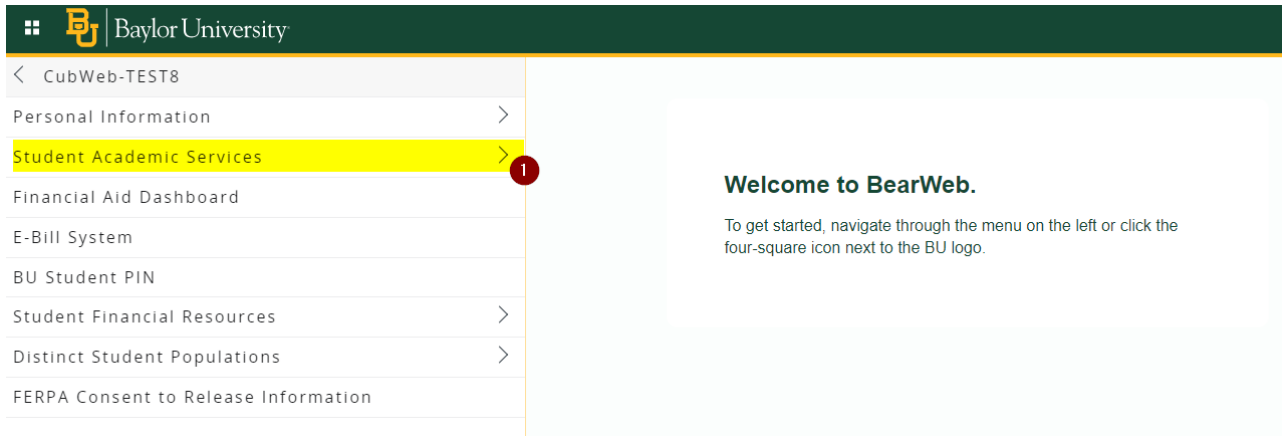


# Office of the Registrar

## How to Build a Plan and Register From a Plan

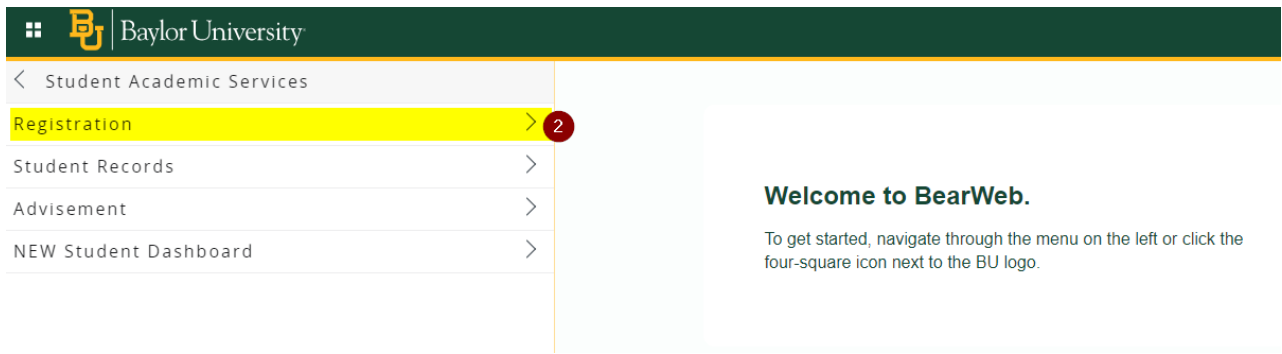
### Steps to Build a Plan:

