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.
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.

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**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 42785).

- **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.)

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# Express Registration Screen

## Express Registration

<table>
<thead>
<tr>
<th>Synonym</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Term</th>
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</thead>
<tbody>
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</table>

[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.
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.

<table>
<thead>
<tr>
<th>Action for ALL Pref. Sections (or choose below)</th>
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</thead>
<tbody>
<tr>
<td><strong>Remove from List</strong></td>
</tr>
<tr>
<td><strong>Register</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/ Capacity</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td>Fall 2014</td>
<td>ENG-131-S01 Wksp Expo &amp; Argument</td>
<td>Berea Campus</td>
<td>08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Marling Hall, Room B9</td>
<td>A. Cole</td>
<td>16 / 15</td>
<td>3.00</td>
</tr>
<tr>
<td>Register</td>
<td>Fall 2014</td>
<td>MTH-136-S01 Appl College Math</td>
<td>Berea Campus</td>
<td>08/25/2014-12/12/2014 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Math &amp; Computer Science, Room 146</td>
<td>S. Sikorski</td>
<td>25 / 27</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Current Registrations**:

- **Drop**
- **Term**
- **Pass/ Audit**
- **Section Name and Title**
- **Location**
- **Meeting Information**
- **Faculty**
- **Credits**
- **CEUs**

If one of my choices is not available, PART Complete only available.
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

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