

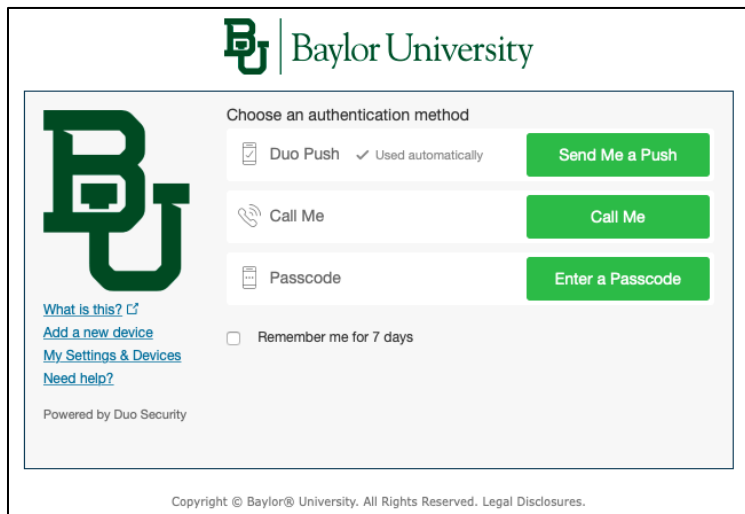
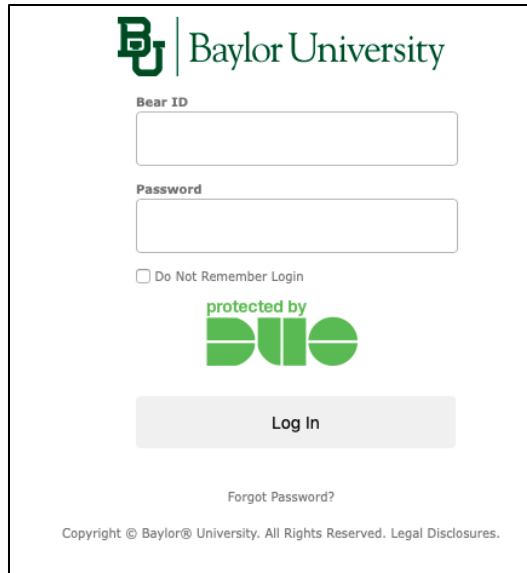
BearWeb

Student Registration Instructions

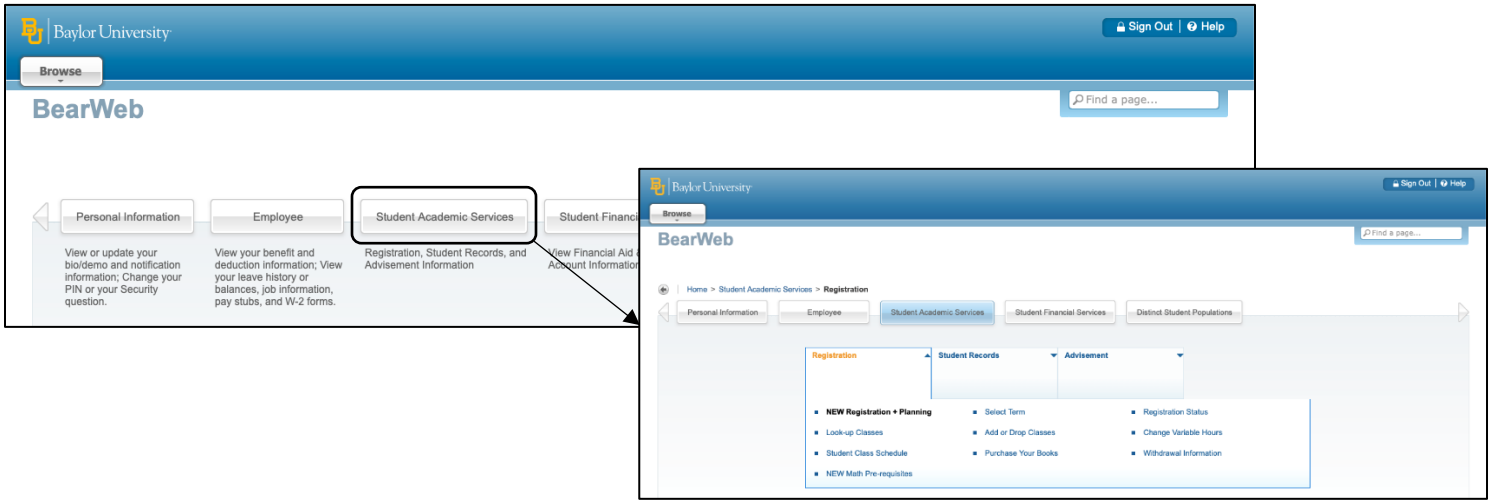
BearWeb is the self-service portal for students to register for classes and access other student information.

