

### How do I find my student ID?

To locate your Barton student ID, please follow these steps:

1. Go to your [MyBarton Portal](#) and log in with your username and password.
2. Once you're logged in, look at the top right corner of the page to find your initial.
3. Click on your initial to open a dropdown menu.
4. From the menu, select "View Profile."
5. On your profile page, you'll see your School ID on the right side. It will start with "000."

### How do I enroll in courses with a prerequisite?

Students may view Barton's prerequisite policy and submission instructions by going to <https://online.bartonccc.edu/courses/prereq-policy>.

### Where do I access my transcript?

Students may access their unofficial transcripts by logging into MyBarton Portal, finding the Self Service>Student card, and going to their Student Profile. To request an official transcript, students may go to <https://www.bartonccc.edu/transcripts>.

### How do I know who my advisor is?

Students may find their advisor's information by logging into MyBarton Portal, finding the Self Service>Student card, and going to their Student Profile. Advisor information is also listed on a student's DegreeWorks audit.

### Can I change my advisor and/or major?

To request a change in advisor, please reach out to the advisement coordinator by emailing [Advisement@bartonccc.edu](mailto:Advisement@bartonccc.edu). To request a change of major, please complete the [change of major form](#).

### When should I meet with my advisor?

Students should meet with their advisor at least once each semester to discuss course enrollment for the next semester. However, you're encouraged to connect with your advisor more frequently throughout the semester as needed. Common topics students discuss with their advisor include:

- Choosing or changing majors
- Withdrawing from a course
- Navigating academic or personal challenges that may impact performance
- Setting academic and career goals

### What do I need to complete my degree?

Students should view their DegreeWorks audit located in their MyBarton Portal and discuss degree requirements with their academic advisor.

How many credit hours do I need to be enrolled in to be considered a full-time student?

Enrollment in 12 or more credit hours is considered full-time, while enrollment in 6 to 11 credit hours is considered part-time.

Can I add or drop a class during the semester?

Please visit with your advisor and the instructor of the course. Be attentive to deadlines listed on the [Student Services page](#). Adding and dropping classes during the semester may affect your [financial aid](#).

How do I determine my GPA?

A student's GPA is available on their unofficial transcript and in DegreeWorks. Students may also use the GPA calculator in DegreeWorks.

What is DegreeWorks?

DegreeWorks is an online tool that helps you keep track of your progress toward your degree. It shows you what classes you've already taken, what you're currently taking, and what you still need to complete your degree or certificate. Degree-seeking students may access their DegreeWorks audit within their MyBarton Portal. Learn more [here](#).

What do I do if I have a serious or extended illness or family emergency, which keeps me away from class?

You will need to reach out to your instructors to notify them of your situation. You should also reach out to your academic advisor so they are aware and can further assist, if necessary.

How do I find a course syllabus?

Please go [here](#) to search for a syllabus.

What are general education courses?

General Education course definitions and requirements may be found on the [General Education Courses page](#).