BASIC STUDENT GUIDE TO ONLINE REGISTRATION (2025) (BRONCO WEB)

(NOTE: all screen shots included in this tutorial are from the "TEST" database.)

Table of Contents

To Access Registration 2

Registering for Classes 3

- To Register by CRN 3
- To Register by Schedule Query 5

Registration Errors 7

- Duplicate Registration: 7
- Field of Study Restriction and Instructor's Signature: 7
- Prerequisite Error: 7
- How To Register for LINKED COURSES (ex: Lecture/Lab) 8

How To DROP a Class in Bronco Web 10

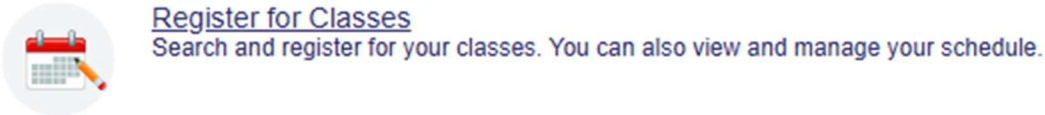
How to Tell if a Class is Full 10

How to Tell if a Class Conflicts with my Schedule 10

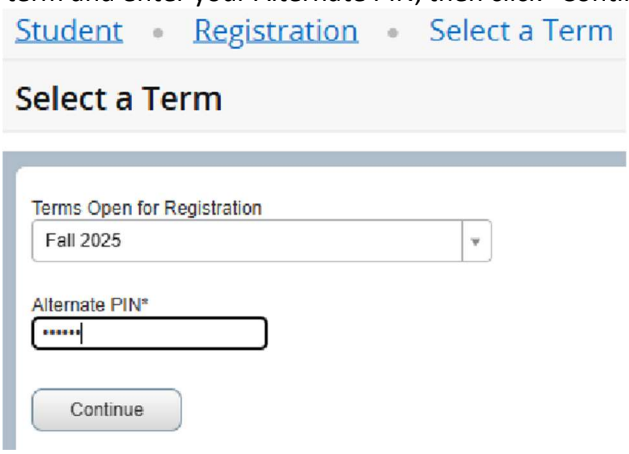
IMPORTANT: BEFORE YOU LOG OUT, ***FINALIZE ALL CHANGES*** 11

To Access Registration

Log in to Bronco Web and click on “Register for Classes”



Select a term and enter your Alternate PIN, then click “Continue”:

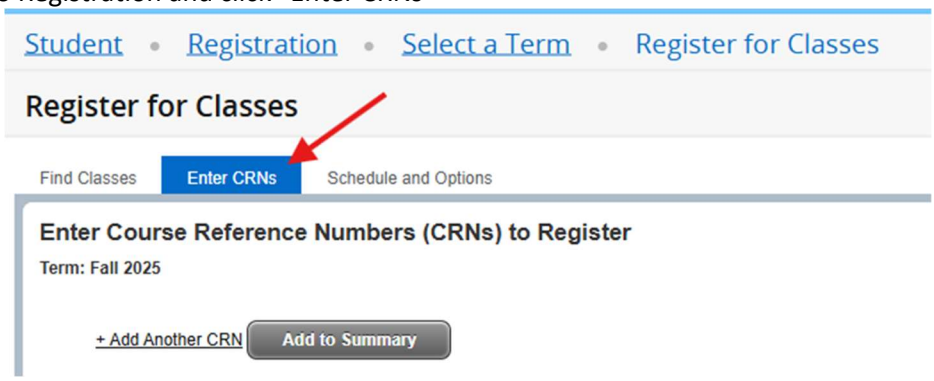


Registering for Classes

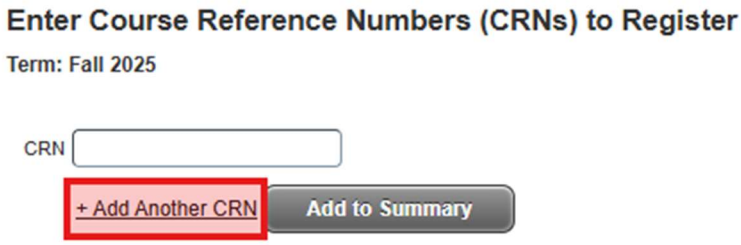
You may search the schedule or enter the CRN of the course directly (if you know it).

