Using the Student Center: Enroll by My Requirements

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 🔄.

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 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.
Enrolling in a Class using My Requirements

If you would like to enroll in classes that you will need to satisfy the academic requirements of your program and plan of study, then selecting the My Requirements option is the best option for you. Click Search after you’ve selected that radio button.

The My Requirements search compares your Academic Advisement Report with the course catalog to determine which areas on in your Program/Plan you have and have not satisfied.

For this example, we see that the University Requirements for graduation are not satisfied. There are two subsections. The first section, University GPA Requirements for Graduation, appears to be satisfied. It’s the second section, University Unit Requirements for Graduation, that are not satisfied. Let’s concentrate on this area.
For purposes of this tutorial, let’s see what’s available under “Overall Units” by selecting the “show detail fall 2013” green button that is associated with Overall Units.

The following screen shows the courses that will fulfill this requirement. Don’t think that what’s showing are the only courses.

Notice the bottom of the screen where it says that there are 1430 courses available. What is showing here are the first 10. You can click “View 100” to select from the first 100 courses. If the first 100 do not meet your academic interests, you can click the to see the next 100 courses.
Once you find the course in the list, select it. At the top of the page, HUB will provide you information about the course.

If this is still the course you want to enroll in, click “Select”.

At this screen, click “Next”.

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It’s now been added to your Enrollment Shopping Cart. Again, this does not mean you are enrolled in the class. It merely means that you intend on taking the course. You can click Proceed to Step 2 of 3 button.

Step 2 of the 3 step process is a confirmation page. If you’re really sure you want to enroll for this class, click on “Finish Enrolling”.

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If there are no errors such as class conflicts etc., you should be successful in enrolling in your course.

If you were unable to enroll in a course, an error message will show in the Message 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:

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