



ONLINE REGISTRATION INSTRUCTIONS

Hello Birthwise Students!

It is time to register for your **Fall 2020** courses through the Sycamore system. Below you will find instructions.

You must register for your courses by **June 15th**, so we have adequate time to complete the tuition billing and financial aid processes. If applicable, your Preceptorship Credit Worksheet must be approved by Robin prior to registration.

Step 1: Ensure you are logged out of Sycamore.

Step 2: Go to [Birthwisemidwifery.edu](https://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 the blue next button at the bottom, left-hand corner. You will then be asked to update additional student information, you may choose to skip this section.

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 and your approved Preceptorship Credit Worksheet**. **If your Preceptorship Credit Amount is not listed, please contact Janessa.**

The screenshot shows a web browser window displaying the 'Online Application' form for Birthwise Midwifery School. The URL is https://app.sycamorecampus.com/e_apply.php. The form is titled 'Student Information' and includes a progress indicator at the top showing 'Step 1', 'Step 2', 'Step 3', 'Step 4', and 'Completed'. Below the progress indicator, there is a section for 'Student Information' with a red asterisk indicating 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 blue 'Next' button is located at the bottom right of the form.

PLEASE CONTACT JANESEA WITH ANY QUESTIONS; 207-647-5968 ext 101 or info@birthwisemidwifery.edu