



Bridgewater State University welcomes students who hold a bachelor's degree to take graduate courses as a non-degree student!

Students who plan to matriculate into a graduate program at Bridgewater will only be allowed to count six credits taken as a non-degree student (for graduate programs less than 40 credits) or nine credits (for graduate programs more than 40 credits) towards that program.

You must submit a second application for a future semester for the program of your choice.

STEP 1: Complete the Graduate Non-Degree Application

Click here ([Grad Non-Degree Application](#))

If you've **never** entered our application portal, you'll want to click on:

"Students without an Account" and click **"Start a Non-Degree Application"**

Term – FALL 24

Courses taken as a non-degree student are not eligible for financial aid

Step #2: Retrieve Your Bear ID

Your Bear ID # is the 8-digit number emailed to you once your Graduate Non-Degree application has been processed by Graduate Admissions.

You will need this to access many of the items below, so be sure to have it handy.

If you have lost your acceptance letter or cannot remember it, the Office of Graduate Admissions can help. Write to GradAdmissions@bridgew.edu from the email address used to complete your Graduate Application for any help or questions during this step.

Step #3: Start to use your BSU email today!

*BSU students are **required** to access and review **BSU e-mail** on a frequent and consistent basis in order to stay current with University-related communications*
[Student Handbook : Bridgewater State University](#)

To access your email, use the link provided in the communication sent from IT. It was sent from BSU Accounts (BSUAccounts@bridgew.edu) to the personal email address you provided in your application.

You can also access your email on the [student portal](#) by clicking on email from the left navigation bar.

IMPORTANT: Login to your BSU email with the default password. You will be prompted to set up MFA (Multi Factor Authentication) before resetting your password. [View how to configure MFA.](#)

If you have not received your BSU email account information from BSU Accounts:

1. First, check your junk or spam folder.
2. Contact IT support at 508.531.2555 or ITSupport@bridgew.edu and provide them with the following information.

- Bear ID (formerly Banner ID)
- Address
- Phone Number
- Date of Birth

Step 4: Navigate to the Student Portal and Course Registration

HELPFUL TIP: Use a desktop or laptop for registration not a cell phone

Active students (students who have completed a course within the last year) are encouraged to register through their [InfoBear](#) accounts.

Current/New Students should [log onto the Intranet for Infobear help](#)

1. Proceed to the BSU Student Portal by navigating to mybsu.bridgew.edu and clicking on “**Infobear**” on the left side navigation menu.
2. Once you’re able to login using your BSU credentials, click the “**Student**” tab along the top of the page to begin to register for your course.
3. You should see a page that has your specific “**Student Profile**”.
4. On the left-hand side, please click on the navigation for “**Registration and Planning – New**”
5. Next, you’ll be prompted to complete the “**Student Financial Responsibility Agreement (SFRA)**”.
(This MUST be acknowledged even if the cost of your course is \$0.00 also acknowledge all terms listed)

6. Once you've acknowledged the "**Student Financial Responsibility Agreement (SFRA)**", you will click on the link at the bottom titled "**Registration Planning – New**"
7. On the next page, you'll click "**Register for Classes**" on the bottom right-hand side of the page.
8. To add a course section, click the "**Enter CRNs**" tab then enter the 5-digit CRN (**provided to you**) and click "**Add to Summary**".
All cohort members will be provided with a specific 5-digit CRN code for their course(s). You will not be able to search these sections in Infobear. You must enter/add your codes.
9. To finalize your registration, click "**Submit**" in the bottom right corner of the "**Summary**" section.
The class "**Status**" will change from "**Pending**" to "**Registered**" once you have successfully added the course.

You may view a [step-by-step video](#) which will walk you through adding/registering for a class at BSU.

Additional registration related resources including PDF instructions may also be found on the [Registrar's Office page](#)*

All cohort related questions can be directed to:

Kaylee Fernandes (k5fernandes@bridgew.edu)

or

Darren Macdonald (d3macdonald@bridgew.edu)