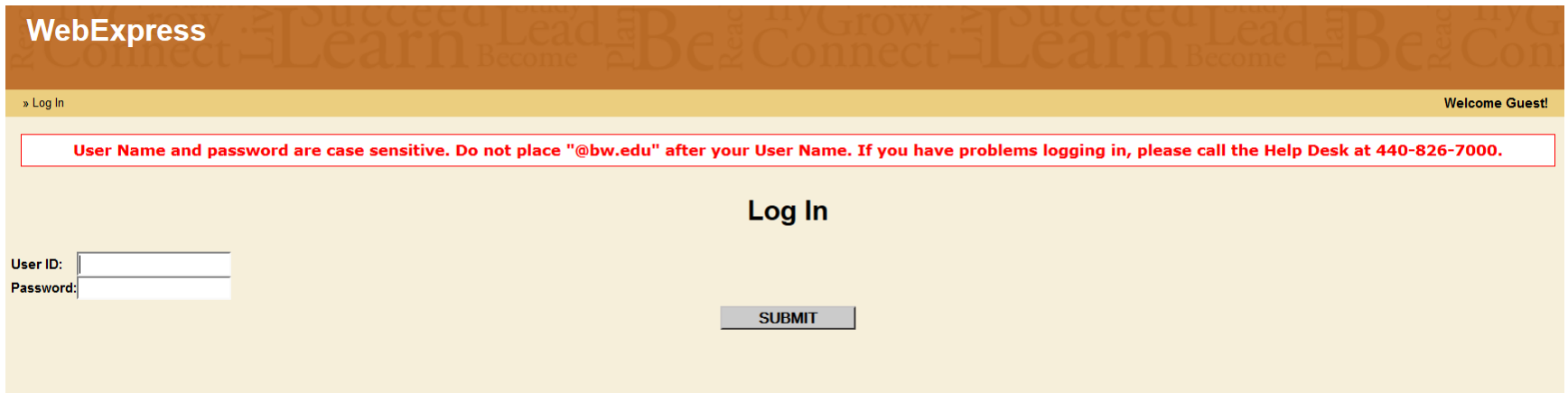




# How to Register with **WebExpress**

# STEP 1: Log-In and click submit

- Go to <https://webadvisor.bw.edu/> and Log-In using your BW user ID and password.



The screenshot shows the WebExpress login interface. At the top left, the text "WebExpress" is displayed. Below it, there is a navigation bar with "» Log In" on the left and "Welcome Guest!" on the right. A red-bordered box contains the following text: "User Name and password are case sensitive. Do not place "@bw.edu" after your User Name. If you have problems logging in, please call the Help Desk at 440-826-7000." Below this box, the text "Log In" is centered. On the left side, there are two input fields: "User ID:" and "Password:". A "SUBMIT" button is located at the bottom center of the form area.

# Registration Options

- Under the “**Registration**” heading there are several different options you can select:
  - **Search for Sections**
    - Look at all offered sections, only
  - **Register for Sections**
    - Search and select sections to add to your “Preferred Sections” queue
  - **Register and Drop Sections**
    - Takes you directly to your “Preferred Sections” queue

## STEP 2: Register for Sections – Express Registration

- **TIP:** If you already know the course(s) you want to schedule, click **Register for Sections** and then select the “**Express Registration**” option (see below).
- When using Express Registration, enter the **EXACT** subject, course number, and section number, then click submit to add the course(s) to your preferred list. This is the **quickest way** to add classes to your **Preferred Section** queue.

### Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Register from my Graduation Plan](#)

Use this option if you would like to register from your Graduation Plan.

**[Express registration](#)**

Use this option if you know the exact **subject, course number, and section** (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MTH\*100\*S01 or Synonym 42765).

