



## School of Graduate Studies

**A Higher Degree of Excellence.**

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### Online Course Registration

#### User Log In:

1. Go to Bridgewater State College's homepage at [www.bridgew.edu](http://www.bridgew.edu).
2. Under *Quicklinks* on the left side, click **InfoBear (grades, etc.)**.
3. Click **Registration & Student Information** in the lower right hand corner of the page.
4. Enter your *User Identification Number* (Banner ID# or Social Security#).
5. Enter your *Personal Identification Number* (PIN).
6. Click **Login** when finished.

#### Main Menu: *Personal Information* and *Student & Financial Aid*

1. For course registration, click **Student & Financial Aid** (*Admissions, Registration and Student Records*).
2. Click **Registration**.

#### Course Registration: *Select Term, Add or Drop Courses, Look up Classes, Week at a Glance, Student Detail Schedule, Update Student Term Data*

1. Select term (**ex. 2007 spring**).
2. Click **Submit**.
3. Select **Add or Drop Classes**.

#### Add or Drop Classes:

1. Obtain the **CRN** (Course Reference Number) of your desired class from your course schedule book. The **CRN** is a five digit number located in the second column between the *class section code* (i.e. BIOL 199-001) and *course level* (i.e. U or G).
2. Enter the **CRNs** (one CRN per box) in the boxes and click **Submit Changes**.

### Current Schedule:

1. The new screen that appears should show one of the following options under the *status* column (leftmost side):
  - a. **\*\*Web Registered\*\* on Month, Day, Year** – the course you wanted was available and you were successfully registered in it.
  - b. **\*\*Closed Section\*\*** – the course you wanted is no longer available.
  - c. **\*\*Preq & Test Score Error\*\*** – a prerequisite is required in order to take this course.
  - d. **\*\*Time Conflict\*\*** – this course conflicts with another course (same time).
  - e. **\*\*Level Restriction\*\*** – this course is restricted to a certain classification level (master's, CAGS, etc.).
  - f. **\*\*Repeat Count Exceeds 0\*\*** – this course was taken previously.
  - g. **\*\*Maximum Hours Exceeded\*\*** – graduate students may only take 15 credit hours.
  - h. **\*\*Program Restriction\*\*** – students must be matriculated and/or accepted into a specific program
  - i. **\*\*Major Restriction\*\*** – students must be matriculated in a certain major.
2. Verify that the course you are registered for is the correct course and time.
3. If this is not the course you wanted, select **Drop** from the dropdown box under the *Action* column and click **Submit Changes**.
4. When your schedule is complete, click on **Student Services & Financial Aid** (top of page), then **Registration**, then **Student Detail Schedule**. This will show your detailed schedule. Click on File (top left), select **Print**, and then click **Print** again to print your schedule.
5. You may **a)** click **Return to Menu** at the top right of the page to return to the main menu, or **b)** click **Exit** at the top right of the page to log out of InfoBear and end your session.

For assistance, please contact the Registrar's Office at 508.531.1231.