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 you are 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 your 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 select the course you 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)
6. Once you have selected the sections you want to register for, select either “Register” or “Add to Worksheet” at the bottom of the section list.

   a. “Register” will automatically try to add the class to your schedule
   b. “Add to WorkSheet” will copy the section CRN to the “Add Classes Worksheet” on the “Add or Drop Classes” page and require an additional action of selecting “Submit Changes”.

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

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 you to know the CRN for all sections you want to register for.
1. Select “Add or Drop Classes” under the Registration Menu
2. Select the Term to be searched 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 your 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.
4. To drop a class, select the "Web Drop" option for the action dropdown. 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.
Waitlist
Student Registration Instructions

Waitlisting is currently available on a variety of courses throughout the university. Class sections with an available Waitlist are designated on the Online Schedule of Classes 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, then 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 to register or add in BearWeb
- 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 (prerequisites, 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
  o Does NOT automatically enroll you into the class section

Waitlist Conflict checking

<table>
<thead>
<tr>
<th>You can Waitlist for class sections that...</th>
<th>You cannot Waitlist for class sections that...</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Have a Time Conflict with another Registered or Waitlisted class section</td>
<td>- Are a duplicate course with another Registered or Waitlisted class section</td>
</tr>
</tbody>
</table>
Detailed Waitlist Instructions

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

Waitlisting will be available through the last day to register or add in BearWeb, midnight on the 7th class day (for fall/spring semesters). After that day, all Waitlists are cleared and standard requirements and practices are in place.

1. The Waitlist and Registration process

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

![Diagram of BearWeb interface for Add or Drop Classes]

Enter CRN, then select Submit Changes

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 Student Academic Services
3. Select Registration
4. Select Look-up Classes
5. Search for the section to be added
6. Select the check box for the section to be added
7. Select Register or Add to Worksheet then Submit Changes

2. Selecting the Waitlist Option
When you attempt to register for a class section that has an active Waitlist (the class section is closed and a Waitlist is available), you can add yourself to the Waitlist if they meet all class section requirements.

The Action drop-down arrow will give two options:
1. Waitlist → Select Waitlisted to add yourself to the Waitlist
2. None → Select None if you do not want to be added to the Waitlist

To Add the student to the Waitlist
1. Select the Action drop-down arrow
2. Select Waitlisted
3. Select Submit Changes

Once the Waitlisted option is submitted, the class section will be displayed as follows in the “Current Schedule” list:

Waitlist Error Messages (Status) – What do they mean?
- Closed - # Waitlisted
  - The class section is closed and there are # 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
  - 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 a 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 your Baylor email account.**

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

**Viewing Waitlist Position:** Once you are on the Waitlist, you can view your Waitlist position on their Student Detail Schedule in BearWeb:

(Log-in > Student Academic Services > Registration > Student Class Schedule > Detail Schedule)
4. Adding or Dropping the Waitlisted Class Section

Once you receive the email notification via your Baylor Email Account that a seat is available, you will have the option to register into the class section.

If you receive a notification that a seat is available but you do not intend to add the class section, it is good practice to drop yourself from the Waitlisted class section. This allows the next student on the Waitlist to receive their notification more quickly.

To ADD or DROP the Waitlisted class section, you 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 you do not want to make any changes
2. Web Drop → Select “Web Drop” to drop yourself from the Waitlist
3. **Web Registered** → Select “**Web Registered**” to add the class section to your schedule.

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

Dropping the Waitlisted class section – If you decide you do not want to register for the class in which you have Waitlisted, it is good practice to drop the Waitlisted class section from your 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 your schedule by reviewing the Concise Student Schedule or the Student Detail Schedule in BearWeb.