[Register for previously selected sections](#)

Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

OK

# Express Registration Screen

**Express Registration**

Synonym Subject		Course Number	Section Number	Term

**SUBMIT**

## STEP 2: Register for Sections – Search and Register for Sections

- **TIP:** Use **Search and Register for Sections** to look-up courses you want to register for

1) Narrow your search by entering information in multiple fields

- The term **or** the start and end dates are required.
- Click **submit** to view the results

2) To add a course to your **Preferred Sections** queue, click the  box next to the appropriate section and click **submit** at the bottom of the page.

Term

Starting On/After Date  Ending By Date

Select Open Sections Only?

Subject	Course Level	Course Number	Section
<input type="text" value="Mathematics"/>	<input type="text" value="100 Level"/>	<input type="text" value="136"/>	<input type="text" value="S01"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Credits Greater Than or Equal To  Credits Less Than or Equal To

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s)

Location/Format  Academic Level

Core Requirement  Instructor's Last Name

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Fall Semester 2014	Open	MTH-136-S01 Appl College Math	Berea Campus	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Math & Computer Science, Room 146	S. Sikorski	25 / 27	3.00	

# STEP 3: Preferred Sections

- Preferred Sections is your class queue, i.e. classes you selected from Express Registration or Search and Register for Sections
- You can register or drop classes from your schedule on the Preferred Sections screen
- Select an “Action” for each specific course or one action for all sections, then click **submit** to finalize your schedule
  - You can only use “Action for ALL Pref. sections” or specify Actions for each section, not both!
- To “Drop” classes from your schedule click the ✓ box next to the appropriate section and click **submit** at the bottom of the page.

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Remove from List ▼	Fall Semester 2014	ENG-131-S01 Wksp Expo & Argument	Berea Campus	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Marting Hall, Room B9	A. Cole	15 / 15	3.00	
Register ▼	Fall Semester 2014	MTH-136-S01 Appl College Math	Berea Campus	08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Math & Computer Science, Room 146	S. Sikorski	25 / 27	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available  
PART Complete only available ▼

SUBMIT

# Important Features of Preferred Sections

- Putting a class in Preferred Sections queue does **NOT** mean you are officially registered for the course!
  - You must manually select an **Action** for the section(s) on your queue.
- You can drop classes online using WebExpress **through** the first week of the semester **only**.
- After the first week, all Drops are processed by the Registrar's Office when an Add/Drop form is received from the student.
- **You will not be able to drop all of your sections on Preferred Sections.**
  - Full Withdrawals need to be processed by filling out the "**Withdrawal/Leave of Absence**" form on WebExpress.



# Important Features Continued

- Classes can be added on WebExpress through the designated add date.
  - The Academic Calendar specifies the deadlines to add Mini-A, full semester and Mini-B classes.
- If sections become full, you will not be able to register for them via WebExpress and must complete a Closed Class form with the appropriate signatures.
- You can Remove closed classes from your queue by selecting “**Remove from List**” in the **Action** drop down to the left of the section and then clicking submit at the bottom.

# Quick Hints

- After making your selections, be sure to click **submit** at the bottom of the page!
- If “Registration” for a course fails, the reason will appear at the top of the screen.
- Enter section numbers correctly:
  - **S01**: the “0” is a zero.
  - Anything with an “**E**” in the section number is specifically for Evening/Weekend students.

# Quick Hints

- Day Students interested in adding an Evening Section need an Add/Drop Form signed by the Adult and Continuing Education Department **UNLESS** it is a business course.
  - All Evening Business sections need Ann Conrad's approval on the Add/Drop form for Day student's to add the class.
- WebExpress registration is a different way to register separately from your Grad Plan.
  - For help with registration from your Grad Plan, please contact **Academic Advising** at (440) 826-2188.
- Make sure to Log-Out when you're done.

# Questions about Registration?

- If you have any questions contact us!
- **Registration and Records**
- Phone: (440) 826-2126
- E-mail: [webregis@bw.edu](mailto:webregis@bw.edu)

**Questions about your Grad Plan? Contact Academic Advising!**

- Phone: (440) 826-2188

*For important reminders and updates, like us on FaceBook!*

*Search:*

Baldwin Wallace Registration & Records