BearWeb registration is accessed by logging into your BearWeb account, entering your normal credentials, and completing the DUO (dual-factor authentication).

From this menu, SELECT “Student Academic Services”.

SELECT “Registration”.

VIEWING YOUR TIME-TICKET:

SELECT “Registration Status” from the Registration menu.

SELECT and ENTER the TERM (from the pull-down) for which you want to view your time-ticket.
You will see information regarding the new functionality in BearWeb at the top of this page and can see time-ticket in middle of screen.
NEW REGISTRATION + PLANNING FUNCTIONS:

When you are ready to begin, SELECT “New Registration + Planning” from the menu.

This displays the new dashboard of Registration functions.
PREPARE FOR REGISTRATION:

When a student selects “Prepare for Registration” from the dashboard, they must SELECT the term for registration, from the drop-down menu, and then SELECT “Continue”.

This screen appears, which shows Registration Status. Items that will impact registration show up in RED. If ALL items are GREEN, the student status is clear, and the student may register once time-ticket opens. NOTE: This displays some of the same information that is viewable under “Registration Status” but DOES NOT display your time-ticket.
PLAN AHEAD:

The **Plan Ahead** function is now available, and students may create and save up to 5 plans. These are scheduling worksheets to help you plan multiple schedules and save time at actual registration. **NOTE:** Creating and saving a plan does **NOT** constitute actual registration. **Students must submit a plan in order to register.** Planning is open and available to students, even before time-tickets have opened. Select the term for which you are planning in order to proceed.
The **Plan Ahead** tool allows students to SELECT COURSES and/or SECTIONS and CREATE and SAVE up to 5 plans (students can name them whatever they like); later, they can actually register from a SAVED PLAN. ENTER your search criteria. You may enter subject, number, and keyword or SELECT “Advanced Search” to search with more options to narrow down the search.

The next page displays the course you’ve selected. SELECT **“View Sections”**.
The next page displays all of the available sections of the selected course and shows you important information about meeting times, instructor, and enrollment capacity. **Clicking on the course Title** will bring up a variety of informational items on the selected course. Clicking on the left-hand side items will display very specific information about the section. **Verifying that you are eligible for a course, BEFORE adding it to your plan,** will save you time at registration! **No registration error checking is done during the Plan Ahead process.**
VIEW REGISTRATION INFORMATION & BROWSE CLASSES:

Students may look at past and/or registered schedules under “View Registration Information” by selecting the term they wish to view. Students may also “Browse Classes”. (This was formerly the “Look Up Classes” functionality.) Browse classes will show the class sections offered in the selected term and detailed information about those section offerings: days/times, instructor, enrollment, waitlist, etc.
Selecting **“Browse Course Catalog”** is another way to view course information in a detailed way. This displays the courses included in the catalog for your selected term. (Not all courses will have section offerings each term.) We currently use attributes to reflect if courses belong to a particular program or for the Core requirement Distribution Lists.

**REGISTERING FOR CLASSES:**
When a student is ready to Register for Classes and their time-ticket has opened, they SELECT the term.

If the student has REQUIRED ADVISING and HAS NOT been advised, they will see this screen. They must be advised before proceeding.
If the student DOES NOT REQUIRE advising OR HAS BEEN ADVISED, they will get this screen. They enter course information to begin search. Students have the option of Finding Classes, Entering CRNS, or Registering from a SAVED PLAN.

If “Find Classes” is selected, this screen displays available SECTIONS for the term selected and displays helpful information on each one.
If “Enter CRNS” is selected, you may enter CRNS and add to your summary ("cart").

If registering from a PLAN, the student can select from their saved plans. If you SELECT “Add All” then all of your selections from that plan will go into the registration summary ("cart"). NOTE: Registration error checking DOES NOT OCCUR during Planning. It is advised that you carefully research courses for your eligibility, during planning, in order to facilitate a quicker and smoother registration experience.
This shows that the selected PLAN has now been added to the summary ("cart") and shows a pending status. NOTE: You are NOT registered until you click SUBMIT at bottom of screen and items then display REGISTERED status. Error messages will pop up for problems (pre-requisites, co-requisites, time conflicts, etc.). If no errors, all courses will change to "registered" status. You can easily select to drop problem courses from your schedule without having to drop everything (those courses for which you meet pre-requisites, etc. will reflect “Registered” status).
CONDITIONAL ADD AND DROP:

Checking the **Conditional Add and Drop** button, at the bottom of the screen, allows you to change sections of a class or change classes completely, ONLY if the add can be processed. For example: you want to drop REL 1310.16, and add REL 1310.18, but only if REL 1310.18 can be added. Check the **Conditional Add and Drop** box, SELECT “**Web Drop**” in the ACTION section next to REL 1310.16, and then search for (Under Find Classes) and add the REL 1310.18. **Click Submit.** REL 1310.16 will only be dropped in REL 1310.18 can be added.
You can now see that the REL 1310.16 shows deleted and the REL.1310.18 is now registered.

Time conflicts will appear on course sections that would create a conflict with registered classes.
LINKED CLASSES:

Some courses are “linked” (example: LECTURE and LAB must be taken together). All components must be added, at the same time, in order to avoid errors. If you have a course showing LINKED, you may click on View Linked to display all components.
This now displays all of the PHYS 1407 components. Selecting **Add All** will add all necessary components to your registration cart. Once you click Submit, all components will be registered (barring conflicts and other registration errors).

The linked components will show a pending status until you click Submit.
Then, they show registered if no other registration errors.

WAITLISTING:

If you select a course and get a Waitlist message, you are able to add yourself to the Waitlist by selecting “Waitlisted” from the Action pull-down.
Select Waitlisted from pull-down and then Submit.

Now, the course reflects the Waitlisted status.