

Procedures for the 2016-1 Streamline Registration Appointment System

1. Visit <http://www.bakeraviation.edu/registrationappointment>

You must use this link. Do not attempt to use Google or any other search engine to find the link.

2. Create a user account if you have not already done so.
3. Upon initial creation of your account, an e-mail will be sent to you to verify.
4. Be sure to VERIFY your e-mail – **or you will not be able to make an appointment.**
5. After you have verified your e-mail, you will be able to login and access the appointment system at any time.
6. Log-in Streamline Registration Appointments are as follows:

7/18/16	Special Appointments	7:00 am Appointment System goes live for Monday, 7/25/16 (General, Airframe, Powerplant, and Avionics).
7/19/16	General Appointments	7:00 am Appointment System goes live for Tuesday, 7/26/16.
7/20/16	Airframe Appointments	7:00 am Appointment System goes live for Wednesday, 7/27/16.
7/21/16	Powerplant Appointments	7:00 am Appointment System goes live for Thursday, 7/28/16.
N/A	Avionics Appointments	No Appointments needed. Students will register on 7/29/16.

After logging into the system:

- A. Select registration.
- B. Select the appropriate date based on the department in which you are registering.
- C. Select a date and time.
- D. Confirm your appointment.
- E. You will see a screen indicating your appointment approval – **if not, you do not have an appointment.**
- F. You will receive an e-mail from appointment@bakeraviation.edu with the subject: Your appointment request (**if you do not receive this, you do not have an appointment.**)
- G. If you are taking classes in multiple departments (i.e. General and Airframe) you must make an appointment for each department registration.
- H. For multiple registrations, if you miss the first appointment, you **will not** be allowed to register for both on the second appointment. Any missed appointments must be made up on or after **Monday, 8/1/16.**

7. You must bring your subject selection paperwork, financial aid deferment (if applicable), and Baker ID with you at the time of registration.
 - a. If you do not provide these items, you will not be able to register and will have to wait until **Monday, 8/1/16**.
 - b. If you make more than one appointment on the same day, all of your appointments will be canceled.
 - c. You will need to schedule a new appointment at whatever time is available or wait until **Monday, 8/1/16**.
8. At any time, you can log into the Registration Appointment System and confirm, change, or delete your appointment.
9. You may use a computer in the Media Center if you do not have computer access.
 - a. The Registration Appointment System is accessible from any Internet capable device, worldwide.
 - b. Using multiple devices at the same time to secure an appointment will create unnecessary system failure and may result in significant lag time on the website.
10. If you need help with you username or password, please-email Ms. Whitehead, Office Manager, at cwhitehead@dadeschools.net.
11. NOTE: ALL OUTSTANDING FEES MUST BE SATISFIED BEFORE **JULY 11, 2016**.