**Baylor University**

BearWeb
**Advisor Assisted Student Registration Instructions**

BearWeb is the self-service portal for students to register for classes and access other student information.

Logging in to BearWeb

1. Open a webpage and go to https://bearweb.baylor.edu
2. Log-in to BearWeb using the student's BearID and Password
   a. BearWeb also requires two-factor authentication through Duo to log-in. For information about enrolling for Duo, please visit http://www.baylor.edu/its/index.php?id=863033

3. Once the student is logged into BearWeb, Navigate to the Registration area by selecting Student Academic Services > Registration.
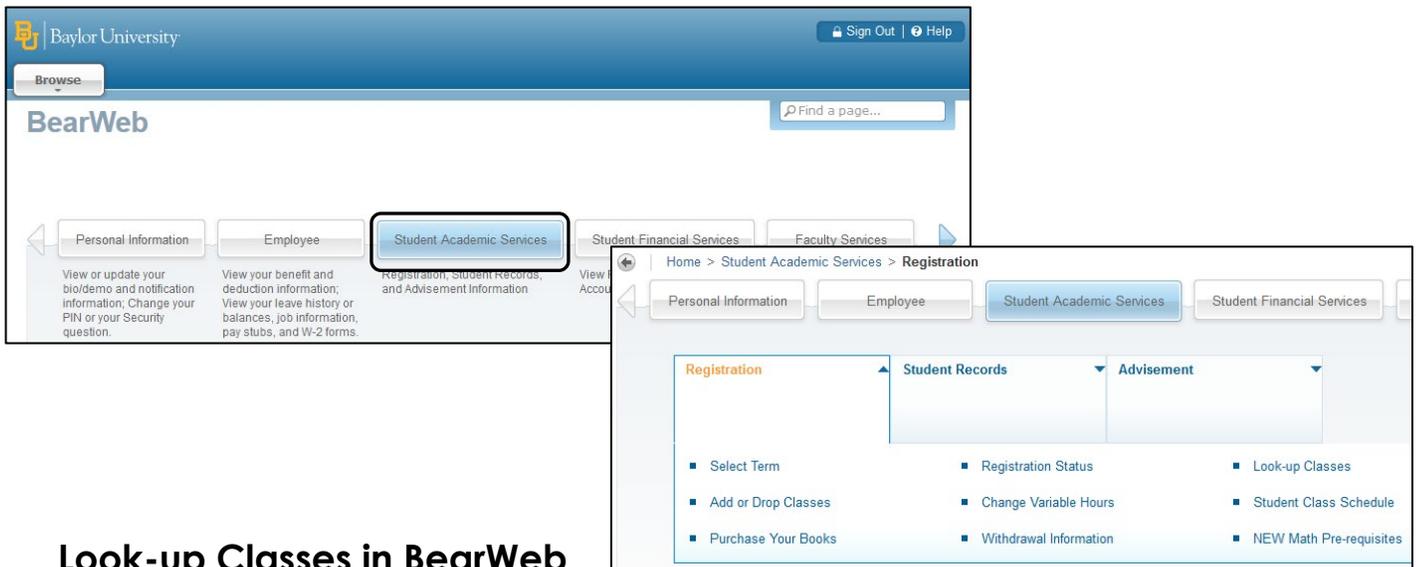
Look-up Classes in BearWeb

To identify the class sections that need to be added to the student's schedule, use the Look-up classes feature in Bear Web.
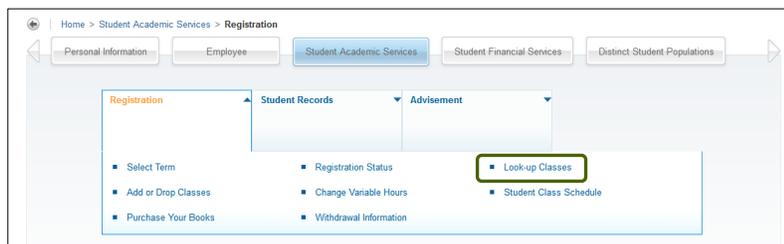
1. Select "Look-up Classes" under the Registration Menu
2. Select the Term to be searched and select "Submit"

