Registration Questions

How can I tell if I’ve registered correctly?

1. Log in to BearWeb
2. Click on Registration
3. Click on Concise Student Schedule or Add/Drop Classes. Either will display your schedule.

If you don’t see what you thought you registered for, try registering again using the Add/Drop link.

How do I register for more than one 5V70 course in same term?

You can register for one via the web, and then the other one must be done in the Registrar’s office, regardless of permits.

How do I add/ drop a class after the deadline?

You need to complete the on-line Add/Drop form retroactive to the beginning of the semester and get the Associate Dean for Graduate Studies to approve it. He will decide whether the add/drop fee should be waived. The Add/Drop form is posted on the Office of the Registrar’s website at http://www.baylor.edu/registrar/. To directly access the form, you can use the url: http://www.baylor.edu/content/services/document.php/162123.pdf. Take the signed form to the Registrar’s office in the tower to process.

How do I change variable course hours?

1. Log on to Bearweb
2. Select Registration
3. Select Add or Drop Courses
4. Select Term
5. Enter CRN # in the CRNs block in the Add Classes Worksheet
6. Click Submit Changes
7. Click Change Variable hours link on BearWeb and following directions.

If you encounter problems, please call the HelpDesk at 254-710-4357

**How do I add a course using a CRN#?**

1. Log back on to Bearweb
2. Select Registration
3. Select Add or Drop Courses
4. Select Term
5. Enter CRN # (xxxxx) in the CRNs block in the Add Classes Worksheet
6. Click Submit Changes

Please contact the helpdesk at 254-710-4357 if you have further questions.

**How will retaking a course affect my GPA?**

The 2nd grade will not replace the 1st. Student’s transcripts will reflect both grades and both will be included in the overall grade point average.