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>



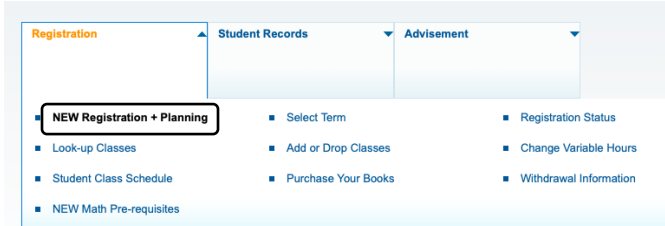
- Once you are logged into BearWeb, Navigate to the Registration area by selecting Student Academic Services > Registration.



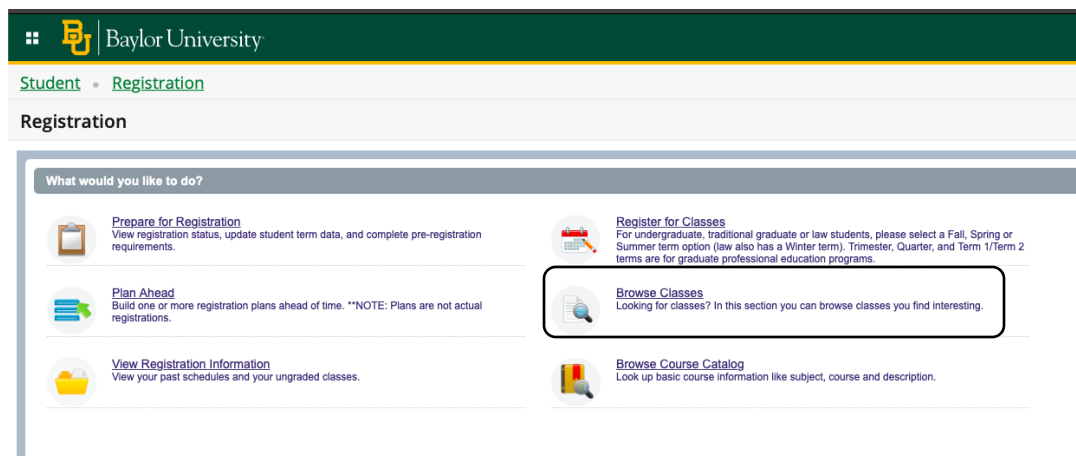
Look-up Classes in BearWeb

To identify the class sections that need to be added to your schedule, use the Browse Classes feature in BearWeb.

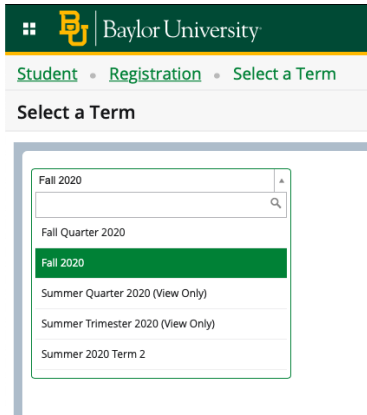
- Select "NEW Registration + Planning" under the Registration menu.



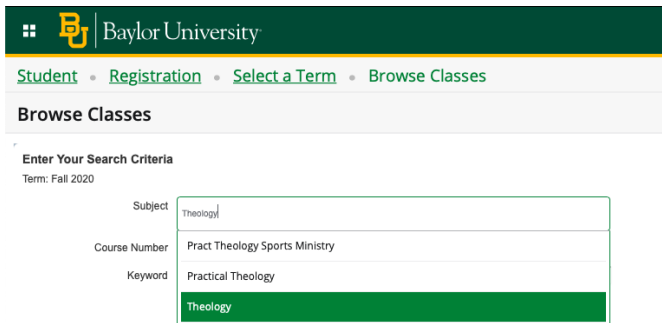
- Select "Browse Classes"