To Register by CRN

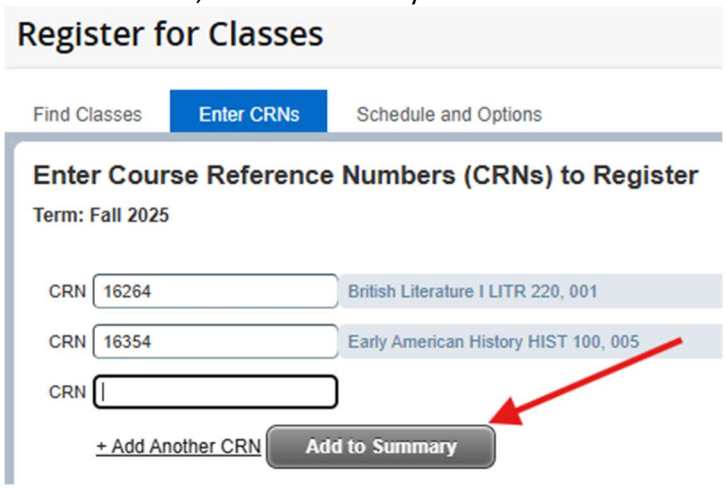
Log in to Registration and click “Enter CRNs”



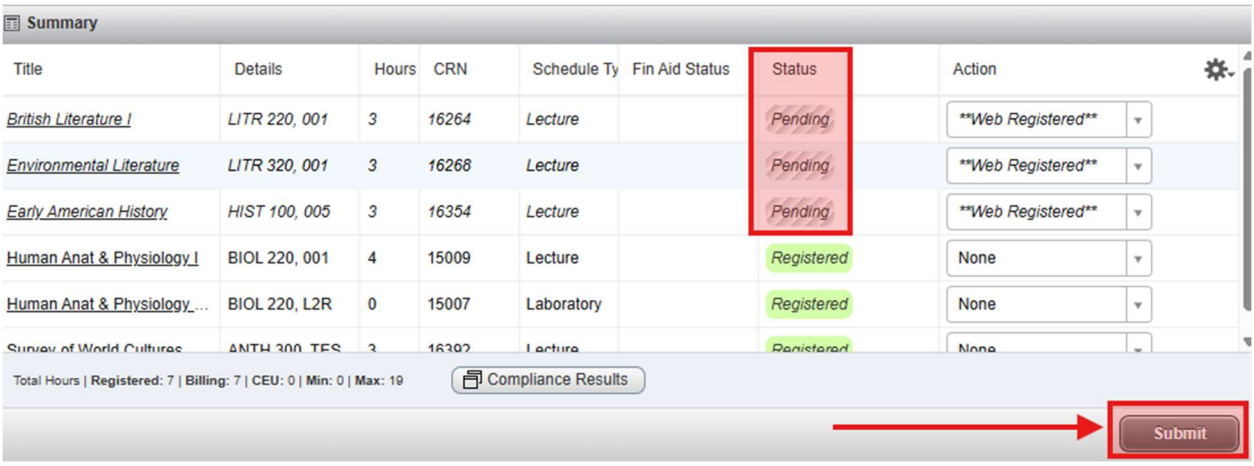
Press the +Add Another CRN text to open a field to enter a CRN (click it for each CRN you wish to add to your schedule):



