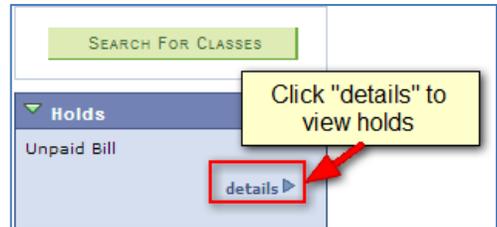




# Using the Student Center: Enroll by Class Nbr

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.

**Your Holds**

Hold Item	Institution	Start Term	End Term
<a href="#">Unpaid Bill</a>	University at Buffalo	Begin Term - Srvc Indicatr Use	

**Your Holds**

**Hold Item**

**Unpaid Bill**

**Reason and Contact**

**Description:** University at Buffalo

**Start Term:** Begin Term - Srvc Indicatr Use

**Start Date:** 05/09/2013

**Reason:** Past due bal 151+ days

**Department:** Stu Acad Records & Fin Svcs

**Contact:**

**Instructions**

You have this hold because you must pay your past due balance. You will be unable to add courses, receive refunds, receive a transcript, produce enrollment verification or receive a diploma until this hold is resolved. In addition, failure to pay this past due balance may result in the account being turned over to a collection agency or the NYS Attorney General. For questions please contact Student Accounts at UBstudentaccounts@buffalo.edu, (716)645-1800 or 232 Capen Hall.

[Return](#)

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”.

**Holds**  
Unpaid Bill 7,923.00  
Currency used is US Dollar.  
details ▶

**To Do List**  
No To Do's.

**Enrollment Dates**  
[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.

**Enrollment Dates**

Select a term then click Continue.

	Term	Carrier	Institution
<input type="radio"/>	Winter 2015	Undergraduate	University at Buffalo
<input type="radio"/>	Spring 2015	Undergraduate	University at Buffalo

CONTINUE

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.

**Enrollment Dates**

To view appointments and enrollment dates for another term, select the term and click Change.

Fall 2013 | These are the date ranges you can register for classes for the specified term of enrollment.

Session	Begins On	Last Date to Enroll
University 15 Week Session	April 12, 2013	September 6, 2013
University 8 Week - First	April 12, 2013	September 6, 2013
University Non-Standard - Wk 1	April 12, 2013	September 6, 2013
University Non-Standard - Wk 2	April 12, 2013	September 14, 2013
University Non-Standard - Wk 3	April 12, 2013	September 19, 2013
University Non-Standard - Wk 4	April 12, 2013	September 25, 2013
University Non-Standard - Wk 5	April 12, 2013	October 2, 2013
University Non-Standard - Wk 6	April 12, 2013	October 8, 2013
University Non-Standard - Wk 7	April 12, 2013	October 14, 2013
University Non-Standard - Wk 8	April 12, 2013	October 19, 2013
University 8 Week - Second	April 12, 2013	October 22, 2013
University Non-Standard - Wk 9	April 12, 2013	October 25, 2013
University Non-Standard - Wk10	April 12, 2013	October 31, 2013
University Non-Standard - Wk11	April 12, 2013	November 7, 2013
University Non-Standard - Wk12	April 12, 2013	November 13, 2013
University Non-Standard - Wk13	April 12, 2013	November 19, 2013
University Non-Standard - Wk14	April 12, 2013	November 26, 2013
University Non-Standard - Wk15	April 12, 2013	December 2, 2013
Non Standard	April 12, 2013	December 6, 2013

This show the Term Enrollment Limits. You can not register more than 19 credits. If you need to register for more than 19 credits, see your academic advisor.

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
19.00	19.00		

SHOPPING CART ADD CLASSES

## 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.

The screenshot shows the 'Academics' menu with 'Enrollment: Add' highlighted. A red circle with the number '1' is placed next to the 'Enroll' link in the top navigation bar and next to the 'Enrollment: Add' option in the dropdown menu. To the right, a 'Fall 2013 Schedule' table is displayed.

	Class	Schedule
8:1	ECO 181LD-A LEC (10275)	TuTh 3:30PM - 4:50PM Knox 20
8:1	ECO 181LD-A5 DIS (24033)	Fr 1:00PM - 1:50PM Nsc 215
8:1	HIS 161LR-FIFC REC (21350)	Fr 2:00PM - 2:50PM Clemen 108
8:1	HIS 161LR-YOU LEC (10773)	MoWe 9:00AM - 9:50AM Norton 112
8:1	MTH 122LLB-A LEC (10193)	MoWeFr 8:00AM - 8:50AM Baldy 101
8:1	MTH 122LLB-A2 LAB (14924)	Fr 9:00AM - 9:50AM Clemen 119
8:1	NTR 109LEC-A LEC (14343)	Mo 12:00PM - 2:50PM Dfn 203
8:1	NTR 110LAB-A2 LAB (14822)	We 12:00PM - 2:50PM Dfn 205

At the bottom right of the Academics page, there are two buttons: 'weekly schedule ►' and 'enrollment shopping cart ►', with a red circle and the number '1' next to the shopping cart button.