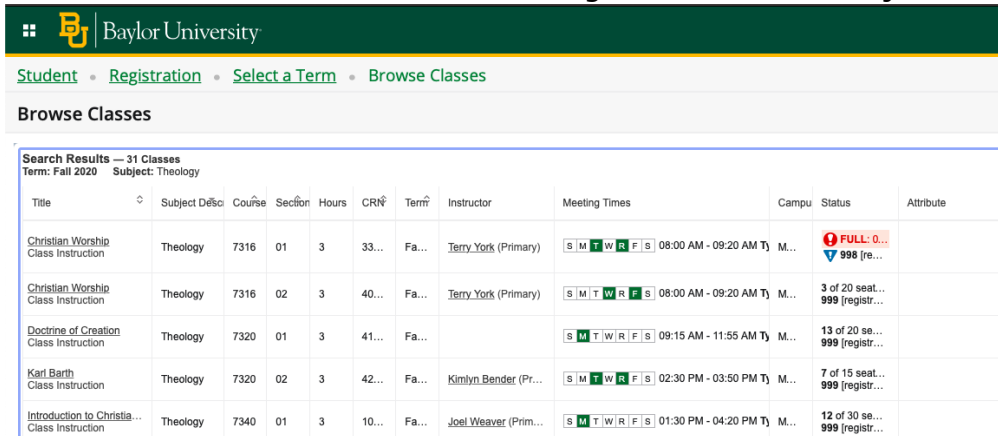
3. Select the Term to be searched and select "Continue"



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.

Browse Classes

Search Results — 31 Classes
Term: Fall 2020 Subject: Theology

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor
Christian Worship Class Instruction	Theology	7316	01	3	33...	Fa...	Terry Yorl
Christian Worship Class Instruction	Theology	7316	02	3	40...	Fa...	Terry Yorl
Doctrine of Creation Class Instruction	Theology	7320	01	3	41...	Fa...	

Class Details for Christian Worship Theology 7316 02

Term: 202030 | CRN: 40685

Class Details
Associated Term: Fall 2020
CRN: 40685
Campus: Main Campus
Schedule Type: Class Instruction
Instructional Method: Face-to-Face
Section Number: 02
Subject: Theology
Course Number: 7316
Title: Christian Worship
Credit Hours: 3
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

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.

Class Details for Christian Worship Theology 7316 02

Term: 202030 | CRN: 40685

Class Details
Associated Term: Fall 2020
CRN: 40685
Campus: Main Campus
Schedule Type: Class Instruction
Instructional Method: Face-to-Face
Section Number: 02
Subject: Theology
Course Number: 7316
Title: Christian Worship
Credit Hours: 3
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Browse Classes

Search Results — 31 Classes
Term: Fall 2020 Subject: Theology

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp
Christian Worship Class Instruction	Theology	7316	01	3	33...	Fa...	Terry Yorl (Primary)	S M T W R F S 08:00 AM - 09:20 AM T	M...
Christian Worship Class Instruction	Theology	7316	02	3	40...	Fa...	Terry Yorl (Primar...	S M T W R F S 08:00 AM - 09:20 AM T	M...

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

Baylor University

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 31 Classes
Term: Fall 2020 Subject: Theology

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp
Christian Worship Class Instruction	Theology	7316	01	3	33...	Fa...	Terry York (Primary)	S M T W R F S 08:00 AM - 09:20 AM T	M...
Christian Worship Class Instruction	Theology	7: 40685			40...	Fa...	Terry York (Primar...	S M T W R F S 08:00 AM - 09:20 AM T	M...

2. Select "Register for Classes"

Baylor University

[Student](#) • [Registration](#)

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Build one or more registration plans ahead of time. **NOTE: Plans are not actual registrations.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
For undergraduate, traditional graduate or law students, please select a Fall, Spring or Summer term option (law also has a Winter term). Trimester, Quarter, and Term 1/Term 2 terms are for graduate professional education programs.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

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

Baylor University

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Fall 2020

Fall Quarter 2020

Fall 2020

Summer Quarter 2020 (View Only)

Summer Trimester 2020 (View Only)

Summer 2020 Term 2

4. Select Enter CRNs

The screenshot shows the Baylor University registration interface. At the top, there is a navigation bar with the university logo and the text "Baylor University". Below this is a breadcrumb trail: "Student" > "Registration" > "Select a Term" > "Register for Classes". The main heading is "Register for Classes". A sub-navigation bar contains "Find Classes", "Enter CRNs" (which is highlighted with a green background), "Plans", and "Schedule and Options". The main content area is titled "Enter Your Search Criteria" and includes a dropdown menu for "Term: Fall 2020". Below this are three input fields: "Subject", "Course Number", and "Keyword". At the bottom of this section are buttons for "Search", "Clear", and "Advanced Search".

