BearWeb

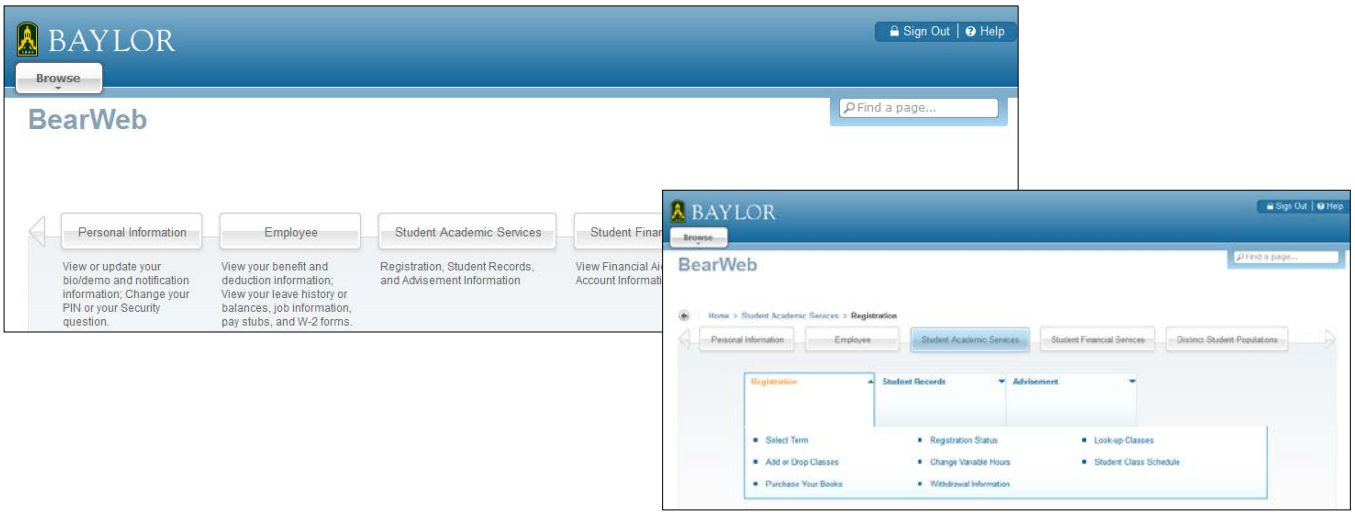
Student Registration Instructions

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

Logging in to BearWeb

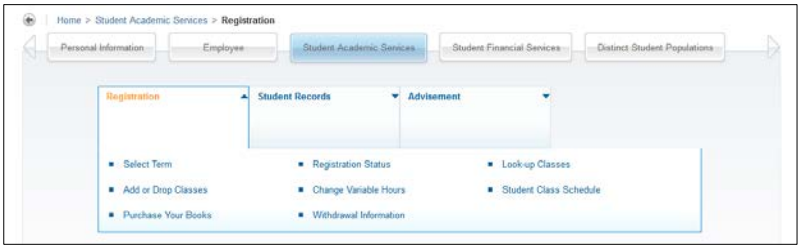
1. Open a webpage and go to https://bearweb.baylor.edu
2. Log-in to BearWeb using your Baylor ID Number (a 9 digit number) and PIN
   a. If a PIN has not been set-up please select "Set/Reset PIN" and follow the instructions.

3. Once you are logged into BearWeb, Navigate to the Registration area by selecting Student Academic Services > Registration.

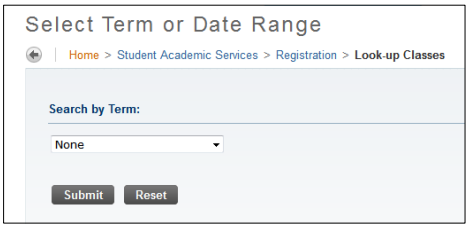


Look-up Classes in BearWeb

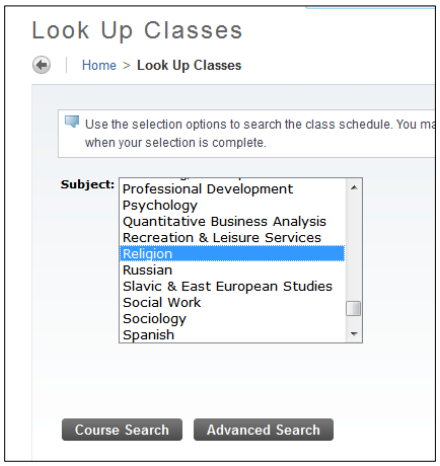
To identify the class sections that need to be added to your schedule, use the Look-up classes feature in Bear Web.



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)

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 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.

