

Spring 2008 BRAVEWEB Registration – New Students

1. Any student who does not have an active UNCP student email account must establish a BraveWeb account.

Establish your account at <https://braveweb.uncp.edu/account/start/index.htm>.

Enter the requested information, including your secret code, _____.

2. Consult your assigned advisor. This information is provided in your letter of admission and contact information is available on the “New Student” tab of the Graduate School website at www.uncp.edu/grad. After discussing your Spring schedule, your advisor will give you the “Alternate Pin” needed for registration.

3. Registration Process

Point your browser to: <https://braveweb.uncp.edu>

Login with your username and password

Click on [Banner Self Service](#)

Access the [Student and Financial Aid Link](#)

Access [Registration Link](#)

Click [Look-up Classes to Add](#)

Click [Select Term](#)

Select [Spring 2008](#)

At the prompt for the [Alternate Pin](#), enter the number you received from your advisor or from the Graduate School office if you are a visiting student.

TIPS FOR USING THE CLASS SEARCH (Look up available classes);

- 1) Select the subject. You may select multiple subjects by holding down the ctrl key while clicking on the subjects you wish to view.
- 2) If you search by Subject and Course Number, note that course numbers are now 4 digits. (For example, EDN 550 is EDN 5500 and PAD 562 is PAD 5620)
- 3) You must always select a subject. For example, if you want to display ALL web courses, select the first course in the list, hold down the shift key, scroll down and select the last course in the list. At the ‘[Instruction Method](#)’ link, select ‘[internet \(no meeting times\)](#)’ and click the ‘[Class Search](#)’ icon at the bottom of page.
You may use this functionality to search for all Graduate Level courses, etc.
- 4) If you search by time and days, you must indicate the specific days. Should you click on each day, the search will return no results.
- 5) Always click on the [Class Search](#) icon to see results.
- 6) Under the select heading is a box in which you may click to Register. You also may click on multiple boxes and click [Register](#) located at bottom of page. This will allow you to register simultaneously for linked courses.

Note: Click on the [CRN](#) hyperlink for additional information about the class; next click on the course title to see information about prerequisites and restrictions.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date	Location	Attribute
													Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	10302	ACC	2270	001	MA	3.000	Financial Accounting: Exams are at non-class times. See Dept for details.	TR	09:30 am-10:45 am	30	29	1	0	0	0	Ollie G. Bishop (P)	08/15-12/08	BA 211	

After clicking [Register](#) you will be returned to the [Add/Drop Classes Page](#), scroll down to see registration results. There is a link in the middle of the page. For clarification of the most common error messages, please click [here](#), which will assist you in determining the cause of the error.

After you have registered, you may view your class schedule by clicking on [Student and Financial Aid Link](#). Click [Registration](#), then select [Student Detail Schedule](#)

Note: To view student schedule by day and time, select the [Student Schedule by Day & Time Link](#) instead of [Student Detail Schedule link](#).