Using the Student Center: Enroll by Class Nbr

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to Drop a class.

**NOTE:** If you have a Hold on your account, it may prevent you from performing enrollment actions (adding, dropping, or resigning courses). Check the Holds section on the right side of the Student Center page to determine if you have any holds on your account.

If you have a Hold on your account, you would see a details button. Use the details button to access more information about the Hold and to learn how it can be resolved.
Enrollment Dates let you know on what date and at what time you can begin to enroll (register) for classes. Click on the link within the Enrollment Dates group box; “Open Enrollment Dates”.

Upon clicking on the link, you will be taken to a screen that asks you which Term you would like to see your enrollment dates. In this example, we’re going to select the upcoming Term and click the green “Continue” button.

You will then see the dates and times that you can enroll for courses. Notice that there is a beginning time and an ending time to enroll for courses.

Also, at the bottom of this screen, notice the Term Enrollment Limits. For this student, the Maximum credits she can register are 19 credits. Should you wish to enroll in more than 19 credit hours, you should contact your academic advisor.

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Enrolling in a Class
There are three ways you can enroll in a class. The first way is to continue from where we are at by utilizing the green “Add Classes” button.

Other ways to Enroll are from the Student Center. These are all marked with 1.

Upon clicking any one of these links, you will be taken to the screen where you have to select the Term you wish to enroll for classes. You’ll click Continue after you’ve selected the class you wish to enroll in.
Next, you will be taken to the “Add Class to Shopping Cart” Screen.

You can search for classes four different ways;

1) By the Class Number – If you know the specific course number you want to enroll in you can type it in the Enter Class Nbr field.

2) A Class Search – If you know a specific class that you want to enroll in, then this option will best suit you.

3) My Requirements – If you want to enroll only in the classes that you need to fulfill your degree requirements, then this option will best suit you.

4) My Planner – This option is not available at this time in HUB

Notice the Course Status
The following icons show the class status

- Indicates that this section is open, but has some seats that are reserved for students that meet a specific criteria
- Indicates the course section is open
- Indicates the course section is closed
- This icon is not currently being used at UB.

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Enrolling by Class Nbr

In the Enter Class Nbr field, type the number of the class you wish to enroll in and then click Enter.

Once you click enter, HUB will go out and find the class that is associated with that number. Click Next to continue if this is correct course. If it is not, it is recommended you use another search option.

After clicking Next, you’ll see that the course has been added to your Shopping Cart. **THIS DOES NOT MEAN YOU ARE ENROLLED IN THE COURSE.** It simply means that you intend on enrolling in the course.

To actually enroll in the course, you’ll need to click on the **Proceed to Step 2 of 3** button.
You have now been taken to step 2 of the three step process. This page is just a confirmation page before you actually enroll in the class. Click the Finish Enrolling button to complete the process.

The final step in the process determines if you actually were successful in enrolling in classes. There are a number of errors that can appear on this screen, so you need to look at this screen to ensure you see a green checkmark in the status column.

Possible Errors you could get on this page include:

**Error:** You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.

**Error:** You cannot add this class due to a time conflict with class 10641. Select another class.

**Error:** Class 18893 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.

Pay particular attention to the message. If the section that you've enrolled for is full, the department scheduler for this course may have set HUB up to assign you to another section. If that is the case, you’ll see the following message:

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Performing a Class Search
Let's first talk about doing a Class Search to enroll in a class.

Make sure you have the radio button for “Class Search” selected and then click the green “search” button.

NOTE: You can leave the “Enter Class Nbr” field empty.

You are then taken to the Class Search Criteria page. All you have to have to do is ensure that at least 2 of the fields in this form are completed. The more you know about the course you are searching, the more you can refine your search results. If you only know the subject and course number, that is ok.

Let’s do a search for a course that’s common to all undergraduate students. Most students need to take a basic English course. Let’s see what’s out there in the spring for a basic Undergraduate English course under the level of 350.

The first thing we need to do is select a subject. If you know the three character reference, enter that in the Course Subject field. If you don’t, select the green “Select Subject” button. You will be taken to a search screen. Start at the top with the Alphabet. We’re looking for an English course, so we’ll select “E”. Next, the results appear at the bottom half. You’ll see English in the list. Click the green “Select” button. This will add the three character code “ENG” to the form.
Already, you’ll see from the illustration on the right that we have completed the two search criteria. However, if we do a search right now, we’ll get this error:

Your search will exceed the maximum limit of 160 sections. Specify additional criteria to continue.

We need to modify the results. Let’s get all English courses below the 350 level. To do this we need to modify the Course Number field. In this case, we’ll select “less than or equal to” from the drop down list. In the field box, we’ll type 350.

Since we are interested in getting into an English class, we’ll only want to see those classes that have room for us. Make sure the “Show Open Classes Only” checkbox is checked.

Let’s run the search by clicking on the green “Search” button.

You should receive a results list. Let’s discuss this screen.

1. Pay attention to this line. It is showing three sections of a course that actually has 12 sections. HUB does this to help save scrolling based upon the search results. If you are interested in taking the ENG 101LEC – Writing 1 course and want to see all the sections, click on “View All Sections”. HUB will then show you all the sections of this course.

2. When you click this link, it will show you specific information about that specific section as it is made available by The Office of the Registrar.

3. The Status indicates with a colored circle the status of the class. The green circle means that this class is still accepting enrollments. If there was a □ (blue square), the class would be closed, which means it is no longer accepting enrollments.

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If you find a section that meets your academic and scheduling needs, click the green “select class” button to enroll in that class.

**Note:** If you select a Course that you’ve already taken, HUB recognizes this and tells you. If you really do want to retake a course you’ve already taken, you should speak with your academic advisor.

If it is a mistake that you selected that course, that’s ok. You can select the “Return” button to return to your search results. You can then select another course.

We’ll select the Writing 2 – B1-LEC(19239) section to enroll in by clicking on the green “select class” button.

Notice the information at the bottom that provides the information about the class.

Click the green “Next” button.

The next screen will confirm that you have selected that course, **AT THIS POINT YOU HAVE NOT ENROLLED IN THE COURSE YOU SELECTED.** You have to select the green button “PROCEED TO STEP 2 OF 3” to continue the enrollment process.

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Step 2 is a confirmation page, asking you to confirm your enrollment in the course that you selected. If you really do want to enroll in this course, click the green button “FINISH ENROLLING” to complete the enrollment process.

The enrollment process is successful if you see the class you selected ad a green checkmark.

This concludes how to enroll in a course by doing a search for a specific course.