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

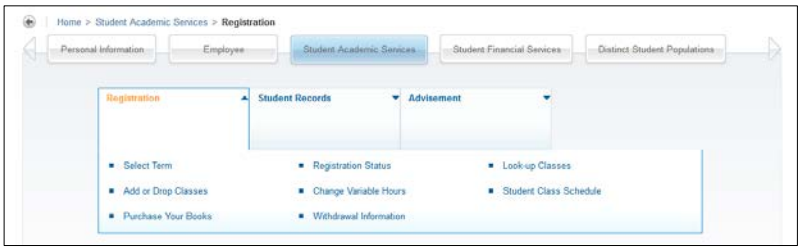
Add Classes Worksheet

CRNs

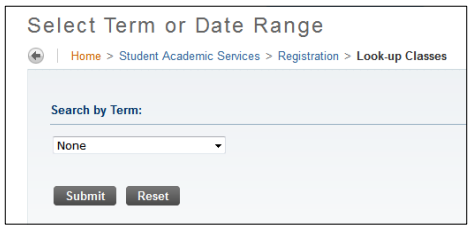
Submit Changes | Class Search | Reset

Add or Drop Classes in BearWeb

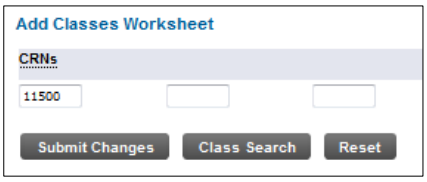
Another way to add classes in BearWeb is to use the Add or Drop Classes page and enter the section's CRN into the "Add Classes Worksheet" at the bottom of the page. This option requires you to know the CRN for all sections you want to register for.



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".

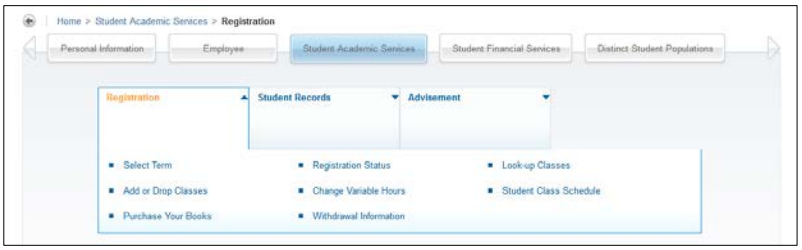


4. Once the section has been added, it will be displayed in the "Current Schedule" area of this page.

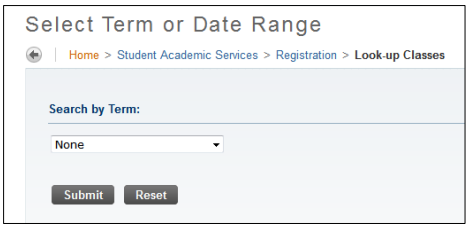
NOTE: It is possible to use a combination of the Add or Drop Classes Worksheet and the Look-up classes to create a schedule.

Dropping Sections that have been added

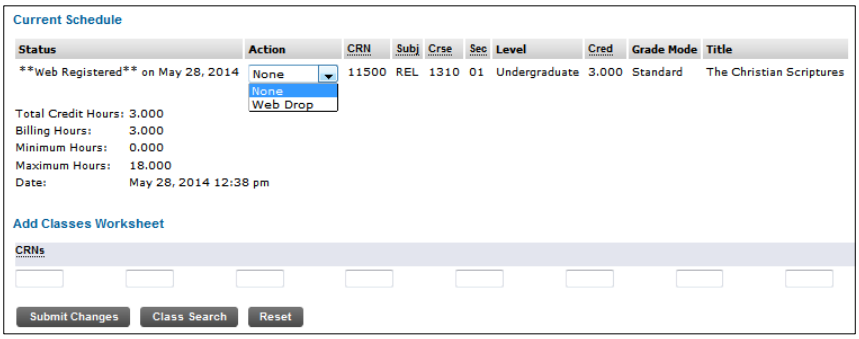
To drop a class that is on your schedule, navigate to the "Add or Drop Classes" page in BearWeb.



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.

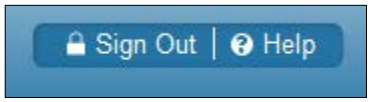


4. To drop a class, select the “Web Drop” option for the action dropdown. Then select “Submit Changes” at the bottom of the page.

