

Preparing for Fall 2020 Registration

Registration Dates:

<i>(Registration opens at 6am)</i>
Monday, April 27th - Honors, Fall/Winter Athletes, and AVSC Flight students
Wednesday, April 29th - Sophomores (24-53 Credits)
Thursday, April 30th - Freshman (0-23 Credits)

Important Info:

- You **MUST** meet with your advisor to be cleared for registration **BEFORE** the registration dates. **You will not be able to register for classes until you are cleared by your advisor.**
 - If you are advised in the AAC, you can schedule an appointment with your advisor via bridgew.accudemia.net. We recommend meeting **between April 6th-April 24th**.
 - If you are advised outside the AAC, you can find your advisor's email in DegreeWorks.
 - Be sure to be prepared with your [Course Registration form](#) completely filled out with the classes you plan to take in Fall 2020 as well as back-up options.
- **Check on holds** and resolve holds prior to your registration date
 - Holds can be checked on your DegreeWorks where you see your GPA, advisor, and basic information.
- If you are a first-semester freshmen, you must complete Registration Basics. Check your email
- CRN stands for Course Registration Number, it is a 5-digit number unique to each course.

How to register in InfoBear:

- Step 1: Go to InfoBear (<https://infobear.bridgew.edu/>), and click "Enter Secure Area" to Log on.
- Step 2: Select "Student"
- Step 3: Select "Registration"
- Step 4: Select "Add or Drop Classes"
- Step 5: In each box enter the 5-digit CRN

Example:

91234	94321	92143	93241	93322
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- Step 6: Press "Submit" – After you press submit and all classes go through, you're all set! If you get an error message (i.e. a class is full), type in a back-up section CRN #.

Note: It sometimes takes a few minutes for the page to refresh after clicking "Submit." Once the page refreshes, check to see which classes are registered and if any did not go through.

Pro Tips!!!

- Save yourself the sleep! Just set an alarm for before 6am (around 5:45am).
- Have your laptop charged and ready for the morning.
- Have your CRNs ready so you can just type them in and submit.
- Have a backup schedule (or back up CRN's) ready just in case. There is a chance classes will fill up.

Searching for Courses in InfoBear

- Go to the Student Portal: <http://mybsu.bridgew.edu/>
- Click: InfoBear, then log in
- Click: Student
- Click: Registration
- Click: Look up Classes
- Select Term
- Click Advanced Search

To Search for a specific course: (i.e. ENGL 102)

Select the Subject : (ENGL) and Course Number: (102) then click Class Search button.

Class Schedule Search

Subject:

Course Number:

Title:

Schedule Type:

Credit Range: hours to hours

Campus:

To Search for a core requirement (such as First Year Seminar or Humanities):

Select/highlight all subjects and select the attribute you are searching for (i.e. Core: First Year Sem)

Class Schedule Search

Subject:

Course Number:

Title:

Schedule Type:

Credit Range: hours to hours

Campus:

Course Level:

Part of Term:

Attribute Type:

Start Time: Hour Minute

End Time: Hour Minute

Days: Mon Tue Wed Thur

Filling in the Course Registration Form:

Class Schedule Listing

Please be aware that, although book and ISBN information may be available at the time of registration, the book requirements may change. Book re cancellation, change of faculty member teaching the course, etc.

We recommend that you check the website closer to the start of the course to verify the book requirement before making your purchase.

