Baylor University
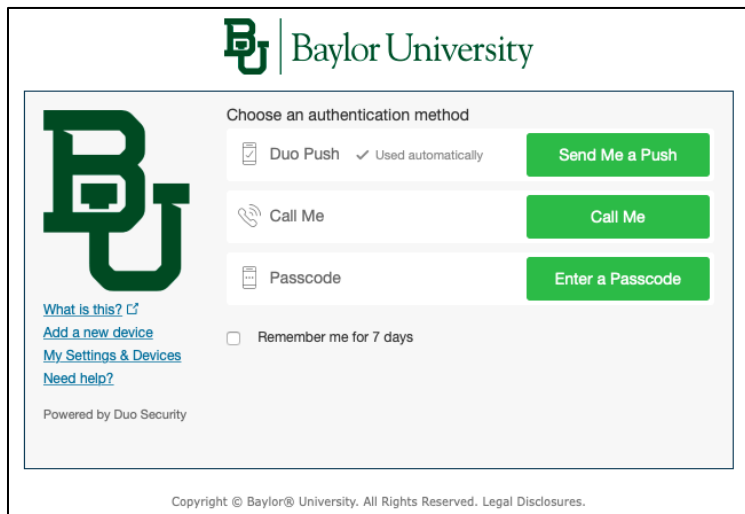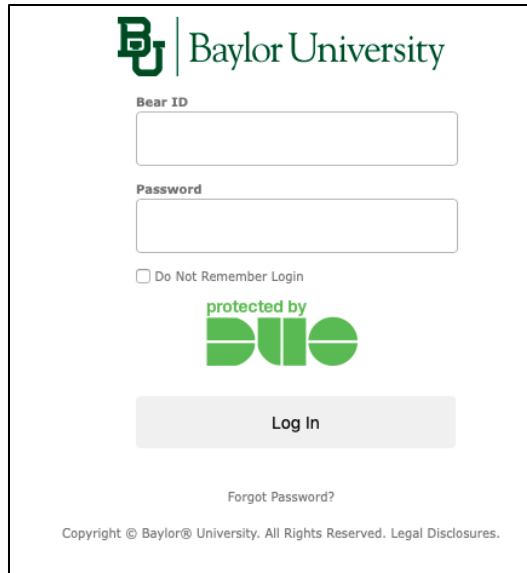GEORGE W. TRUETT THEOLOGICAL SEMINARY