3. Select the appropriate Subject and select "Course Search"
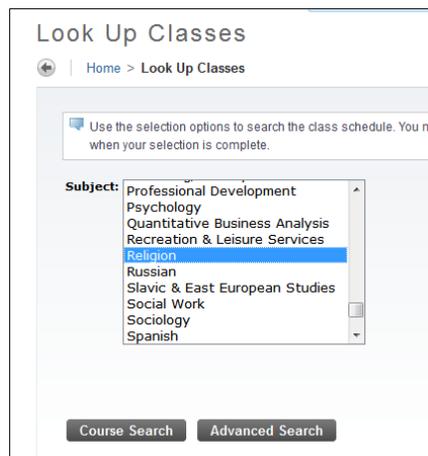
4. This will return a list of all courses being offered in this Subject code. From this list the student should select the course they are wanting to register for and select "View Sections"
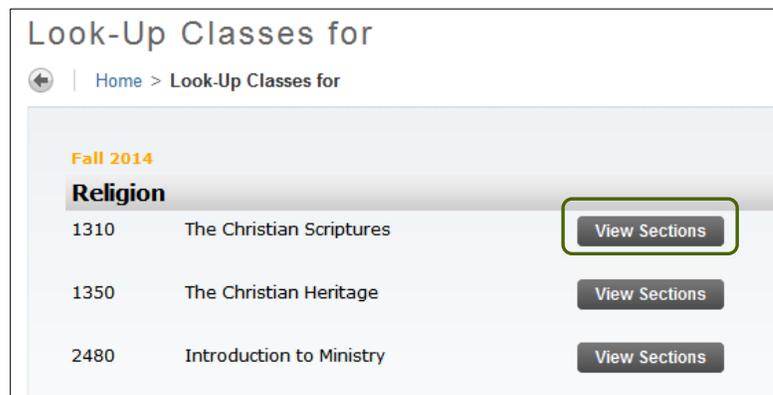
5. This will return a detailed list of all sections offered for this course. This list shows the days/times, instructor, location, and the available seats of the section offerings, as well as Waitlist information if the class is Waitlisted.
   - Class sections with available seats, or the option to Waitlist, will have a check box in the far left Select Column to allow you to add the section to their "Register" or "Add to Worksheet".
   - Class sections that are closed (i.e. there are no seats available, and no Waitlist option) will have a C in the Select Column.
   - Class sections that have a Waitlist (an automated process that allows a student to get on a queue for any seats that become available) will have the same check box on the Select Column, along with **WL**, and will have information in the WL Actual column. There are instances where sections have seats available, but all seats are reserved for the Waitlist. If you try to add a Waitlisted section, the only option will be to add yourself to the Waitlist. (See Waitlist Instructions beginning on page 6)
   - Sections that are already on your schedule will be blank in the Select column. (See section 4 on the list below)

Sections Found

Religion

Select	CRN	Subj	Crse	Sec	Cred	Title	Pre-Req/Co-Req	Catalog	Days	Time	Cap	Actual	Rem	WL Actual*	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	11500	REL	1310	01	3.000	The Christian Scriptures		Catalog Entry	MWF	08:00 am-08:50 am	3	0	3	0	0	Jangho Jo (P)	08/24-12/15	TIDWEL 107	
☐ WL	11501	REL	1310	02	3.000	The Christian Scriptures		Catalog Entry	MWF	08:00 am-08:50 am	3	3	0	0	0	Roy Ellis Garton (P)	08/24-12/15	TIDWEL 201	
C	11503	REL	1310	03	3.000	The Christian Scriptures		Catalog Entry	MWF	08:00 am-08:50 am	0	1	-1		0	Kimberly Kate Williams Bodenhamer (P)	08/24-12/15	TIDWEL 101	
	11505	REL	1310	04	3.000	The Christian Scriptures		Catalog Entry	MWF	09:05 am-09:55 am	2	2	0	1	0	Joey L. Coker (P)	08/24-12/15	TIDWEL 107	
☐ WL	11507	REL	1310	05	3.000	The Christian Scriptures		Catalog Entry	MWF	10:10 am-11:00 am	2	2	0	2	0	Jangho Jo (P)	08/24-12/15	TIDWEL 107	

6. Once a student has selected the sections they want to register for, they select either "Register" or "Add to Worksheet" at the bottom of the section list.

