Change Roles” and make sure you are set on “Belhaven Student Extended Access.”

Step 3: Select Year/Term from drop-down box (ex: 2007/Fall or 2008/Spring)
Select Session from the drop-down box (ex: Virtual Campus)
Click “Search”.

Step 4: Select courses from the, according to your Personal Academic Calendar (PAC), by clicking “Add to Cart” on the right side of each course listing.
A pop-up screen will appear that gives you a list of courses in your shopping cart. Click “close window”. Note: If you have not received an e-mailed PAC from the Student Services office prior to the open registration dates, please contact bcvirtual@belhaven.edu.

Step 5: When you are finished selecting your courses, go to “Online Registration” on the blue menu bar.

Step 6: Click on the “Go” button for the appropriate Year/Term (ex. 2007/Fall) If you see a red stop sign, you have a stop on your registration for some reason. Please contact the Virtual Student Services Office at 601-965-7078 or e-mail bcvirtual@belhaven.edu.

Step 7: Put a check mark in each box next to the courses in your Shopping Cart Contents for which you want to register.

Step 8: Click on the “Submit for Approval” button at the bottom of the screen.

Step 9: Your Academic Advisor (Dr. Sara Kimmel) will approve and finalize your registration.

ALL DONE! 😊

Your advisor will review and authorize your registration after you have completed the steps above. To access your course schedule after your registration is finalized, just click on “Course Schedule” in IQ Web and choose the appropriate year/term.