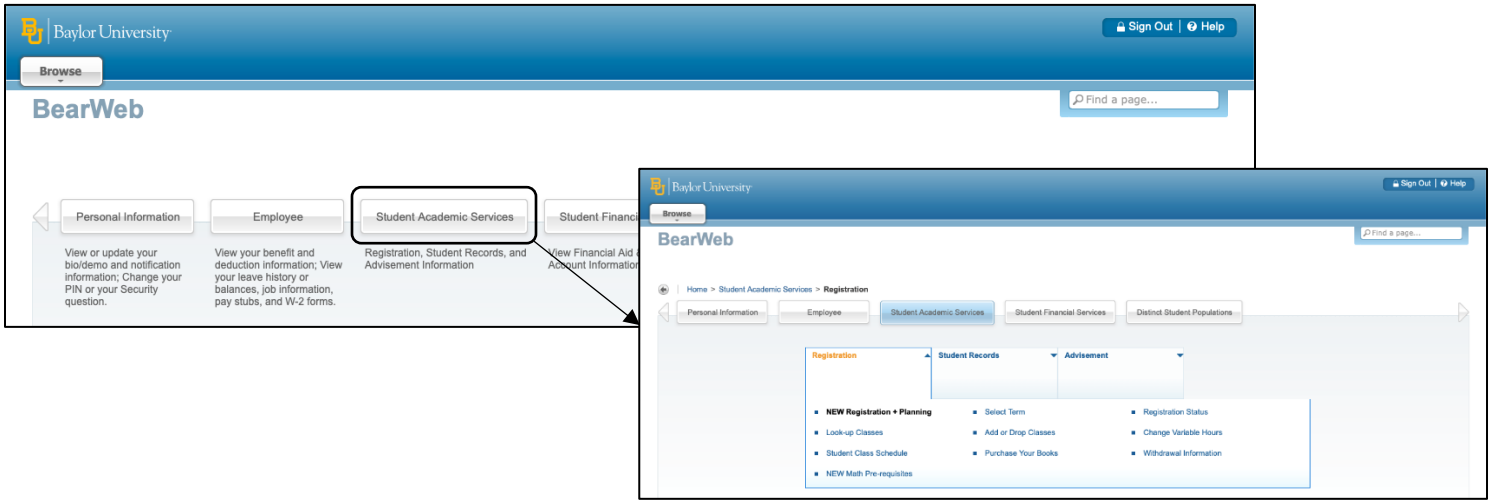# BearWeb

Student Registration Instructions

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

Logging into 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. The BearID is usually Firstname_Lastname followed by a number (example: Baylor_Bear2)
   b. BearWeb also requires two-factor authentication through Duo to log-in. For information about enrolling for Duo, please visit https://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.
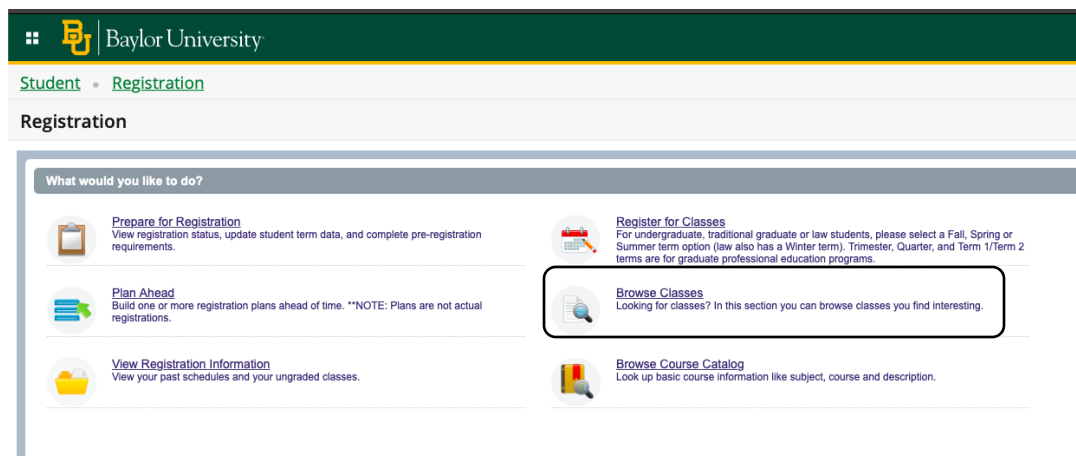

Look-up Classes in BearWeb

To identify the class sections that need to be added to your schedule, use the Browse Classes feature in BearWeb.
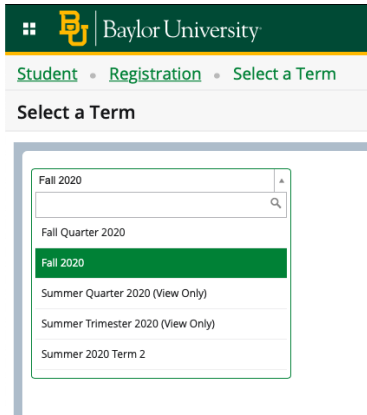
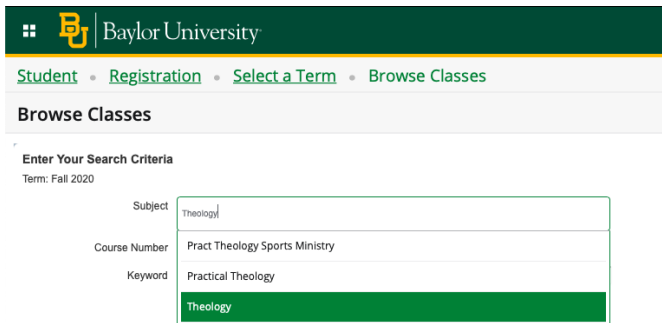1. Select "NEW Registration + Planning" under the Registration menu.
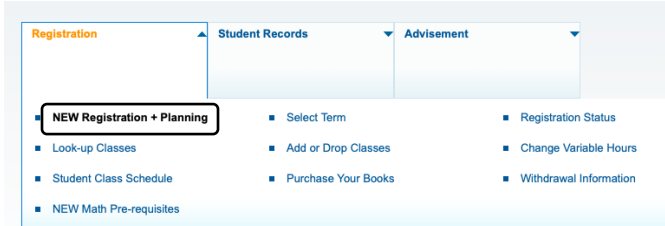
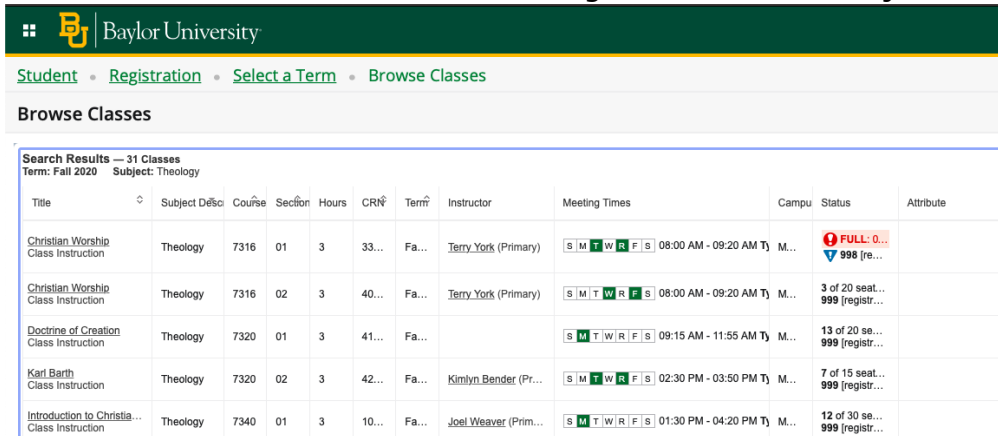2. Select "Browse Classes"