Register   Add to WorkSheet   New Search

   a. Register will automatically try to add the class to the student's schedule
   b. "Add to WorkSheet" will copy the section CRN to the Add or Drop Classes Worksheet and require an additional action of selecting "Submit Changes".

Once a student has selected an option, BearWeb will navigate to the Add or Drop Classes page, where a list of all registered classes will appear.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on May 28, 2014	None	11500	REL	1310	01	Undergraduate	3.000	Standard	The Christian Scriptures

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 28, 2014 12:30 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes   Class Search   Reset

Add or Drop Classes in BearWeb

Another way to add classes in BearWeb is to use the Add or Drop Classes page and enter the section's CRN into the "Add Classes Worksheet" at the bottom of the page. This option requires the student to know the CRN for all sections they are wanting to register for.
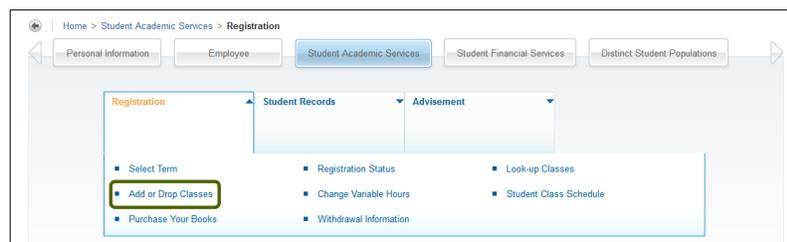
Home > Student Academic Services > Registration

| Personal Information | Employee | Student Academic Services | Student Financial Services | Distinct Student Populations |

Registration	Student Records	Advisement
▪ Select Term	▪ Registration Status	▪ Look-up Classes
▪ Add or Drop Classes	▪ Change Variable Hours	▪ Student Class Schedule
▪ Purchase Your Books	▪ Withdrawal Information	

1. Select "Add or Drop Classes" under the Registration Menu
2. Select the appropriate Term and select "Submit"

3. To add sections, simply type in the CRN's for all sections to be added and select "Submit Changes".

4. Once the section has been added, it will be displayed in the "Current Schedule" area of this page.

NOTE: It is possible to use a combination of the Add or Drop Classes Worksheet and the Look-up classes to create a schedule.

Dropping Sections that have been added

To drop a class that is on a student's schedule navigate to the "Add or Drop Classes" page in BearWeb.

1. Select "Add or Drop Classes" under the Registration Menu
2. Select the appropriate Term and select "Submit"

3. The sections the student is currently registered in will be listed under "Current Schedule". Within that list there is an "Action" Column that has a drop down box for each section.

Current Schedule								
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on May 28, 2014	None / Web Drop	11500	REL	1310	01	Undergraduate	3.000	Standard	The Christian Scriptures

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 28, 2014 12:38 pm

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

4. To drop a class, select the "Web Drop" option for the action dropdown. And then select "Submit Changes" at the bottom of the page.

Logging off of BearWeb

Make sure every student has logged-out after their registration session. This ensures that the student's information is secure and the computer is ready for the next student.

1. Select "Sign Out" in the top right hand corner of any BearWeb page.

🔒 Sign Out | ❷ Help

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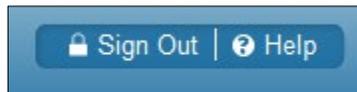
Waitlist
Student Registration Instructions

Waitlisting is currently being piloted at Baylor on a variety of courses throughout the university. Class sections with an available Waitlist are designated on the <u>Schedule of Classes</u> in the Students Waitlisted field (N/A means a Waitlist is NOT available). To use the Waitlist a student must meet all prerequisites and restrictions for the class section.

How to use the Waitlist – Basic Steps

1. Select the section with an active Waitlist that you would like to add to your schedule from the Look-up Classes page in BearWeb (Log-in > Student Academic Services > Registration > Look-up Classes)
   OR
   Navigate to the "Add or Drop Classes" page in BearWeb and add the CRN for the Waitlisted section into the worksheet. (Log-in > Student Academic Services > Registration > Add or Drop Classes)
2. Select "Submit Changes".
3. If a class section is closed and a Waitlist is available, you will receive a Registration Error and have the option to add yourself to the Waitlist for the class section. Select "Waitlisted" from the Action dropdown and select "Submit changes".
4. You are now added to the Waitlist for the class section.