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.

The screenshot shows the 'Add Classes' screen. A red arrow points to a '1' in a step indicator at the top right. Another red arrow points to the 'Select Term' section, which contains a table with two rows. A third red arrow points to the 'Continue' button at the bottom.

Select the term

Notice you are on Step 1

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Winter 2015	Undergraduate	University at Buffalo
<input type="radio"/>	Spring 2015	Undergraduate	University at Buffalo

CONTINUE

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 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

### Add Classes

1 2 3

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2012 | Undergraduate | University at Buffalo change term

i
Open with Reserves
● Open
■ Closed
▲ Wait List

**1** Add to Cart:

Enter Class Nbr

enter

**2** Find Classes

Class Search

My Requirements

My Planner

search

Fall 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	<a href="#">ANA 113LLB-FPM (19456)</a>	Fr 1:00PM - 2:50PM	Bioed 235	J. Tamburlin	4.00	<span style="color: green;">●</span>
	<a href="#">ANA 113LLB-A (10873)</a>	MoWeFr 9:00AM - 9:50AM	Farber 150	J. Tamburlin		<span style="color: green;">●</span>
🗑	<a href="#">PSY 336LEC-000 (23940)</a>	MoWeFr 2:00PM - 2:50PM	Norton 112	E. Hart, N. Large	3.00	<span style="color: green;">●</span>
🗑	<a href="#">UE 141SEM-LL (12134)</a>	Th 9:00AM - 9:50AM	Capen 110	S. Kuo	1.00	<span style="color: blue;">■</span>

PROCEED TO STEP 2 OF 3

**My Fall 2012 Class Schedule**

✔ Enrolled ✖ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">BIO 203LEC-LOR (18408)</a>	General Physiology Lec (Lecture)	MoWeFr 10:00AM - 10:50AM	Norton 112	C. Loretz	3.00	<span style="color: green;">✔</span>
<a href="#">FR 104LEC-FIFC (24595)</a>	Transitional Elem French (Lecture)	MoWeFr 2:00PM - 3:25PM	Clemen 220	Staff	5.00	<span style="color: green;">✔</span>
<a href="#">PGY 451LEC-000 (21107)</a>	Human Physiology (Lecture)	MoWeFr 11:00AM - 11:50AM	Dfn 147	J. Baizer	3.00	<span style="color: green;">✔</span>

**Notice the Course Status**  
The following icons show the class status

<span style="color: blue;">i</span>	Indicates that this section is open, but has some seats that are reserved for students that meet a specific criteria
<span style="color: green;">●</span>	Indicates the course section is open
<span style="color: blue;">■</span>	Indicates the course section is closed
<span style="color: orange;">▲</span>	This icon is not currently being used at UB.

## 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

**Add to Cart:**  
Enter Class Nbr

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.

**Add Classes** 1 2 3

**1. Select classes to add - Enrollment Preferences**

Fall 2013 | Undergraduate | University at Buffalo

**COM 101LEC - Principles of Comm**

**Class Preferences**

COM 101LEC-B    Lecture    ● Open

Permission Nbr

Grading    Letter Grading

Units    3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
B	Lecture	MoWeFr 10:50AM			

**NOTES**

**Class Notes**    47 SEATS RESERVED - FIRST-TERM FRESHMEN

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.

**Add Classes** 1 2 3

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ COM 101LEC has been added to your Shopping Cart.

Fall 2013 | Undergraduate | University at Buffalo

Open with Reserves    ● Open     Closed  
 Open with Reserves    ● Open     Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search

My Requirements

My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	COM 101LEC-B (13867)	MoWeFr 10:00AM - 10:50AM	Nsc 201	B. Reynolds	3.00	<span style="color: green;">●</span>

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.

**Add Classes**

2. **Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2013 | Undergraduate | Un

Open with Reserves Open Closed Wait List

Class	Description	Days/Times				
COM 101LEC-B (13867)	Principles of Comm (Lecture)	MoWeFr 10:00AM - 10:50AM	Nsc 201	B. Reynolds	3.00	●

CANCEL PREVIOUS **FINISH ENROLLING**

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.

**Add Classes**

3. **View results**

View the following status report for enrollment confirmations and errors:

Fall 2013 | Undergraduate | Un

Make sure you check the message AND status.

Success: enrolled Error: unable to add class

Class	Message	Status
COM 101LEC	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

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:

**Message:** Class 18118 is full. You have been enrolled in Class 17870. You have been automatically enrolled in an alternate section of this class.