3. Select the Term to be searched and select "Continue"

4. Select the appropriate Subject and select "Search"

5. This will return a list of all courses being offered in this Subject code.

   a. This list shows all sections offered for each course, days/times, instructor, and the available seats or waitlist options.

6. For more detailed information about a specific class, select the Course Title.

a. Pay close attention to the Instructional Method. This Will read "Face-to-Face," "Hybrid," "Synchronous Instruction," or "Online."

1. **Face-to-Face**: These sections will appear with assigned days, times and meeting locations.
2. **Hybrid**: These class sections will combine the use of in-person class meetings and online instruction components. Students in these sections should expect to meet in-person at least once per week during the scheduled times. Instructors will designate how students will be divided across the meeting days each week.
3. **Synchronous Instruction**: These sections will include specified days and times for instruction for which students should plan to be available for class participation online.
4. **Online**: These sections will not include specified days or times, but the classwork will be completed online.

7. To prepare for Course Registration, take note of the Course Registration Number (CRN) of each class that you would like to add to your schedule. CRNs can be found under the Class Details screen or on the Browse Classes screen.

Registering for Classes in BearWeb

After identifying the classes for which you will register and their unique CRN's, you can register online through BearWeb.

1. Select "Student" at the top of the screen

2. Select "Register for Classes"

3. Select the Term to be searched and then select Continue.

4. Select Enter CRNs

5. Type in your first CRN in the text box.

6. Click Add Another CRN until you have enough text boxes for the amount of classes for which you are registering.

7. Once all of your CRNs are typed in their own separate text boxes, double check the Course Titles that have now appeared on the right hand side to ensure that you are registering for your intended classes. If they are correct, then click "Add to Summary"

8. The Classes will appear in your summary at the bottom of the screen and the status will read "Pending." To officially register for classes, you MUST select "Submit"

