## How to Register for Fall 2023 courses -

Due to the increased availability of courses for online students, CRN #'s will no longer be provided. Students will still register for classes through their BadgerWeb account but will need to search for the online sections. Follow these steps to register:

- 1. Login to BadgerWeb.
- 2. Choose the "Student" tab.
- 3. Click "Registration".
- 4. Click "Register for Classes".
- 5. Choose the semester from the drop-down menu, then continue.
- 6. Click in the box to the right of the word "Campus".
- 7. Choose "Online" and click Search.
- 8. All online sections of courses will be listed.
- 9. When finding the desired course, click "Add".
- 10. Added courses will appear in the botton right Summary box.
- 11. "Submit" must be clicked in order to successfully register for the course(s).

<u>Waitlisting</u>: If desired courses are already full, an error will appear in the Summary status column that says "Errors Preventing Registration". Click the drop-down menu in the "Action" column and choose "Waitlist" and submit again. When a space becomes available in the section, the student in the first position on the waitlist will receive a notification in their students.snow.edu inbox. The student has a window of just 24 hours to go back into BadgerWeb to officially add the course.

\*It's important for Early College Online students to put themselves on the waitlist for their desired courses and then check their student email inboxes **DAILY**. This is how the academic affairs and registration offices will know what courses are in high demand and then work toward increasing capacity and/or creating additional course sections.