BisonWeb Registration

1. Log Into Bison Web
2. Select Student Services
3. Click on the Registration section
4. Click on “Look-up Classes to Add”
5. Select the Fall 2023 (DO NOT choose terms that are listed as nontraditional)
6. Choose a subject and select “Course Search” to see all courses in a subject
   a. From Course Search choose the course you want to see available sections for
7. Choose “Advanced Search” to select options to narrow down your search
   a. Choosing advanced search requires you to choose at least one subject. Once you make your
      selections click “Section Search”

Visit https://howard.edu/registrar/registration for more information on error messages and troubleshooting
8. The search results will show you information about the course such as:
   a. CRN: Course registration Number
   b. Cap: Course Capacity (how many students are allowed to register)
   c. Act: How many students are currently enrolled
   d. Rem: How many seats are remaining
   e. WL Cap: Capacity of the waitlist**
   f. WL Act: How many students are on the waitlist
   g. Sections that are closed will have a “C” under select

9. Select the course(s) you wish to register for

10. If there are any registration errors you will be shown them at the next screen. If your registration is successful, your course registration will be shown under your current schedule

**If a course has a waitlist and the number under Rem (remaining seats) is less than the waitlist, those remaining seats are being held for people on the waitlist to claim. You can add yourself to the waitlist if the waitlist still has capacity, but you will not be able to claim any remaining seats.

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