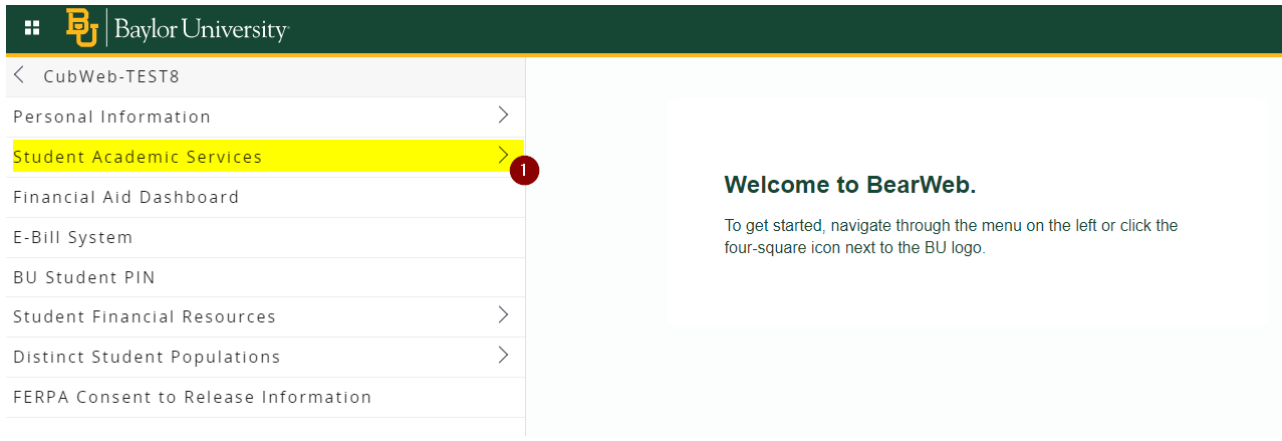


# Office of the Registrar

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

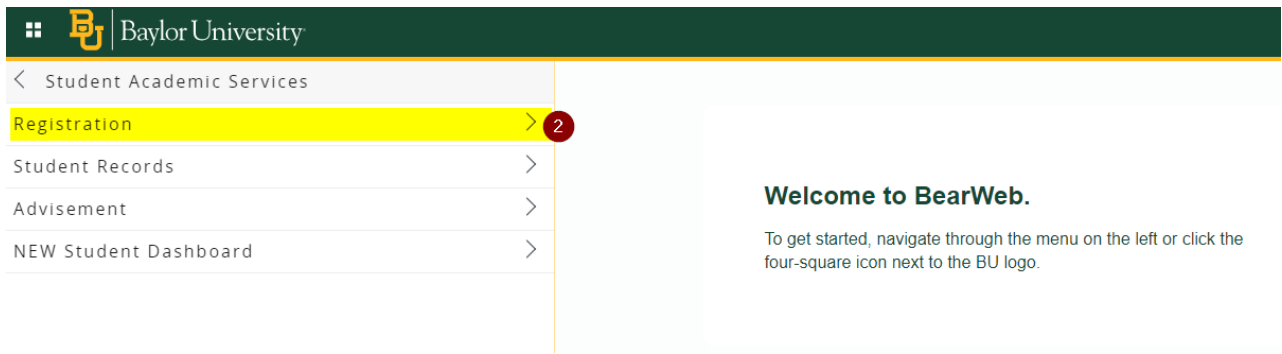
### Steps to Build a Plan:

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



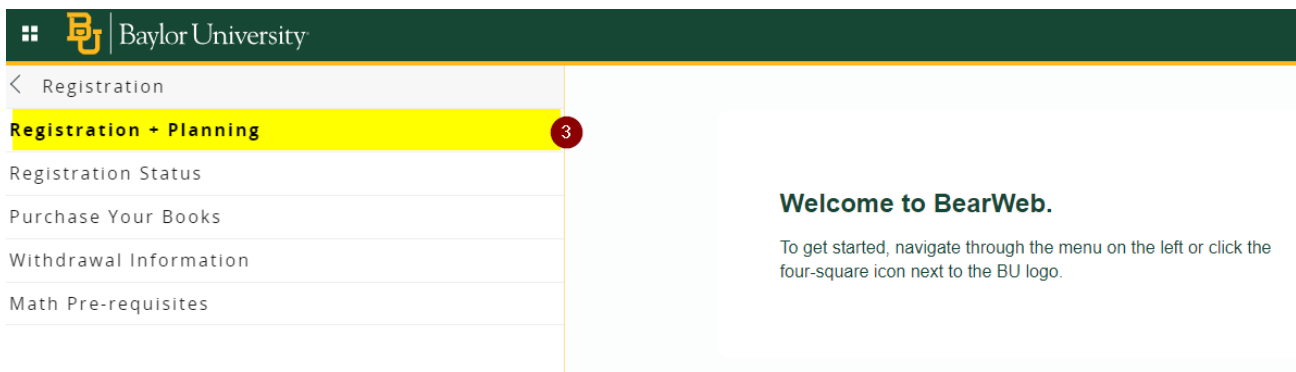
The screenshot shows the top navigation bar of the Baylor University website. The left sidebar menu is expanded, and the 'Student Academic Services' option is highlighted in yellow. A red circle with the number '1' is placed over the right arrow of this menu item. The main content area displays a 'Welcome 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. In order to register from a plan, select “Register for Classes”:

Registration

What would you like to do?

- [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
- [Plan Ahead](#)  
Build one or more registration plans ahead of time. **\*\*NOTE: Plans are not actual registrations.**
- [View Registration Information](#)  
View your past schedules and your ungraded classes.
- [Register for Classes](#) **1**  
For undergraduate, traditional graduate or law students, please select a Fall, Spring or Summer term option (law also Winter term), Trimester, Quarter, and Term 1/Term 2 terms are for graduate professional education programs.
- [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
- [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 the “Plan” tab and select the plan. Select “View Sections” if needing to view the available sections for the planned course

Register for Classes

Find Classes Enter CRN **1** **Plans** Schedule and Options

Register from a plan.  
Term: Fall 2022

Plan: Fall Plan

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
American National Government	PSC 1305	3						<a href="#">View Sections</a> <b>2</b>	

Schedule Summary

Class Schedule for Fall 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							

No registered or pending classes.

7. Review available sections, and click “Add” to add desired section to the summary  
**\*\* Note: Adding a course to the summary DOES NOT save a seat, you must click “submit” to register\*\***

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Return to Plan | Search Results — 1 Classes | Term: Fall 2022 | Subject and Course Number: PSC1305 | Search

Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
American National Government Class Instruction	Political Scie...	1305	01	3	13064	Fall 2...			Main ...	24 of 24 seats re... 999 (registration...			1 Add

Page 1 of 1 | 10 Per Page | Records: 1

Schedule | Schedule Details | Summary

Class Schedule for Fall 2022 | No registered or pending classes.

8. Click Submit to register

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>American National Government</u>	PSC 1305, 01	3	13064	Class Instruction	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop | 1 | Submit