**BTI CROSS REGISTRATION PROCESS QUICK GUIDE**

1. **Fill out New Student Form**
   (must use .edu address)

2. **BTI Login Issued**
   (via email)

3. **Home Registrar Approval/Denial of BTI Registration**
   (via email)

4. **Choose a class**
   (approved classes listed in BTI Course Catalog)

5. **Log into Portal**
   (link on BTI Cross-Registration Page)

6. **Submit Request**
   (confirmation email)

7. **Home Registrar Approval/Denial**
   (via email)

8. **Host Registrar Approval/Denial**
   (via email)

**Registration Complete!**