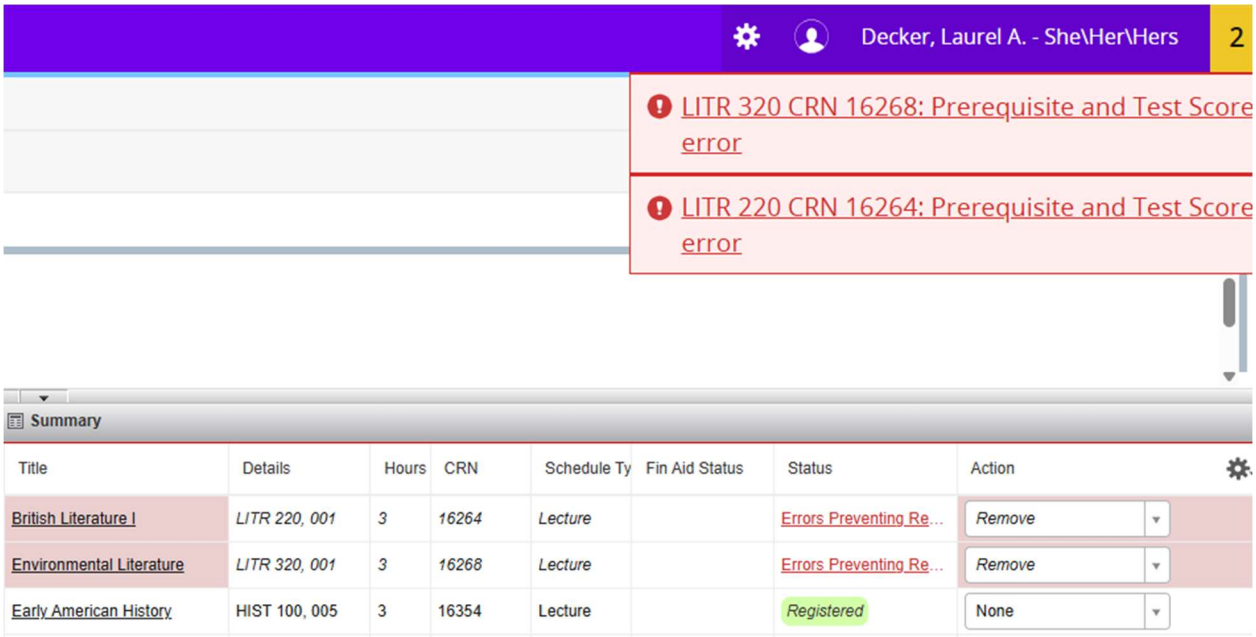
Fill in the CRNs and click, “Add to Summary”



When you’re done, the courses will show in your “Summary” as *Pending* and you need to SUBMIT the changes:



In the above example, the History class was saved, but the Literature courses delivered Prerequisite Errors:

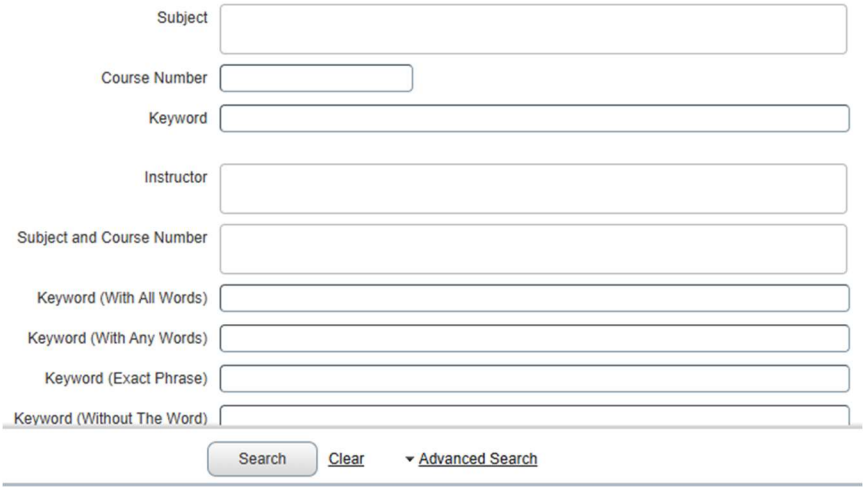


Note that the registration status in the Summary for the courses that gave errors is neither “Registered” nor “Pending.” The student is NOT registered for these courses. To drop these courses from your list, click “Submit” again; the action is pre-set to “Remove.”

