

BADGER WEB REGISTRATION INSTRUCTIONS

1. **Logon** to “*snow.edu*”
2. **Click** “*Academics*”
3. **Click** “*Badger Web*”
4. **Log on** = type in your “*Username and Password*”
(When a student account is created an email with the students username and a link to create a password).
If you have forgotten your username or password you can go to username.snow.edu and password.snow.edu
5. **Click** “*Login*”
6. **Click** “*Student Services,*”

WHEN YOUR REGISTRATION DATE ARRIVES

7. **Click** “*Registration*”
NOTE: You may be asked to do a survey to select your major. Select the area that most closely matches your interests.
8. **Click** “*look-up Classes to Add*”
9. Select the Correct Semester “(ex. Fall 2016)”
10. **Click** “*Advanced Search*”
11. **Select** “*Subject (highlight all subjects for a complete class list) & Campus, and you can select other specific information to limit the search results*”
12. **Click** “*Section Search*”
13. Find the **CRN**, *class, section, time*
NOTE: Click on the CRN to review the course description and note if there are CLASS FEES.
14. **Click** the box next to the CRN(s)
15. **Click** “*Register*” (at the bottom of the page) and the class will be added to your schedule

IF THE CLASS IS FULL/CLOSED

After you click *Submit Changes* you will see the classes you are registered for and the class that has a wait list will have a *drop down* next to it; click *wait list*.

When someone drops the class and you are number one on the wait list you will receive an email and you will have 24 hours to register for the class.

TO MAKE CHANGES TO YOUR SCHEDULE

Follow instruction **1 – 8** note the **CRN** then go back to “*Registration*” and Select “**add/drop classes**”, at the bottom of the screen type the CRN(s) # in the box(s) and click *Submit*.