General Guidelines
Waitlisting…
- is on a **first-come, first-serve basis**
- is available through the **last day BearWeb registration is open**
- **does not guarantee a seat** in the class section **or mean you are registered for the class**
- does not count toward enrolled hours for Financial Aid purposes
- holds a spot in a queue should a seat become available
- checks for **registration errors** (pre-requisites, etc.)before adding the Waitlist
- sends an automatic **email notification** to your **BAYLOR email** account when seats become available
- **24 Hour** expiration after email notification
  - Does **NOT automatically enroll** you into the class section

Waitlist Conflict checking	
A student **can** *Waitlist* for class sections that…	A student **cannot** *Waitlist* for class sections that…
- Have a Time Conflict with another Registered or Waitlisted class section	- Are a duplicate course with another Registered or Waitlisted class section

Detailed Waitlist Instructions

If a class section is closed and has the Waitlist option, a student may add themselves to the first-come, first-serve Waitlist.

Waitlisting will be available to students up to the last day BearWeb registration is open (midnight on the 5th Class day). After that day, all Waitlists are cleared and standard requirements and practices are in place.

1. **The Waitlist and Registration process**

Adding a Waitlisted section from Add or Drop Classes
1. **Log-in to BearWeb**
2. **Select Student Academic Services**
3. **Select Registration**
4. **Select Add or Drop Classes**
5. **Select the appropriate Term and click Submit**
6. **Enter the class section CRN into the CRNs field**
7. **Select Submit Changes**

Adding a Waitlisted section from Look-up Classes
1. **Log-in to BearWeb**
2. **Select** <u>Student Academic Services</u>
3. **Select** <u>Registration</u>
4. **Select** <u>Look-up Classes</u>
5. **Search for the section to be added**
6. **Select the check box for the section to be added**
7. **Select** <u>Register</u> or <u>Add to WorkSheet</u> then <u>Submit Changes</u>

Sections Found

Religion

Select	CRN	Subj	Crse	Sec	Cred	Title	Pre-Req/Co-Req	Catalog	Days	Time	Cap	Actual	Rem	WL Actual*	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	11500	REL	1310	01	3.000	The Christian Scriptures		Catalog Entry	MWF	08:00 am-08:50 am	3	0	3	0	0	Jangho Jo (P)	08/24-12/15	TIDWEL 107	
☐ WL	11501	REL	1310	02	3.000	The Christian Scriptures		Catalog Entry	MWF	08:00 am-08:50 am	3	3	0	0	0	Roy Ellis Garton (P)	08/24-12/15	TIDWEL 201	
C	11503	REL	1310	03	3.000	The Christian Scriptures		Catalog Entry	MWF	08:00 am-08:50 am	0	1	-1		0	Kimberly Kate Williams Bodenhamer (P)	08/24-12/15	TIDWEL 101	
	11505	REL	1310	04	3.000	The Christian Scriptures		Catalog Entry	MWF	09:05 am-09:55 am	2	2	0	1	0	Joey L. Coker (P)	08/24-12/15	TIDWEL 107	
☐ WL	11507	REL	1310	05	3.000	The Christian Scriptures		Catalog Entry	MWF	10:10 am-11:00 am	2	2	0	2	0	Jangho Jo (P)	08/24-12/15	TIDWEL 107	

<div style="text-align:center">

Register   **Add to WorkSheet**   **New Search**

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2. Selecting the Waitlist Option

When a student attempts to register for a class section that has an active Waitlist (the class section is closed and a Waitlist is available), the student can add themselves to the Waitlist <u>if they meet all class section requirements</u>.