✓

## Performing a Class Search

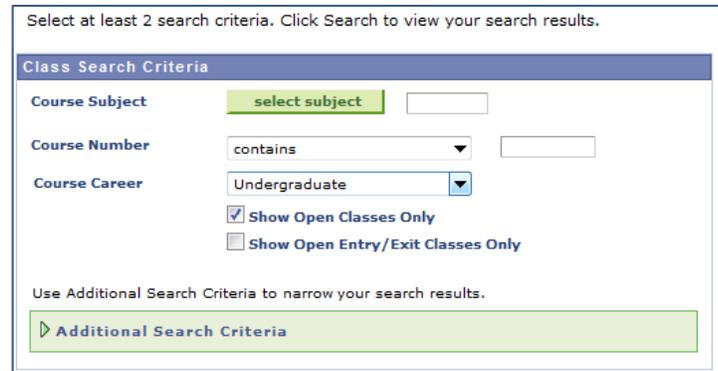
Let's first talk about doing a Class Search to enroll in a class.

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 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.



Select a Subject		
select	EAS	Engineering & Applied Sciences
select	ECE	Electrical and Comp Engr
select	ECO	Economics
select	EDO	Endodontics
select	EDP	Educational Psychology
select	EDS	Graduate School of Education
select	EE	Electrical Engineering
select	EEO	Electrical Engineering Online
select	EGT	Elective credit for Excelsior C. exams
select	ELP	Educational Leadership & Policy
select	EMM	Emergency Medicine
select	END	Environmental Design
select	ENG	English

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.**

The screenshot shows the 'Class Search Criteria' form. The 'Course Subject' is set to 'ENG' (English). The 'Course Number' dropdown is set to 'contains' with an empty text box. The 'Course Career' is set to 'Undergraduate'. The 'Show Open Classes Only' checkbox is checked. A red circle '1' is over the 'select subject' button, and a red circle '2' is over the 'Undergraduate' dropdown. At the bottom, there are buttons for 'Return to Shopping Cart', 'CLEAR CRITERIA', and 'SEARCH'.

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.

The screenshot shows the 'Class Search Criteria' form with modifications. The 'Course Number' dropdown is now open, showing options: 'contains', 'greater than or equal to', 'is exactly', and 'less than or equal to'. The 'less than or equal to' option is highlighted. The text box next to it contains '350'. The 'Show Open Classes Only' checkbox is checked. At the bottom, there are buttons for 'Return to Shopping Cart', 'CLEAR CRITERIA', and 'SEARCH'.

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.

The screenshot shows search results for 'ENG 101LEC - Writing 1'. At the top, there is a 'View All Sections' link and a pagination control showing '1-3 of 12'. Below this, three section entries are shown, each with a 'select class' button. The first section is 'Section A1-LEC(19398)' with a green status circle. The second is 'Section B1-LEC(19117)' with a green status circle. The third is 'Section B2-LEC(19140)' with a green status circle. Each section entry includes a table with columns: Days & Times, Room, Instructor, and Meeting Dates. The first two sections are for 'Univ 15 Wk' and have meeting dates from 01/17/2012 to 04/30/2012. The third section is for 'Univ 15 Wk' and has meeting dates from 01/17/2012 to 04/30/2012. A red circle '1' is over the 'View All Sections' link, a red circle '2' is over the 'Section A1-LEC(19398)' link, a red circle '3' is over the green status circle for Section B1, and a red circle '4' is over the 'select class' button for Section B1.

4 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.

**Limited Enrollment Course**

This course is a limited enrollment course under the Course Enrollment Control policy. You are not eligible to register for this course because you have previously taken it. You are not eligible to register for any sections of this course during the fall or spring semester.

Information about the Course Enrollment Control policy is available at: [Course Enrollment Control Policy](#)

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.

**ENG 102LEC - Writing 2**

**Class Preferences**

ENG 102LEC-B1    Lecture    ● Open    Permission Nbr

Session    University 15 Week Session    Grading    Letter Grading

Career    Undergraduate    Units    3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
B1	Lecture	MoWeFr 9:00AM - 9:50AM	R25 Needs Assignment	Staff	01/17/2012 - 04/30/2012

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.

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ ENG 102LEC has been added to your Shopping Cart.

Spring 2012 | Undergraduate | University at Buffalo

Open with Reserves    ● Open     Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search

My Requirements

Spring 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="🗑"/>	<a href="#">ENG 102LEC-B1 (19239)</a>	MoWeFr 9:00AM - 9:50AM	R25 Needs Assignment	Staff	3.00	<span style="color: green;">●</span>

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 as a green checkmark.

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2012 | Undergraduate | University at Buffalo

Open with Reserves  
  Open  
  Closed  
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG 102LEC-B1 (19239)	Writing 2 (Lecture)	MoWeFr 9:00AM - 9:50AM	R25 Needs Assignment	Staff	3.00	

**3. View results**

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Spring 2012 | Undergraduate | University at Buffalo

Success: dropped  
 Error: unable to drop class

Class	Message	Status
ENG 102LEC	<b>Success:</b> This class has been removed from your schedule.	

[MY CLASS SCHEDULE](#)

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