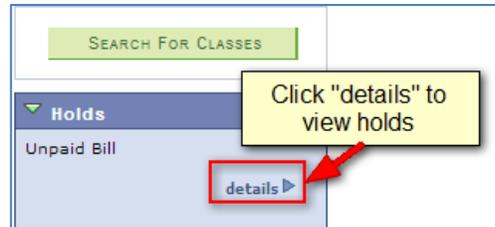




Using the Student Center: Enroll by Class Search

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			
Item List			
Hold Item	Institution	Start Term	End Term
Unpaid Bill	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	Career	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.

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.

Open Enrollment Dates by Session		
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.

Academics

Class/Catalog Search
Plan
Enroll
My Academics
View My Grades

Enrollment: Add

- Academic Planner
- Academic Requirements
- Class Schedule
- Course History
- Enrollment Verification
- Enrollment: Add**
- Enrollment: Drop
- Exam Schedule
- Grades
- Transcript: Request Official
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Fall 2013 Schedule

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

weekly schedule ▶

enrollment shopping cart ▶

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.

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
Winter 2015	Undergraduate	University at Buffalo
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

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	ANA 113LLB-FPM (19456)	Fr 1:00PM - 2:50PM	Bioed 235	J. Tamburlin	4.00	●
	ANA 113LLB-A (10873)	MoWeFr 9:00AM - 9:50AM	Farber 150	J. Tamburlin		●
🗑	PSY 336LEC-000 (23940)	MoWeFr 2:00PM - 2:50PM	Norton 112	E. Hart, N. Large	3.00	●
🗑	UE 141SEM-LL (12134)	Th 9:00AM - 9:50AM	Capen 110	S. Kuo	1.00	■

PROCEED TO STEP 2 OF 3

My Fall 2012 Class Schedule

✔ Enrolled ✖ Dropped

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

Notice the Course Status
The following icons show the class status

i	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.

Performing a Class Search

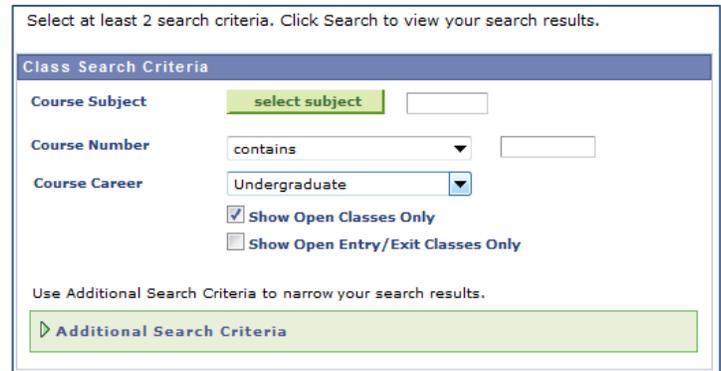
Let's first talk about doing a Class Search to enroll in a class.

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	Subject Code	Subject Name
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' field is set to 'ENG' (English) with a red circle '1' next to it. The 'Course Number' dropdown is set to 'contains' and the 'Course Career' dropdown is set to 'Undergraduate' with a red circle '2' next to it. There are checkboxes for 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only' (unchecked). A green 'SEARCH' button is at the bottom right.

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.

This screenshot shows the 'Class Search Criteria' form with the 'Course Number' dropdown menu open. The option 'less than or equal to' is highlighted in blue. The text '350' is entered in the adjacent text box. The 'Show Open Classes Only' checkbox remains checked.

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.

The screenshot shows search results for 'ENG 101LEC - Writing 1'. At the top, there is a link 'View All Sections' with a red circle '1' next to it. Below, three section entries are shown. The first entry is 'Section A1-LEC(19398)' with a red circle '2' next to the link. Each section entry includes a table with columns: Days & Times, Room, Instructor, and Meeting Dates. The second entry is 'Section B1-LEC(19117)' with a red circle '3' next to the status indicator and a red circle '4' next to the 'select class' button.

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	R25 Needs Assignment	Staff	01/17/2012 - 04/30/2012
MoWeFr 9:00AM - 9:50AM	R25 Needs Assignment	Staff	01/17/2012 - 04/30/2012
MoWeFr 9:00AM - 9:50AM	R25 Needs Assignment	Staff	01/17/2012 - 04/30/2012

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. You may also see a , which indicates that this section is open, but has some seats that are reserved for students that meet a specific criteria.

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

Grading Letter Grading

Session University 15 Week Session Units 3.00

Career Undergraduate

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
	ENG 102LEC-B1 (19239)	MoWeFr 9:00AM - 9:50AM	R25 Needs Assignment	Staff	3.00	

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.

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	

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

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	Success: This class has been removed from your schedule.	

[MY CLASS SCHEDULE](#)

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.

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