

# Step 1: Log-In then click on SUBMIT

**WebExpress**

Current Students Welcome Guest!

**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.**

**Log In**

User ID:

Password:

**SUBMIT**

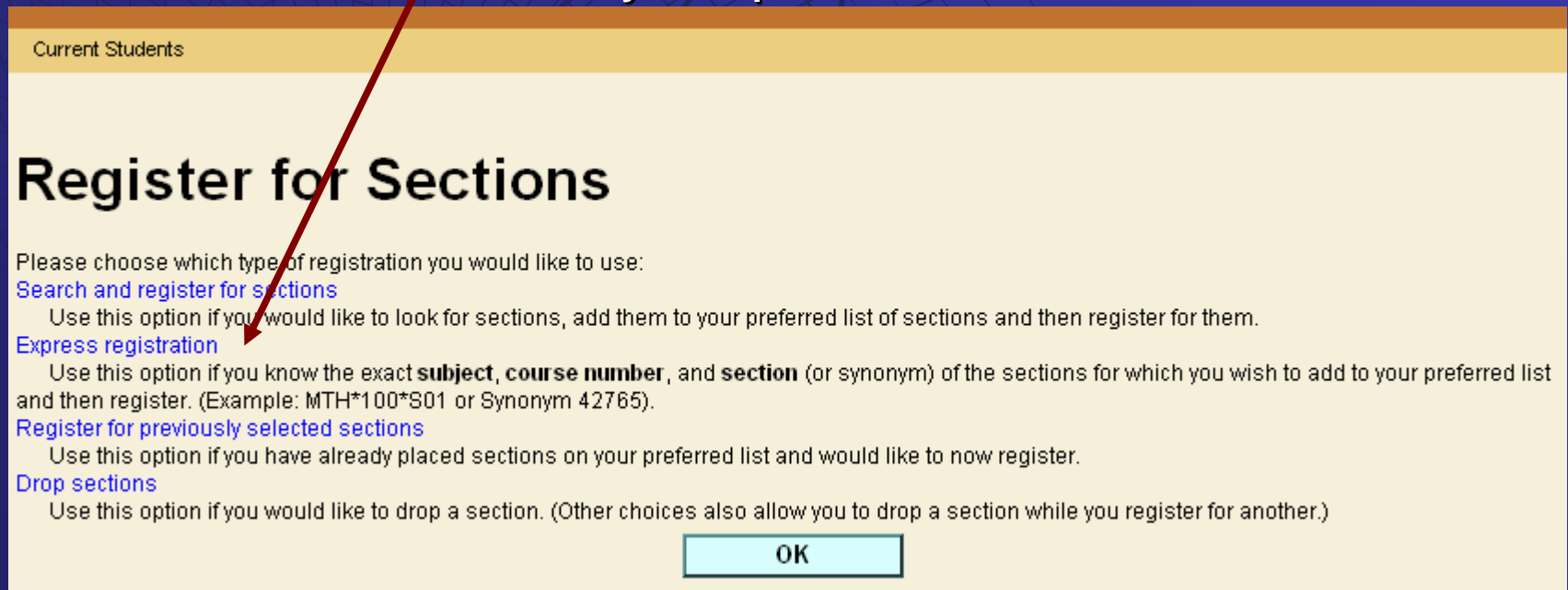
# Important Features of “Preferred Sections”

- ◆ When selecting classes, you must first add a class to the **Preferred Sections**.
- ◆ ***NOTE:** Putting a class in a Preferred Section does not mean that you are registered for the class.*
- ◆ You must move each section from the **Preferred Section** to registration by indicating an action in the drop down box for each section.
- ◆ Sections unavailable must be removed from **Preferred Section List** before any registration of remaining sections may be processed.
- ◆ Resubmit revised list to register remaining sections on **Preferred List**.

# Step 2

Click on “**Register for Sections**” (under the “Registration” Menu)

TIP: If you already have your courses selected from the schedule, the fastest way to complete your registration is to click on “Express Registration,” -- make sure you have the EXACT subject, course number, and section available to add to your preferred list.



Current Students

## 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.
- [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

# Step 2 continued....

If you need to look up course sections to add to your  
“Preferred Sections,”

Click on **“Search and Register for Sections”**  
(under the “Registration” Menu)

Current Students

### Search/Register for Sections

Term

Starting On/After Date  Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>

Sections Meeting After   Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

Location   Academic Level

Instructor's Last Name

# Step 3 – Preferred Sections

## Register and Drop Sections

**IMPORTANT:** You will be provided with an acknowledgement screen of your transactions **-no email will be sent.** To register for sections, select an action from the "Action for All Pref. Sections" drop down box and hit submit. You may also select actions for each individual section in your "Preferred Sections" list and hit submit. More help on this new registration process can be found by [Clicking Here](#).

Name Test O. Student

Action for ALL Pref. Sections (or choose below)

### Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text"/>	Summer Semester 2006	ART-102IF-AE1 Art Appreciation	Baldwin-Wallace College	05/15/2006-07/07/2006 Lecture Tuesday 06:15PM - 09:30PM, Marting Hall, Room 114	D. Michitsch	35 / 35	3.00	
<input type="text"/>	Summer Semester 2006	HIS-151-A01 History of U.S. I	Baldwin-Wallace College	05/15/2006-07/07/2006 Lecture Tuesday, Thursday 01:00PM - 03:30PM, Marting Hall, Room 104	S. Siry	25 / 25	3.00	
<input type="text"/>	Summer Semester 2006	HIS-260IP-A01 World Since 1960	Baldwin-Wallace College	05/15/2006-07/07/2006 Lecture Monday, Wednesday 01:00PM - 03:30PM, Marting Hall, Room 104	C. Evans	25 / 25	3.00	
<input type="text"/>	Summer Semester 2006	MTH-111-A01 Mth Elem/Mid Tchr I	Baldwin-Wallace College	05/15/2006-07/07/2006 Lecture Monday, Wednesday, Friday 08:30AM - 11:00AM, Math & Computer Science, Room 149	R. Little	20 / 20	4.00	

### 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.					

This is your registration shopping cart.


You can also DROP a class that you are currently enrolled in.

Be sure to click the **Submit** one time only. If you click twice, you will have to start at the beginning.

# **IMPORTANT - Step 4**

- Print the acknowledgement screen of your schedule
- Make an appointment with your Advisor
- Take your program evaluation and schedule acknowledgment to your Advising appt. for final approval and signature.

## Quick Hints:

1. After making a selection on a screen, scroll to the bottom of the screen and click . Only hit submit once—be patient.
2. If “Registration” for a course fails, the reason will display at the top of the screen.
3. Make sure to “Log Out” when you are finished!
4. Make sure to enter section numbers correctly (S01 – the 0 is a number, not the letter “O”; BW1 – the 1 is a number, not the letter “l”).
5. When entering the instructor name, enter the last name only.

Registration questions should be directed to a special email account or telephone hot line:

Day Students	<a href="mailto:webreday@bw.edu">webreday@bw.edu</a>	826-8032
Evening/Weekend Students	<a href="mailto:webregis@bw.edu">webregis@bw.edu</a>	826-8033
MBA Students	<a href="mailto:webremba@bw.edu">webremba@bw.edu</a>	826-2127

**To exit this presentation, close your browser by clicking on the X box in the upper right corner.**