9. After submission, the status of your classes will change to "Registered"

Locating Your Time-Ticket
Your time-ticket is unique and based on the amount of credit hours you have earned. This will tell you at what time you are able to begin to register.
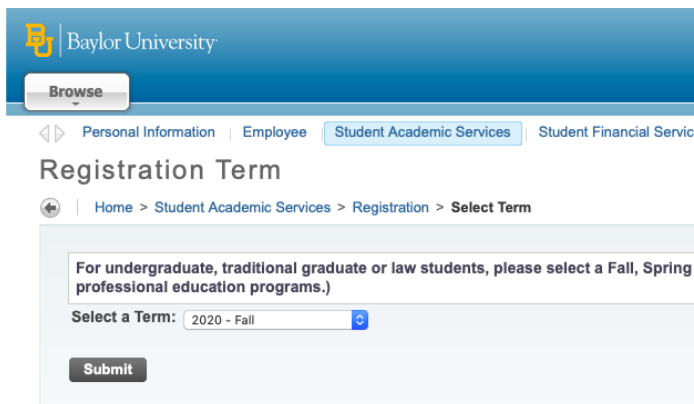
1. Login to BearWeb using the instructions from page 1.
2. Once you are logged into BearWeb, Navigate to the Registration area by selecting Student Academic Services > Registration.
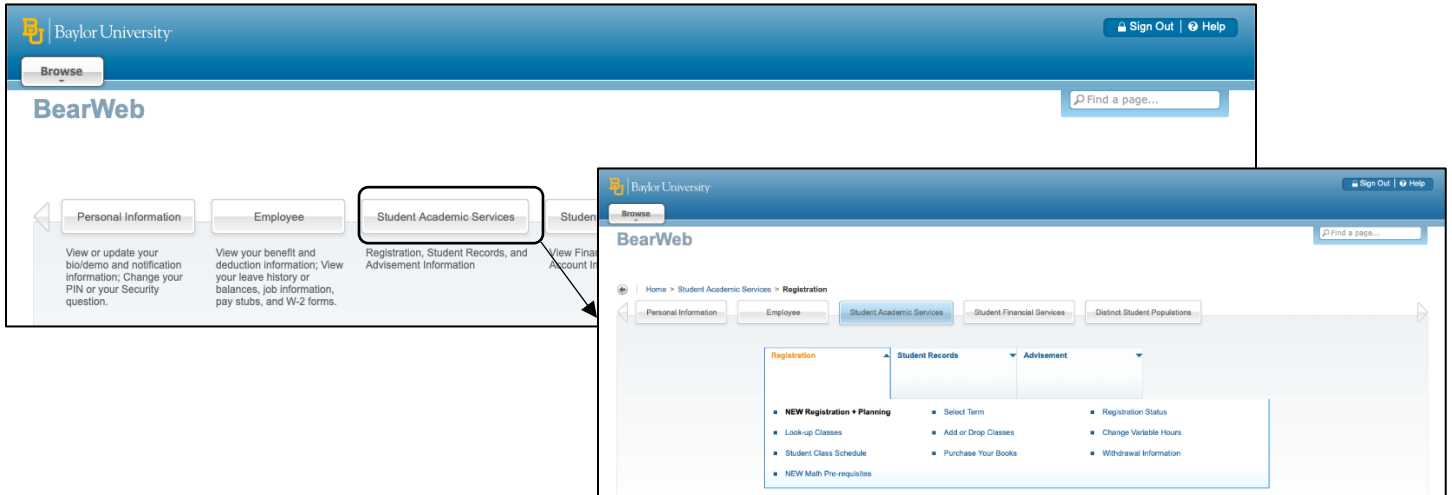
3. Select Registration Status from the menu.
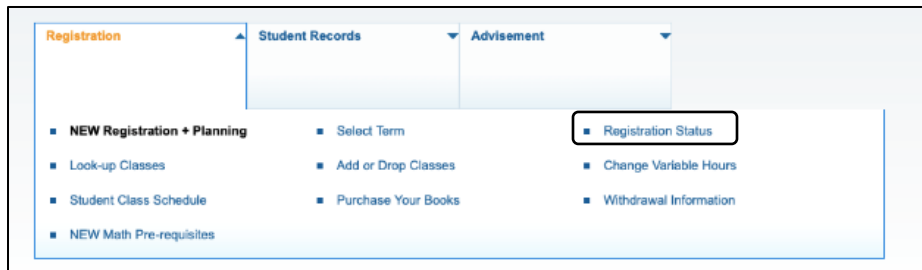
4. Select the term for which you are seeking your time-ticket and then Submit.

5. Note the begin time listed on the screen: that is your time ticket. If a time ticket does not appear, you will most likely not have one of the required checks. Reach out to your Academic Advisor for assistance on what needs to be resolved in order for your Time-Ticket to be issued.

Adding or Dropping Classes

If you wish to change your schedule after you have already registered, you can either add or drop classes.

1. If you are wishing to add new classes, be sure to look up their CRN's and have them ready. Assistance on locating CRN's can be found in the "Look Up Classes in BearWeb" section of this document (pages 2-4).
2. Return to the Registration Home Screen and select Register for Classes.

3. Select the Term to search and select Continue.

4. To Add a class to your schedule, repeat the class registration steps located on pages 4-5 of this document.
5. To Drop a class from your schedule, view your summary at the bottom of the screen and locate the class you wish to drop. Once identified, click the arrow under the Action tab.

6. Select Web Drop from the menu and click Submit.

7. Your Summary should now show your dropped class in light grey text and the status should read Deleted.