2015-1 STREAMLINE Registration Appointment Procedures

Procedures for the 2015-1 STREAMLINE Registration Appointment System

1. Visit [http://www.bakeraviation.edu/registrationappointment](http://www.bakeraviation.edu/registrationappointment)

2. Create a user account if you have not already done so.

3. Upon initial creation of your account, an email will be sent to you to verify.

4. Be sure to VERIFY your email – **or you will not be able to make an appointment.**

5. After you have successfully created your account, you will be able to login and access the appointment system.

6. As of the 2015-1 trimester, there will no longer be a “Priority” or “Regular” status. Instead log on for Streamline Registration Appointments will be as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Appointment System Goes Live</th>
<th>For Registration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Monday, July 13, 2015 at 7:00 a.m.</td>
<td>Tuesday, July 21, 2015</td>
</tr>
<tr>
<td>Airframe</td>
<td>Tuesday, July 14, 2015 at 7:00 a.m.</td>
<td>Wednesday, July 22, 2015</td>
</tr>
<tr>
<td>Powerplant</td>
<td>Wednesday, July 15, 2015 at 7:00 a.m.</td>
<td>Thursday, July 23, 2015</td>
</tr>
</tbody>
</table>

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 appointment.

E. You will see a screen indicating your appointment approval – **if not, you do not have an appointment.**

F. You will receive an email from appointment@bakeraviation.edu with 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 have 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 Friday, July 24, 2015.

7. You must bring your subject selection paperwork and Baker ID with you to your appointment in the main office. If you do not provide these items, you will not be able to register and will have to wait until Friday, July 24, 2015. If you make more than one appointment per day, all of your appointments will be canceled and you will need to schedule a new appointment at whatever time
that may still be available or wait for July 24, 2015.

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 access to one outside of the technical college – the Registration Appointment System is accessible from any Internet enabled device worldwide.

10. If you need help with your username or password, please e-mail Ms. Whitehead, Office Manager, at cwhitehead@dadeschools.net.

11. NOTE: ALL OUTSTANDING FEES MUST BE SATISFIED BEFORE JULY 9, 2015.