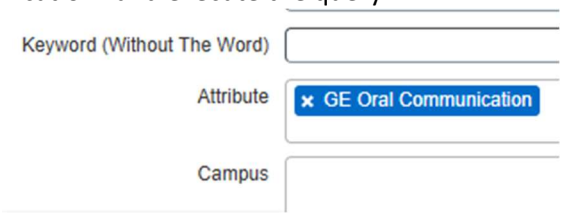
To Register by Schedule Query

Simple Search: You may search by subject, by subject + course number (e.g., “ANTH” or “ANTH + 100”)

Advanced Search: You may search by any combination of subject, course number, instructor, keyword, course attribute, campus, level, building, college/department, instructional method, schedule type, part of term, meeting day(s) and time(s) and more.



If you wish to find a Gen Ed Oral Communication course, search for the course attribute, “GE Oral Communication” and execute the query.



To restart the search, press the green “Search Again” button at the top-right corner

To clear your search parameters and start over, click “Clear” next to the Search button.

When you have chosen a section, press the Add button (all the way to the right-hand side of the table). This will place it in a “pending” status in your course summary.

Summary

Title	Details	Hours	CRN	Schedule Typ	Fin Aid Status	Status	Action
Statistics & Research Methods	ALHT 202, I1R	3	15374	Distance L...		Pending	**Web Registered**

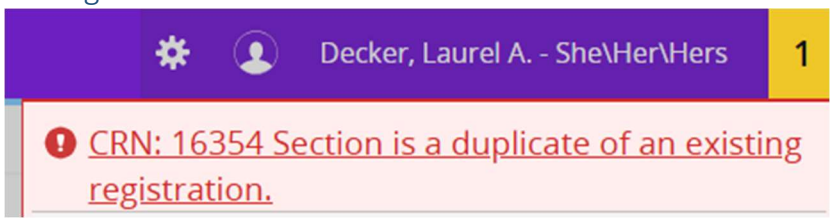
Press “Submit” to confirm.

If registration is successful, the Status will change from Pending to Registered and your Registered Hours will update to include the credits for the added course.

Registration Errors

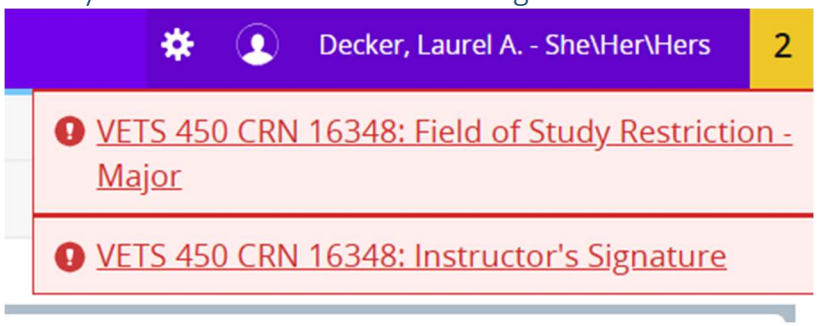
If you are not eligible to register for a course, you will see a Registration Add Error. There are many possible registration errors. The error message will display immediately below your name. Some examples (this is *not* a complete list):

Duplicate Registration:



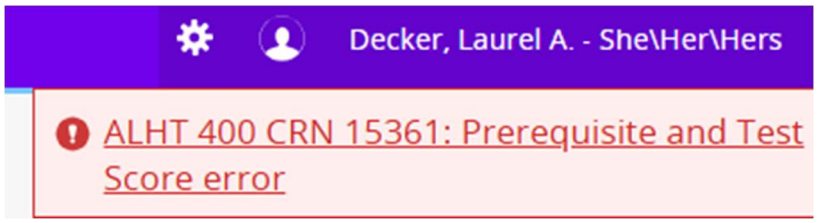
In the above case, the student is already registered for this same course. If the student wishes to switch sections (e.g., ENGL 100 section 2 to ENGL 100 section 4), they must drop section 2 before they can add section 4.

