

Web Registration Instructions

To Search for Classes:

1. Login to MyBethel > Academics > Look Up Classes (In Registration box under Undergrad Student Registration)
2. Select Browse Classes.
3. Select the term (Interim or Spring 2018 – CAS)
4. Select at least one subject. You can narrow down your search by choosing other options. To find specific General Education courses, you can search on the category labeled Attribute Type.
5. Click on Search.
6. Write down the CRN (Course Registration Number) of sections you would like to take.

To Register for Classes:

1. Login to MyBethel > Academics > Add or Drop Classes (In Registration box under Undergrad Student Registration)
2. Click Register for Classes
3. Select the term that you are registering for (Interim or Spring 2018 – CAS).
4. Click Enter CRN's and add the CRN's for the courses that you would like to register for.
 - a. If you do not know the CRN number of the section you would like to add, you will need to look it up. Click on Find Classes and follow the steps 3-5 from "Searching for Classes" (above).
 - b. If the section is available, you can click "Add" on the far right of the section.
5. Submit Changes at the bottom of the screen.

To Waitlist for Closed Classes:

1. Follow steps 1-4 immediately above. You will need to type in the CRNs for classes you'd like to waitlist (Step 3).
2. You will see a "Registration Add Error" message and one of the following Waitlist messages for the Status:
 - a. You will see the word "Closed," the number of students currently on the waitlist, and the word "Waitlisted." The course is full. There is room on the waitlist. You **can add** yourself to the waitlist.
 - b. You will see the words "Open – Reserved for Wait List." This means there is a waitlist and the first student on the waitlist has been notified and is in the 48-hour period to register. You **can add** yourself to the waitlist.
 - c. You will see the words "Closed – Waitlist Full." The course is full and the waitlist is full. You **cannot currently add** yourself to the waitlist. The waitlist will only open if a student in the course drops the course, or someone on the waitlist takes themselves off.
3. **If the waitlist is not full:** Under the Action area, click on the drop down area, and select "Waitlist" if you want to add yourself to the waitlist. Then click on "Submit Changes." If the changes were submitted successfully, you will see under your Current Schedule "Waitlist on [date you waitlisted]."

What Waitlisting Means and How It Works:

- Once a course is full, student can put themselves on a waitlist for the course.
- At or after your registration time, you can put yourself on a waitlist. Waitlisting is first-come, first-served.
- If you have not met prerequisites or other most registration restrictions for a course, you will receive an error message and will not be able to get on the waitlist.
- You cannot join a waitlist if you have a registration hold.
- If you are on a waitlist, the credits for that course do not count toward the total number of credits for which you are registered.
- If the waitlist maximum has been met, then no other students can join the waitlist.
- You can waitlist for multiple different courses.
- You can waitlist for multiple sections of the same course.
- You can waitlist for a course that has a time conflict with another course in which you are currently registered. However, if a seat becomes available in the course, and you want to register for it, you will have to resolve the time conflict with the other course in order to register for the course for which you were waitlisted.
- You can waitlist for a course without being registered or waitlisted for its corequisite(s). However, if a seat becomes available in the course, and you want to register for it, you will also need to register for the corequisite course(s).
- If a seat becomes available in a course, the first student that is on the waitlist will be notified via their Bethel email address and will have 48 hours from the time the notification is sent to register for the course.
- Being on a waitlist does not guarantee a seat in the course.
- You can join a waitlist until the last day to add/drop a course for the term.

To Drop Classes (including Waitlisted Classes)

1. Login to MyBethel > Academics > Registration Tools > Add or Drop Classes (In Registration box under Undergrad Student Registration)
2. Click Register for Classes
3. Select the term.
4. Your classes will be listed. Next to each class is an Action box. This Action box will allow you to Drop or Withdraw from a class if the deadlines have not passed.*
5. Click on the down arrow next to the Action box, and select the appropriate action to be taken.
6. Submit Changes at the bottom of the screen.

***If you are dropping your last (or only) class, the computer system will NOT allow you to do it.**

NEW: For Interim only, you are now able to drop your last interim course in order to register for another interim course.

To drop your last course when you are not planning to add others, you need to go to the Student Life Office to drop your last (or only) class and *Officially Withdraw* from Bethel.