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

This screenshot shows the same registration page as the previous one, but the "Enter CRNs" tab is now active. The main heading is "Enter Course Reference Numbers (CRNs) to Register". The "Term" is still "Fall 2020". There is a single "CRN" input field with an arrow pointing to it from the left. Below the input field are two buttons: "+ Add Another CRN" and "Add to Summary".

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

This block contains two side-by-side screenshots of the registration page. The left screenshot shows the "Enter Course Reference Numbers (CRNs) to Register" section with one "CRN" input field and the "+ Add Another CRN" button highlighted with a red box. An arrow points from this button to the right screenshot. The right screenshot shows the same section, but now there are four "CRN" input fields stacked vertically, and the "+ Add Another CRN" button is no longer highlighted.

- 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"

Baylor University

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2020

CRN	40685	Christian Worship THEO 7316, 02
CRN	10381	Christian Scriptures II THEO 7372, 01
CRN	33148	Life and Work of the Pastor PAST 7336, 01
CRN	10358	New Testament Greek I THEO 7346, 02
CRN		

+ Add Another CRN Add to Summary

- 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"

Title	Details	Hour	CRN	Schedule	Status	Action
Hebrew 2	THEO 7357,...	3	25353	Class I...	Pending	**Web Registered**
Constructive Theology	THEO 7382,...	3	25621	Class I...	Pending	**Web Registered**

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 1 | Max: 18

Conditional Add and Drop Submit

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

Title	Details	Hour	CRN	Schedule	Status	Action
Christian Scriptures II	THEO 7372,...	3	10381	Class I...	Registered	None
Life and Work of the P...	PAST 7336, ...	3	33148	Class I...	Registered	None
Ministry with Emergin...	PRTH 7V51,...	3	42526	Indepe...	Registered	None
New Testament Greek I	THEO 7346,...	3	10358	Class I...	Registered	None

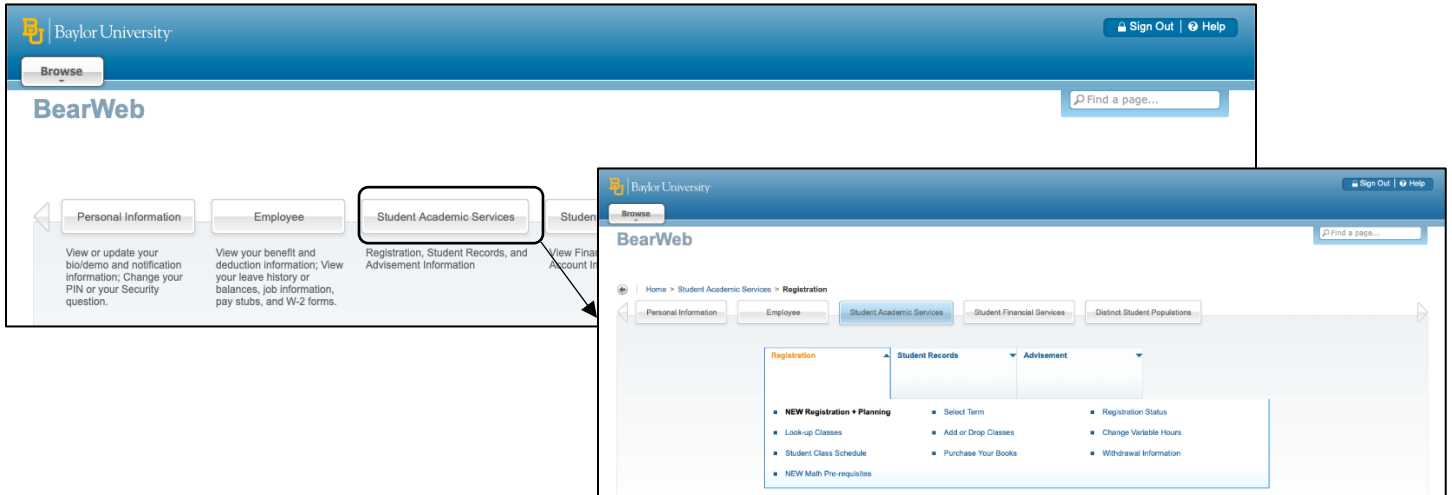
Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop Submit