Field of Study Restriction and Instructor's Signature:



In the above case, the student needs faculty approval and is in the wrong major for VETS 450.

Prerequisite Error:

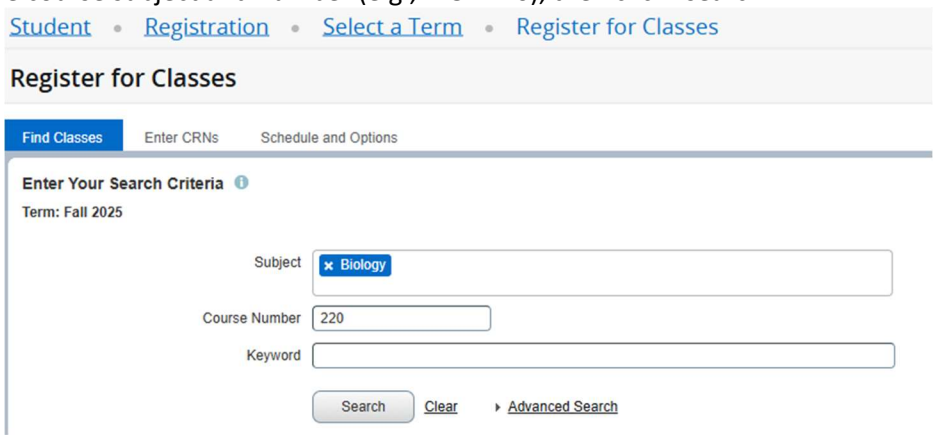


In the above case, the student has not taken the prerequisite course(s). If the requested course is for a K-session (or B-session) course and the student is taking the prerequisite in the J-session (or A-session), they cannot register in Bronco Web.

To override a registration error, you will need to work with your advisor and/or the instructor of the course. You will not be able to register for the course without assistance.

How To Register for LINKED COURSES (ex: Lecture/Lab)

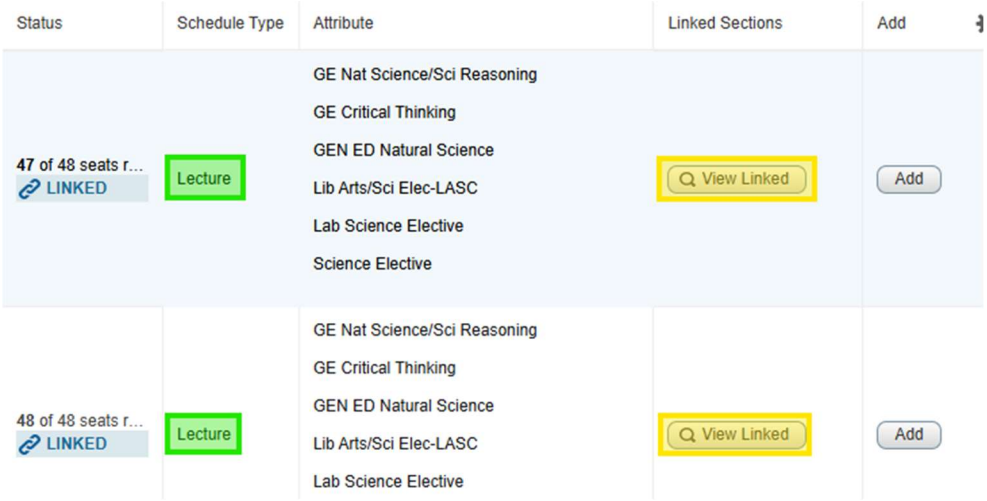
Enter the course subject and number (e.g., BIOL 220), then click “search”