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
  - Does **NOT automatically enroll** you into the class section

Waitlist Conflict checking	
You **can** *Waitlist* for class sections that…	You **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

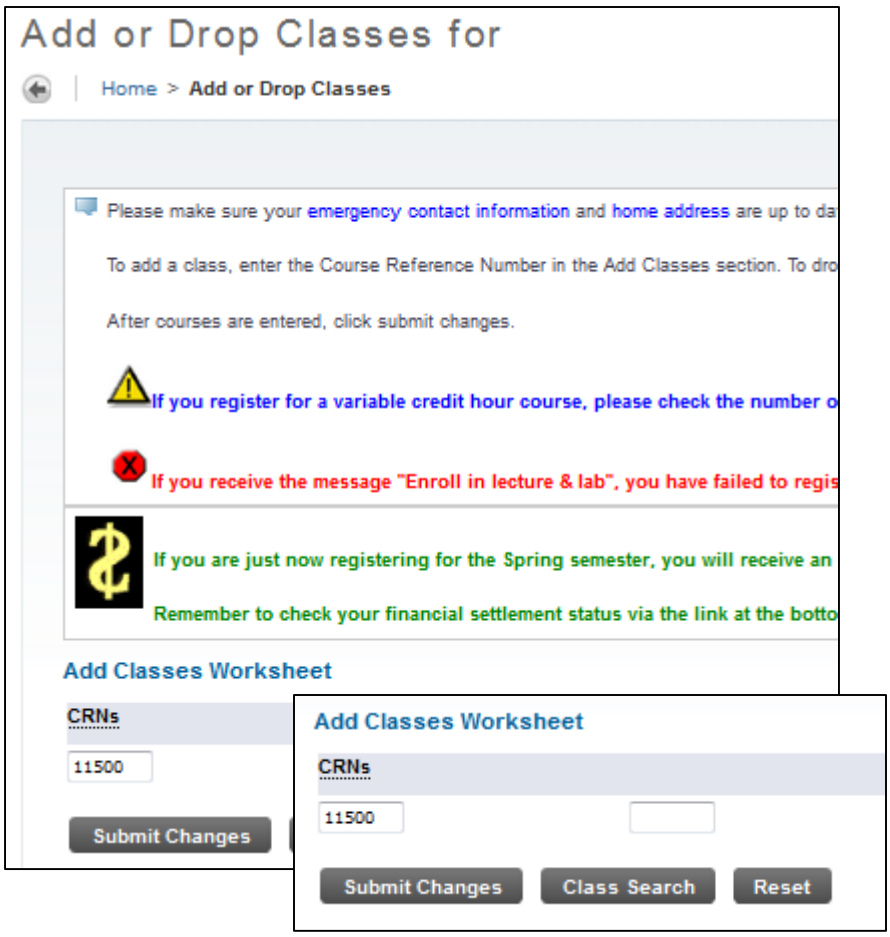
Detailed Waitlist Instructions

If a class section is closed and has the Waitlist option, 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

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	

Register | Add to WorkSheet | New Search

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 <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 yourself to the Waitlist**
2. **None → Select <u>None</u> if you do not want to be added to the Waitlist**

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 0 Waitlisted	None (None / Waitlisted)	11500	REL	1310	01

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 in the "Current Schedule" list:

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
  - *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

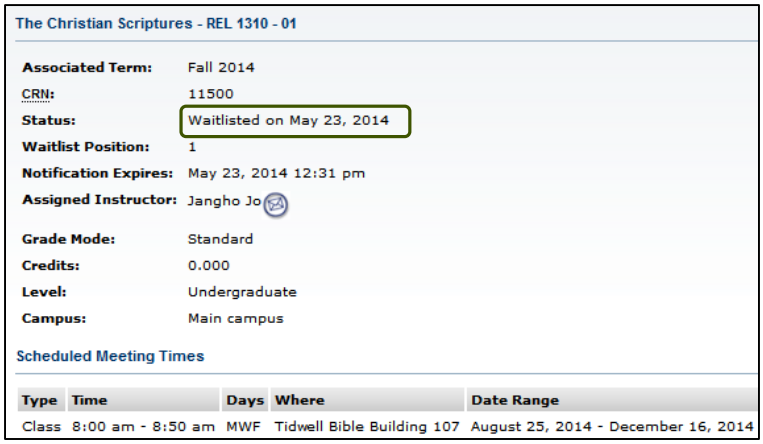
Once a seat becomes available in a class section with an active Waitlist, an automatic notification will be sent to the first student on the Waitlist.

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)


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

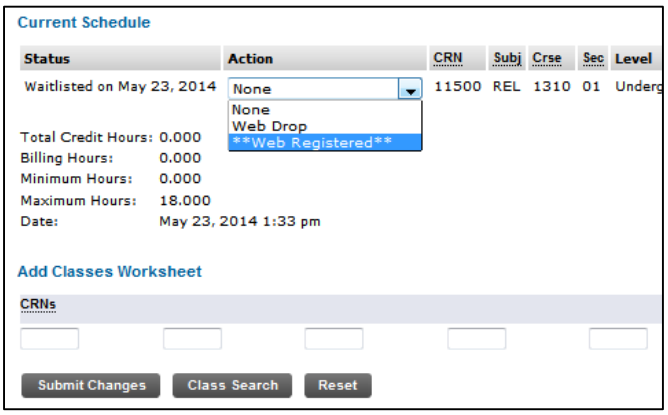
Once you receive the email notification via your **Baylor Email Account** that a seat is available, you will have the option to register into the class section.

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.