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 your 9-digit Baylor ID Number and PIN
   a. If a PIN has not been set-up please select “Set/Reset PIN” and follow the instructions.
3. Once you are logged into BearWeb, Navigate to the Registration area by selecting Student Academic Services > Registration.
Register for Classes in BearWeb

1. Select “Add or Drop Classes” under the Registration Menu.

2. Select the Term to be searched and select “Submit”

3. To add courses, simply type in the CRN’s for all courses to be added and select “Submit Changes”. CRN’s were included in a registration email from your academic advisor and are posted online at http://www.baylor.edu/business/onlineMBA/index.php?id=868766

4. Once the course has been added, it will be displayed in the “Current Schedule” area of this page.

5. To drop a class that is on your schedule, again navigate to the “Add or Drop Classes” page in BearWeb. Select “Add or Drop Classes” under the Registration Menu
6. Select the appropriate Term and select “Submit”

7. The courses 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.

8. 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 you logout of BearWeb after your registration session. This ensures that your 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.

Verify Registration

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