



ONLINE REGISTRATION INSTRUCTIONS

Hello Birthwise Students!

It is time to register for your **Fall 2019** courses through the Sycamore system. Below you will find instructions.

You must register for your courses by **May 20th** so we have adequate time to complete the tuition billing and financial aid processes.

Step 1: Ensure you are logged out of Sycamore.

Step 2: Go to Birthwisemidwifery.edu accepted students page and hit **Online Registration**.

Step 3: A pop-up window will ask you to login using your Sycamore credentials.

Step 4: You will then be asked to review your contact information, please take this opportunity to make any updates as needed (see screen shot to the right).

Step 5: Once contact information is confirmed, hit next at the bottom, left-hand corner. You will then be asked to update additional student information, you may choose to skip this section if you'd prefer.

Step 6: On the next window **press the + sign to the left of the title Midwifery Program**. A list of the **upcoming semester's** courses will display. **Press the + sign next to the title Clinical Program for Preceptorship credit options**. You will be able to check off which courses you intend to take. **Please refer to the Schedule of Courses included in this packet**.

The screenshot shows a web browser window with the URL https://app.sycamorecampus.com/e_apply.php. The page title is 'Birthwise Midwifery School / Online Application /'. There are five steps in the process: Step 1, Step 2, Step 3, Step 4, and Completed. The current step is Step 4, 'Student Information'. A red asterisk indicates required fields. The form fields are: Title (dropdown), First Name (Martha), Last Name (Ballard), Address (24 South High), City / Town (Bridgton), State / Region (ME), Zip / Postal (04009), Country (Select Country), DOB (Nov 30, 1981), Home Phone (2076475968), Work Phone (2078038323), Cell Phone (2076475968), and Email (info@birthwisemidwifery.edu). A 'Next' button is at the bottom right.

PLEASE CONTACT JANESSA WITH ANY QUESTIONS

207-647-5968 ext 101

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