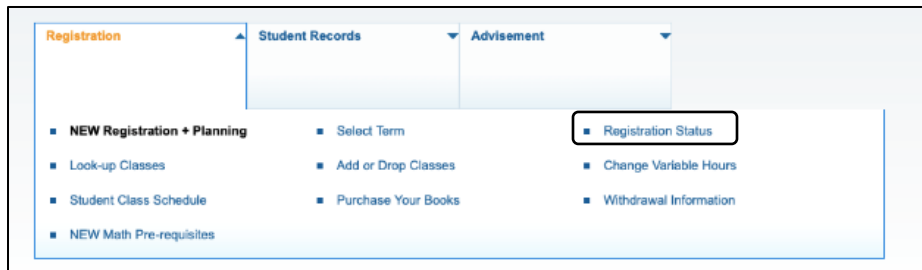
Locating Your Time-Ticket

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.

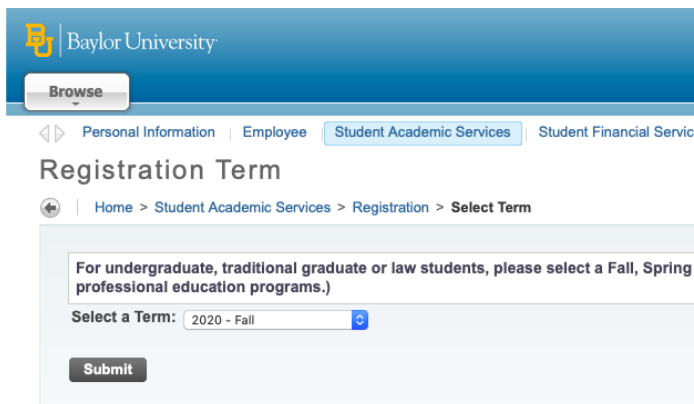
1. Login to BearWeb using the instructions from page 1.
2. Once you are logged into BearWeb, Navigate to the Registration area by selecting Student Academic Services > Registration.



3. Select Registration Status from the menu.



4. Select the term for which you are seeking your time-ticket and then Submit.



- 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.

From	Begin Time	To	End Time
April 8, 2020	06:00 am	November 4, 2020	11:59 pm

- You have no Holds which prevent registration.
- You have no Advising Requirements which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Adding or Dropping Classes

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

- 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).
- Return to the Registration Home Screen and select Register for Classes.

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Build one or more registration plans ahead of time. **NOTE: Plans are not actual registrations.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
For undergraduate, traditional graduate or law students, please select a Fall, Spring or Summer term option (law also has a Winter term). Trimester, Quarter, and Term 1/Term 2 terms are for graduate professional education programs.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

- Select the Term to search and select Continue.

Select a Term

Fall 2020

- Fall Quarter 2020
- Fall 2020**
- Summer Quarter 2020 (View Only)
- Summer Trimester 2020 (View Only)
- Summer 2020 Term 2

- To Add a class to your schedule, repeat the class registration steps located on pages 4-5 of this document.
- 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.

Title	Details	Hour	CRN	Schedule	Status	Action
Karl Barth	THEO 7320,...	3	42527	Class I...	Registered	None
Christian Scriptures II	THEO 7372,...	3	10381	Class I...	Registered	None
Life and Work of the P...	PAST 7336, ...	3	33148	Class I...	Registered	None
Ministry with Emergin...	PRTH 7V51...	3	42526	Indepe...	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

- Select Web Drop from the menu and click Submit.

Title	Details	Hour	CRN	Schedule	Status	Action
Karl Barth	THEO 7320,...	3	42527	Class I...	Registered	None
Christian Scriptures II	THEO 7372,...	3	10381	Class I...	Registered	None
Life and Work of the P...	PAST 7336, ...	3	33148	Class I...	Registered	Web Drop
Ministry with Emergin...	PRTH 7V51...	3	42526	Indepe...	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

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

Title	Details	Hour	CRN	Schedule	Status	Action
Karl Barth	THEO 7320,...	0	42527	Class I...	Deleted	None
Christian Scriptures II	THEO 7372,...	3	10381	Class I...	Registered	None
Life and Work of the P...	PAST 7336, ...	3	33148	Class I...	Registered	None
Ministry with Emergin...	PRTH 7V51...	3	42526	Indepe...	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**