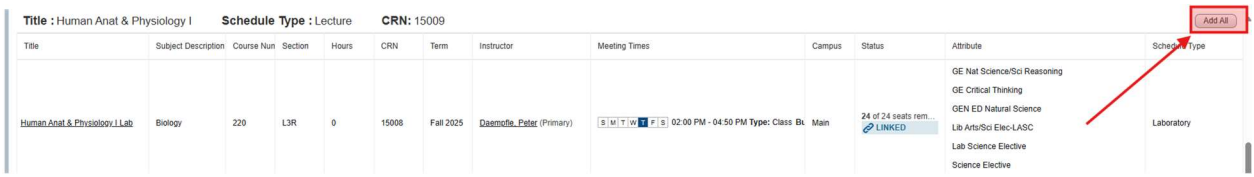
You will be delivered a page that contains the sections of BIOL 220, then below it, you will see your week-at-a-glance schedule at the bottom left and a summary of your class schedule at the bottom right. You can drag the boundaries to make any of these sections larger or smaller.

Each section will show the title, subject, course, credits (hours), CRN, term, instructor, meeting times, campus, status (including if seats are available), schedule type, attribute(s) (if any), and link information. Hovering over an item may display additional information.

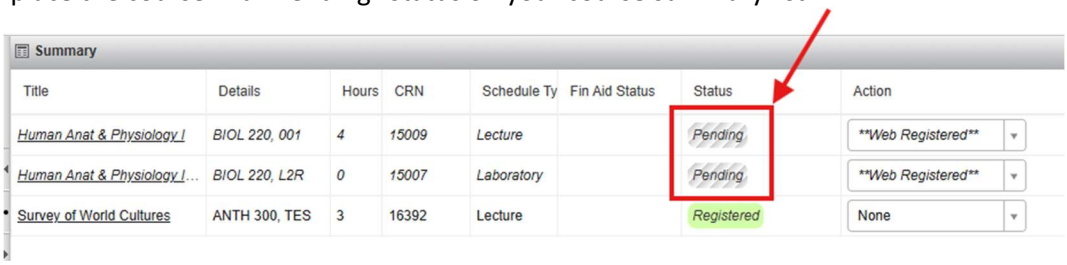
The displayed list will include both lectures and labs. Start by selecting a lecture (you can tell it’s a lecture by the “Schedule Type” column). When you have chosen a lecture, click the “View Linked” button to see which lab sections are tied to the lecture you’re considering (there may be more than one):



At the top right corner of the linked lab, there is a button labeled, “Add All.” This will add both the lecture and the lab (assuming you are eligible to register for this section and there are seats available).

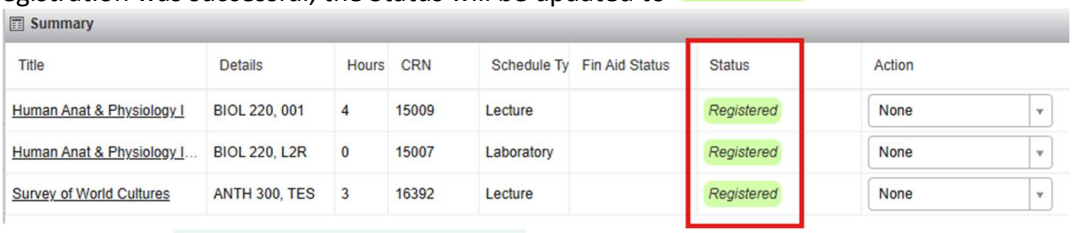


This will place the course in a "Pending" status on your course summary list:



