A. Enter My Grizzly Den:

1. In your Internet browser, go to the Missouri State University-West Plains' website (http://wp.missouristate.edu).
2. Click on My Grizzly Den.
3. Log in with your BearPass Login and password.
4. Click on the My Enrollment tab.
5. Click on the My Adviser link in the Registration channel to view your adviser information. Then use the information to schedule an appointment with your adviser.

B. Review your degree requirements:

1. From the Registration channel click on Degree Evaluation.
   a. Select the term for which you intend to register and click Submit.
   b. Click on Generate New Evaluation.
   c. Select the degree program and term, and click Generate Request.
   d. Select Detail Requirements and click Submit.
   e. Look for requirements which say Not Met. These are degree requirements you still need to fulfill.

C. Check your registration status:

1. From the Registration channel click on Check Your Registration Status.
   a. If you have holds that prevent registration, review the holds by clicking on the View Holds link at the bottom of the screen. Please contact the appropriate office to settle any holds on your record.
   b. For information on your Academic Standing, contact the office of academic affairs.
   c. If your student status prevents registration, contact the office of admissions.
   d. During early registration, your start time may prevent registration. Identify your start time by noting your total earned credit hours and then clicking on the early registration schedule link near the top of the screen.

D. Register for classes:

1. From the Registration channel click on Look-Up, Register for or Drop Classes.
   a. If you have not yet completed your Faculty Evaluations for the prior term, please do so before continuing with Registration.
   b. You will be prompted to accept the Enrollment Agreement, if you have not yet verified that you agree for the selected term.
If you choose 'Register For or Drop Classes' from the Registration menu, follow these steps.

Register for or Drop Classes

2.
   a. You will be prompted for your Alt PIN.
   b. In the boxes provided, type the Course Reference Numbers (CRNs) for the courses for which you wish to register. The CRN is the very first number to the left of the course listing in the printed course schedule.
   c. Review the schedule you have created.
      i. If you wish to change the schedule you are creating, drop a course by clicking on the drop-down menu to the left of the course and selecting Web Drop. Add a course by typing the CRN for the course in the box provided and then clicking on Submit Changes.
      ii. If you have a registration error such as two courses that meet at the same time, a closed section, or an unmet prerequisite, a message will appear at the bottom of the page. You may need to choose a different section or a different course by typing the CRN into the box and clicking Submit Changes.
   d. When you have finished registering for classes, click Back to My Enrollment Tab at the top of the screen and continue with Step E.

If you choose 'Look-up Classes to Add' from the Registration menu, follow these steps.

2.
   a. Click on the drop-down menu next to Subject and select a subject. You may add additional information in course number, title, part of term, etc. to help narrow the search.
   b. Click on Class Search.
   c. Read through the selections and click on the box to the left of the course(s) in which you wish to enroll.
      Note: C identifies a closed class, NR indicates not allowed for registration, SR denotes student restriction - check with the Admissions Office if you require more information.
   d. Click Register or Add to Worksheet.
      Add to Worksheet allows you build a schedule before you register and helps you avoid having to drop classes because of a time conflict.
   e. Click Class Search and repeat the above steps until you have selected all the classes you wish.
   f. Click Submit Changes to finalize your schedule.
   g. Review your schedule.
      If you have a registration error such as two courses that meet at the same time, a closed section, or an unmet prerequisite, a message will appear at the bottom of the page. You may need to choose a different section or a different course by repeating the steps above and then clicking on Submit Changes.
   h. When you have finished registering for classes, click Back to My Enrollment Tab at the top of the screen and continue with Step E.

E. Print your schedule and review your fees:

   1. From the Registration channel click on Student Detail Schedule and print a copy of your schedule.
      Some schedules may require more than two pages to print.
   2. At the bottom of the screen, click on View Fee Assessment. This screen will tell you how much you will owe the University, excluding financial aid awards.

F. To register for another term, return to D. Register for classes. If you are finished, click Exit at the top of the screen, and close the browser window.

   To protect your privacy, always exit and close the browser window when you are finished working in My Grizzly Den.