#### 1. Login to BearWeb. Select “Student Academic Services”



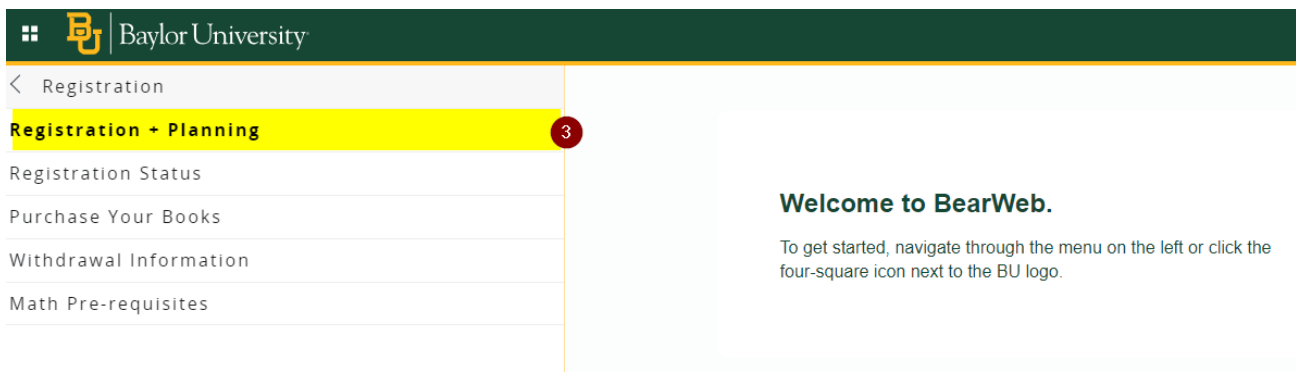
The screenshot shows the top navigation bar of the Baylor University website. The left sidebar menu is expanded, and the 'Student Academic Services' option is highlighted in yellow. A red circle with the number '1' is placed over the right arrow of this menu item. The main content area displays a 'Welcome to BearWeb.' message with instructions on how to navigate the site.

#### 2. Select “Registration”



The screenshot shows the 'Student Academic Services' menu expanded. The 'Registration' option is highlighted in yellow. A red circle with the number '2' is placed over the right arrow of this menu item. The main content area displays a 'Welcome to BearWeb.' message with instructions on how to navigate the site.

#### 3. Select “Registration + Planning”









The screenshot shows the 'Registration' menu expanded. The 'Registration + Planning' option is highlighted in yellow. A red circle with the number '3' is placed over the right arrow of this menu item. The main content area displays a 'Welcome to BearWeb.' message with instructions on how to navigate the site.

#### 4. To build a plan, select “Plan Ahead”

[Student](#) • [Registration](#)

Registration

What would you like to do?

-  [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)  
For undergraduate, traditional graduate or law students, please select a Fall, Spring or Winter term). Trimester, Quarter, and Term 1/Term 2 terms are for graduate profession
-  [Plan Ahead](#)  
Build one or more registration plans ahead of time. \*\*NOTE: Plans are not actual registrations.
-  [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)  
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

#### 5. Select appropriate term and click “Continue”

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

2022 - Fall 1

Continue 2

#### 6. Click “Create New Plan”

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

Select A Plan

Plans you have created for this term: 0

Term: Fall 2022

You are allowed a maximum of 5 plans for this term. \*NOTE: Creating and Saving plans does not constitute actual registration. Registration is done under Register for Classes.

[+ Create a New Plan](#) 1

## 7. Enter a subject and course number, and click “Search” to find classes

Plan Ahead

Find Classes

Enter Your Search Criteria  
Term: Fall 2022

1 Subject

2 Course Number

Keyword

3 Search Clear Advanced Search

Schedule Schedule Details

Class Schedule for Fall 2022

6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Fall 2022Untitled Plan +

No classes have been added to this plan.

## 8. To view specific sections being offered click “View Sections,” or to add the course to the plan, click “Add Course”

Find Classes

Search Results — 1 Courses  
Term: Fall 2022 Subject: Political Science Course Number: 1305 Search Again

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
American National Government	Political Science	1305	3	American National Government A course ...	<a href="#">View Sections</a>	<a href="#">Add Course</a> 1

Page 1 of 1 10 Per Page Records: 1

## 9. Once desired courses are added to the plan, select “Save Plan”

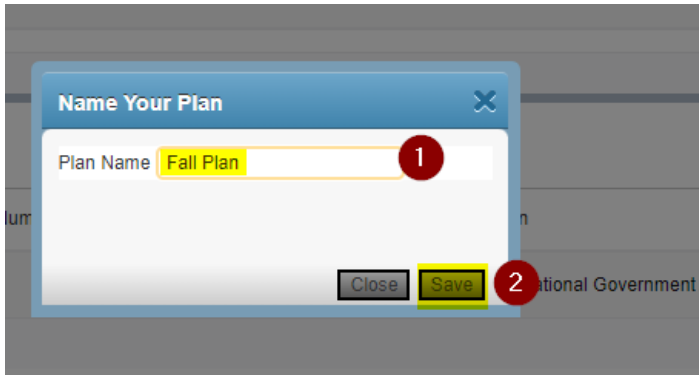
Fall 2022Untitled Plan +

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
American National Govern...	PSC 1305	3			+	Pending	Add

Total Planned Hours: 0

1 Save Plan

**10. Give the plan a name, and click “Save”**



**\*\* REMINDER: Creating a plan does not register a student for courses or save a seat in courses.\*\***