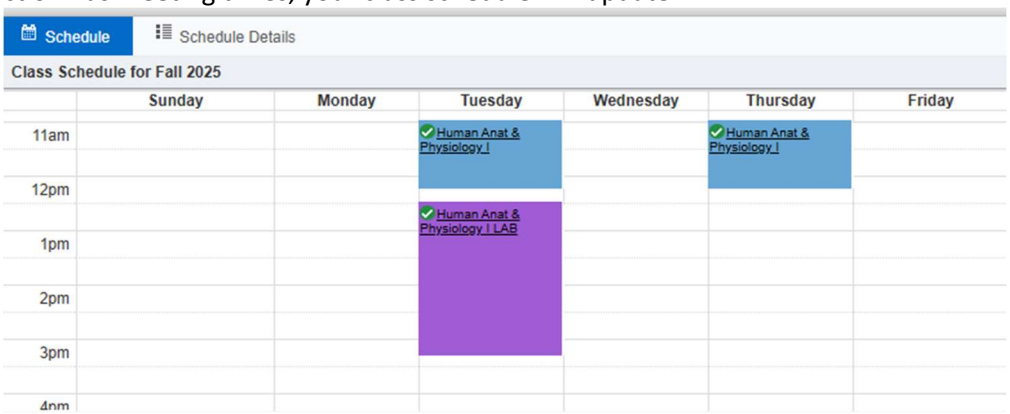
Click "Submit" to finalize and enroll in the class, press the SUBMIT button at the bottom right corner.

If your registration was successful, the Status will be updated to Registered



And you will receive a Save Successful message below your name.

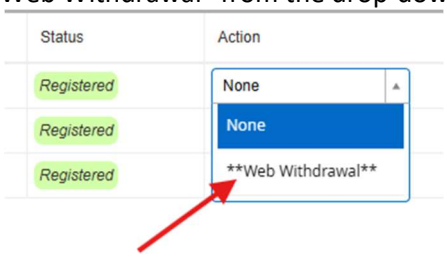
If the section has meeting times, your class schedule will update:



To add additional courses, click on Back To Search Results and then Search Again to start a new query.

How To DROP a Class in Bronco Web

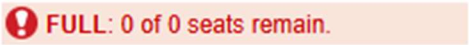
Select “Web Withdrawal” from the drop-down “Action” menu:



Press SUBMIT *twice* to finalize the drop.

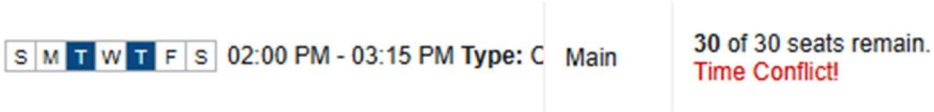
How to Tell if a Class is Full

Under “Status,” instead of the number of available seats, it will say, FULL with an indication of the number of seats remaining (or over-enrolled):



How to Tell if a Class Conflicts with my Schedule

Under “Status,” the message, Time Conflict! will display below the number of available seats:

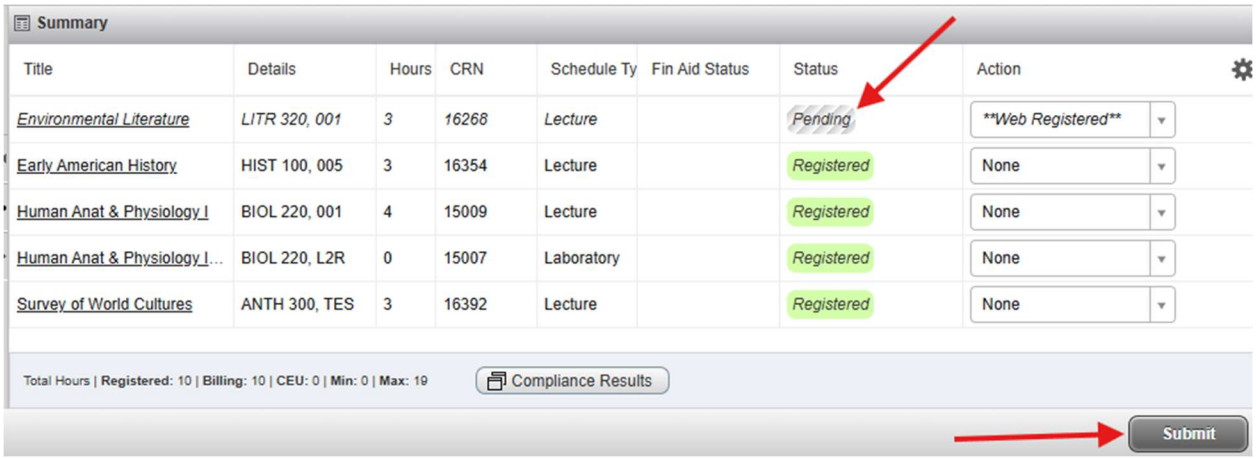


IMPORTANT: BEFORE YOU LOG OUT, *FINALIZE ALL CHANGES*

It is the student's responsibility to confirm that they have registered for the appropriate courses for the term and that the registration has been finalized.

