

## Registering on BadgerWeb, when course number and section is known

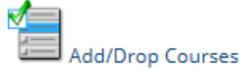
1. Log into BadgerWeb

User Name:  Password:

2. Click on the Registrar Tab



3. Scroll down to the bottom, click Add/Drop Courses



4. Change the Term to the one you want to register for



5. Select "Add by Course Code"

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	1.	<input type="text"/>	Course Code:	2.	<input type="text"/>
	3.	<input type="text"/>		4.	<input type="text"/>
	5.	<input type="text"/>		6.	<input type="text"/>

6. Input the course that you desire. Use the format "CHM101-01". (No spaces and case is irrelevant.)

Course Code:	1.	<input type="text" value="CHM101"/>	Course Code:	2.	<input type="text"/>
	3.	<input type="text" value="CHM101-01"/>		4.	<input type="text"/>
	5.	<input type="text" value="CHM101-02"/>		6.	<input type="text"/>

You may enter up to 6 courses at one time.

7. Click the "Add Course(s)" button.

## Registering on BadgerWeb, when the course section is not known

1. Choose "Course Search".

Add by Course Code
**Course Search**

Title: Begins With

Course Code: Begins With

Term: FA 2017

Department: All

Course Program: All

Search
More Search Options

2. Leave all settings as they are, and search in the Course Code box only. The following example will return all 100 level Chemistry classes.

Course Code: Begins With

3. Check on the box beside the course that you want and click the "Add Course(s)" button. If you wish to register for more than one class that show in your search, you may check more than one box.

Courses										
Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date	
<input type="checkbox"/>	CHM101-01	CHEMISTRY & LIFE PROCESSES	Staff	1/35	Reopened	TR 8:00 - 9:15 AM; MAIN Campus, Deignan Hall/Chemistry , Classroom	3.0	08/21/2017	12/08/2017	
<input type="checkbox"/>	CHM101-02	CHEMISTRY & LIFE PROCESSES	Staff	-1/33	Closed	TR 9:25 - 10:40 AM; MAIN Campus, Deignan Hall/Chemistry , Classroom	3.0	08/21/2017	12/08/2017	

### Comments and Notes:

1. Anything showing under the "Your Schedule (Registered)", you are registered for. There is no "Save" or "Finalize".

Your Schedule (Registered)									
Drop	Swap	Title	Title	Schedule	Location	Credits			
<input type="checkbox"/>	<input type="radio"/>	SAS102-01	NEW STUDENT SEMINAR	M 12:15 - 1:05 PM	MAIN Campus Quinlan Hall 129	0.00			

2. Watch for messages.

● Messages

CHM101-02 Added

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

**ENG123-01**

Course Info:

Error: There are no seats available in this section.

Resolution: If there are other sections of the course, you can attempt to add one that is not yet full (Check for other sections) . Otherwise, use the [Course Search](#) to find a different course.

OK

Clear All Alerts

3. Do not use the browser "Back" button, or the "Enter" key. I.e. *click* the "Search" button, do not hit enter.