BADGER WEB
REGISTRATION INSTRUCTIONS

1. **Logon** to “snow.edu”
2. **Click** “Academics”
3. **Click** “Badger Web”
4. **Log on** = type in your “Badger/Student ID”
   “pin # 6-digit Birthday (mmddyy)”
   (The first time you log in you will be prompted to change your pin (minimum 6-digits and can be numbers, letters or combination). You will be asked to create a “security question & answer”)
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**.