Look at your "Summary" list of courses and ensure that all courses are listed as "Registered."

If anything is still listed as "Pending" or "Remove," you must press SUBMIT to finalize your changes. In this case, the student is not registered for LITR 320.



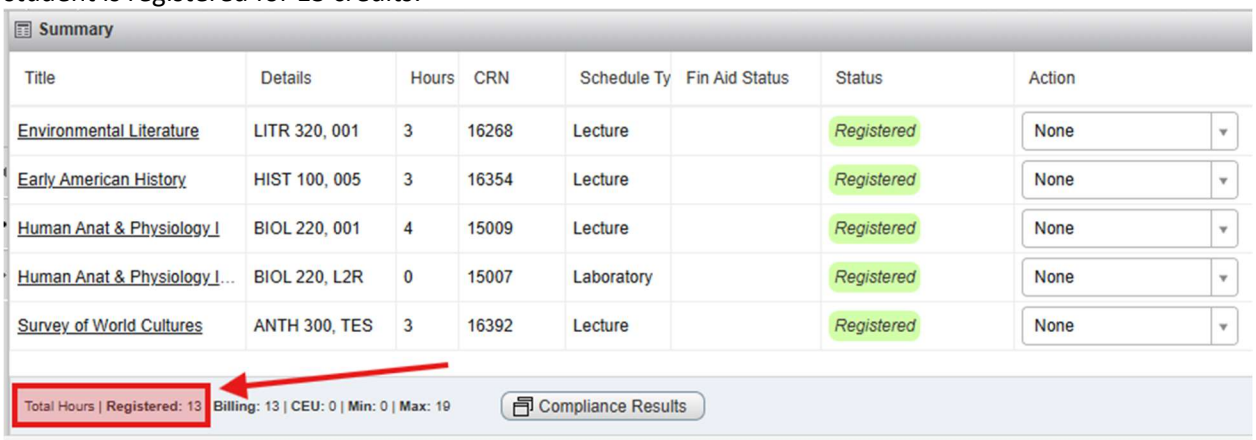
Summary

Title	Details	Hours	CRN	Schedule Ty	Fin Aid Status	Status	Action
Environmental Literature	LITR 320, 001	3	16268	Lecture		Pending	**Web Registered**
Early American History	HIST 100, 005	3	16354	Lecture		Registered	None
Human Anat & Physiology I	BIOL 220, 001	4	15009	Lecture		Registered	None
Human Anat & Physiology I...	BIOL 220, L2R	0	15007	Laboratory		Registered	None
Survey of World Cultures	ANTH 300, TES	3	16392	Lecture		Registered	None

Total Hours | **Registered:** 10 | **Billing:** 10 | **CEU:** 0 | **Min:** 0 | **Max:** 19 Compliance Results

Submit

Once all classes are showing "registered," confirm that you are registered as expected. In this case, the student is registered for 13 credits:



Summary

Title	Details	Hours	CRN	Schedule Ty	Fin Aid Status	Status	Action
Environmental Literature	LITR 320, 001	3	16268	Lecture		Registered	None
Early American History	HIST 100, 005	3	16354	Lecture		Registered	None
Human Anat & Physiology I	BIOL 220, 001	4	15009	Lecture		Registered	None
Human Anat & Physiology I...	BIOL 220, L2R	0	15007	Laboratory		Registered	None
Survey of World Cultures	ANTH 300, TES	3	16392	Lecture		Registered	None

Total Hours | **Registered:** 13 **Billing:** 13 | **CEU:** 0 | **Min:** 0 | **Max:** 19 Compliance Results