The Action drop-down arrow will give two options:
1. **Waitlist → Select** <u>Waitlisted</u> **to add a student to the Waitlist**
2. **None → Select** <u>None</u> **if the student does not want to be added to the Waitlist**

⊘ Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 0 Waitlisted	None ▼	11500	REL	1310	01
	None				
	Waitlisted				

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ]

Submit Changes   **Class Search**   **Reset**

To Add the student to the Waitlist
1. **Select the** <u>Action</u> **drop-down arrow**
2. **Select** <u>Waitlisted</u>
3. **Select** <u>Submit Changes</u>

Once the <u>Waitlisted</u> option is submitted, the class section will be displayed as follows on the Student's Schedule:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on May 23, 2014	None ▼	11500	REL	1310	01	Undergraduate	0.000	Standard	The Christian Scriptures

Waitlist Error Messages (Status) – What do they mean?
- Closed - # Waitlisted
  - *The class section is closed and there are <u>#</u> students on the Waitlist. If there are other students on the Waitlist (the # is greater than 0) there are other*

students that would have the opportunity to add the class section before the current student.

- Open – Reserved for Waitlist
    - o *The class section has seats available (the Actual Enrollment is less than the Max Enrollment) but there is an active Waitlist, and the available seats are being offered to students currently on the Waitlist.*

Reminder**:** Not all class sections will have the option of Waitlisting. The normal registration process remains the same for those class sections.

Registration Restrictions will prevent the student from adding themselves to the Waitlist.
If a Registration Error Message (Pre-requisite, Departmental Approval, etc.) is displayed, follow the normal registration procedures.

3. Waitlist Notification

Once a seat becomes available in a class section with an active Waitlist, an automatic notification will be sent to the first student on the Waitlist.

The student has **24 Hours** to act on the notification.

**All Email notifications will be sent to the student's Baylor email account. **

Once a student receives the email notification, they will have the **option** to add the Waitlisted class section to their schedule. The email notification DOES NOT mean the student is automatically registered into the class section. If the student does not take any action to register or drop the course within 24 hours of receiving the notification, they will be removed from the Waitlist and the next student on the Waitlist will receive a notification.

Viewing Waitlist Position: Once a student is on the Waitlist, the student can view their Waitlist position on their Student Detail Schedule in BearWeb (Log-in > Student Academic Services > Registration > Student Class Schedule > Detail Schedule)

The Christian Scriptures - REL 1310 - 01

Associated Term:	Fall 2014
CRN:	11500
Status:	Waitlisted on May 23, 2014
Waitlist Position:	1
Notification Expires:	May 23, 2014 12:31 pm
Assigned Instructor:	Jangho Jo
Grade Mode:	Standard
Credits:	0.000
Level:	Undergraduate
Campus:	Main campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range
Class	8:00 am - 8:50 am	MWF	Tidwell Bible Building 107	August 25, 2014 - December 16, 2014

4. Adding or Dropping the Waitlisted Class Section

Once the student receives the email notification via their **Baylor Email Account** that a seat is available, they will have the option to register into the class section.

> *If a student receives a notification that a seat is available but does not intend to add the class section, it is good practice for the student to drop themselves from the Waitlisted class section which allows the next student on the Waitlist to receive their notification more quickly.*

To **ADD** or **DROP** the Waitlisted class section, the student must log-in to BearWeb and navigate to the "Add or Drop Classes" page.

The Action drop-down arrow will give three options:
1. **None** → Select "None" if the student does not want to make any changes
2. **Web Drop** → Select "Web Drop" to drop the student from the Waitlist
3. ****Web Registered**** → Select "**Web Registered**" to add the class section to the students schedule.

If the student has reached their Maximum Credit Hours, or there is a conflict with another registered class section, they will not be allowed to register for the Waitlisted class section without first resolving the overload or conflict.

Current Schedule

Status	Action		CRN	Subj	Crse	Sec	Level
Waitlisted on May 23, 2014	None ▼		11500	REL	1310	01	Underg
	None						
	Web Drop						
	Web Registered						

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 23, 2014 1:33 pm

Add Classes Worksheet

CRNs

[　　] [　　] [　　] [　　] [　　]

[Submit Changes] [Class Search] [Reset]

Dropping the Waitlisted class section – If the student decides they do not want to register for the class in which they have Waitlisted, it is good practice for the student to drop the Waitlisted class section from their schedule. This will allow other students who are still interested in the class section to move up on the Waitlist.

5.   Verify Registration

After Registration is complete, verify the class has been added to the student's schedule by reviewing the **Concise Student Schedule** or the **Student Detail Schedule** in BearWeb.