Sections Found

[Writ Rhetorically with Sources - 90382 - ENGL 102 - 001](#)

Levels: Undergraduate
Instructors:
Credits: 3.000

Attributes: Core-Writing II, Day Rate
Schedule Type: Lecture

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	MWF Hart Hall	HRT218 Sep 05, 2018 - Dec 20, 2018	Lecture	Melissa J. Freitas (F)

[View Book Information](#)

[Writ Rhetorically with Sources - 90383 - ENGL 102 - 002](#)

Levels: Undergraduate
Instructors:
Credits: 3.000

Attributes: Core-Writing II, Day Rate
Schedule Type: Lecture

Type	Time	Days Where	Date Range	Schedule Type	Instructor
Class	11:15 am - 12:05 pm	MWF Harrington Hall	HRG213 Sep 05, 2018 - Dec 20, 2018	Lecture	John T. So

[View Book Information](#)

[Writ Rhetorically with Sources - 91957 - ENGL 102 - 003](#)

Levels: Undergraduate
Instructors:
Credits: 3.000

Attributes: Core-Writing II, Day Rate
Schedule Type: Lecture

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	12:20 pm - 1:10 pm	MWF Maxwell Library	LIB204 Sep 05, 2018 - Dec 20, 2018	Lecture	Robin Tierne

[View Book Information](#)

[Writ Rhetorically with Sources - 91959 - ENGL 102 - 004](#)

Levels: Undergraduate

Attributes: Core-Writing II, Day Rate

CRN number: 5 digit number unique to each class section

Course No.: such as ENGL 102, PHIL 111, MATH 110, etc.

Section: such as 003, H01 (Honors section), W01 (web section) letters signify something different about the class

Sample of a Completed Registration Form: *Be sure to have back-up classes/CRN's in case the class you want is full.*

Spring 2019
 Registration/Academic Advising Form

By published deadlines, please submit completed form to: Registrar's Office, Boyden Hall, Room 003, Ground Floor, Bridgewater State University, Bridgewater, MA 02325; Fax 508.531.6101

Enrolled and Admitted Students should consult the full registration schedule available on the Registrar's Office website.

If you have not completed a course within the last academic year (three consecutive terms including the summer session), you must first complete a Reinstatement form through the appropriate Admission Office (undergraduate or graduate) before you can register for courses.

If you have never been enrolled, you must first complete the Admission process through the appropriate Admission Office (undergraduate or graduate) before you can register for courses. This applies to both degree-seeking and non-degree students.

Web or in-person registration is recommended to ensure a space. Although students may register via mail or fax, delays may occur based on staff availability. Banner ID and PIN assistance may be found at <https://services.bridgew.edu/bannerid> by logging in with your BSU e-mail name and password. **NOTE:** Students may NOT register for classes if an outstanding registration hold exists. Students may check for holds by accessing their online student record through InfoBear on the Student Portal.

Payment may be made by credit card or ACH electronic check through the eBill site on the Student Portal. Billing questions should be directed to the Office of Student Accounts at sao@bridgew.edu or 508-531-1225.

Banner ID **OR** Last four digits of your SS# _____
 Date of Birth (mm/dd/yyyy) _____
 (Needed for ID purposes if Banner ID is not known)

NAME (print): CASE JUSTIN
 LAST FIRST MIDDLE
 E-mail: JJCASE@student.bridgew.edu Daytime Phone: _____

REMINDER: Current or former students with a name, address or phone number change must submit a Name Change or Address Change Form. Forms are available at the Registrar's Office website, or in the office.

***Required Section for ALL Degree-Seeking Undergraduate Students**

This form must be signed by your advisor(s) before you register, or web approval must have been granted.

 Advisor's Signature - Major 1

 Advisor's Signature - Major 2

REQUESTED COURSES (If course prerequisites have not been fulfilled at BSU, documentation must also be attached.)

Course No. (Ex. ENGL 101)	Section (Ex. 001)	CRN (Ex. 11111)	Course Title	Days	Times
ENGL 102	004	10628	Writ Rhetorically w/ Sources	TR	9:30-12:45
PHIL 111	008	10244	Fund Logical Reasoning	MW	3:20-4:35
HIST 199	001	10198	1st Year Sem: Hist. of Fashion	MW	10:20-1:35
THEA 110	003	13017	Theatre Appreciation	TR	12:30-1:45
COMM 102	011	11056	Public Speaking	MWF	10:10-11:00