The course registrations have to be done by Bedër Information System (BIS). In order to complete your course registration with the system:

1. All documents required for the registration must be submitted to the student affairs office.
2. You have to be approved in the system by the accounting department for the current semester.
3. You must have your student e-mail address and its username and password.
4. You must have your BIS username and password that are sent your e-mail address as an e-mail.

Steps to complete the course registration:

1. Get your e-mail address and password from the student affairs office.
2. Log in your mailbox via http://webmail.beder.edu.al.
3. Find the e-mail with the title “Bedër Information System” and note your BIS user name and password in that e-mail.
4. Log in your BIS account via https://bis.beder.edu.al.
5. Please review your dashboard messages on the screen. For some students, there might be some warning messages that block reaching the course list preparation screen. If you have such warning messages, please take required actions in order to remove blocking on your account.
6. Click the semester registration menu and select “Course List Preparation”. By doing this, you will go to the screen that you will prepare your semester course list.
7. Find and click the link labeled as “Click here to add new course” and see all available course for your department. You can add a course to your list by simply clicking its name. If you want to change a previously added course, you can simply click course code and select from the selection list. For deleting courses, you can find a red “delete” button at the right end of the course line.
8. If you have trouble to decide which courses should be added for the current semester, you can look at the curriculum of your program in your department web site. You can find department web sites by using the university web site (http://beder.edu.al).
9. For all courses you want or have to add, please repeat actions explained in the step 7. If you completed your course list, you can click the green button named as “Complete Course List & Registration”. When you clicked, you'll be prompted to confirm this action. If you are sure, confirm by clicking YES.
10. After you send your course list to your advisor, please check your dashboard time to time to see whether or not your advisor approves your course list or not. If your advisor rejects your course list, please check your course list and message box on the course list preparation screen. It may be required to add/change/delete courses in this situation. Then review your course list and send your advisor again. You must again check your course list status time to time until it is approved by your advisor.
11. If your advisor approves your course list, you will see a notification message on your dashboard and you will be completely registered for the current semester.
Notes:

- If your course list is rejected multiple times, you may want to contact your academic advisor. To learn your academic advisor's name and e-mail address, you can look at the information on your dashboard.
- You can find all websites of academic departments and programs by going this URL: http://bit.ly/beder_programs
- The course registration system will automatically be closed after deadline for course registration passes. So please prepare and send your course list to your advisor as soon as possible.
- On your advisor's approval or rejection, you'll receive an information e-mail instantly explaining the situation.