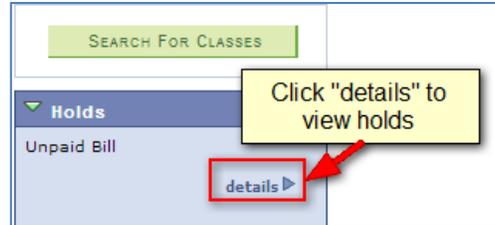




Using the Student Center: Enroll by My Requirements

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.

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".

A vertical navigation menu with three sections: 'Holds', 'To Do List', and 'Enrollment Dates'. The 'Enrollment Dates' section is expanded, and the link 'Open Enrollment Dates' is highlighted with a red box. A yellow callout box with a red arrow points to this link, containing the text 'Click "Open Enrollment Dates"'. Other items in the menu include 'Finish in Four' with a 'details' link, and 'Dependent Verification Form' with 'FA Advisor', 'Parent(s) T', and 'Parent(s) V' sub-items, also with a 'details' link.

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.

The 'Enrollment Dates' screen features a header and a table with the instruction 'Select a term then click Continue.' The table has columns for 'Term', 'Category', and 'Institution'. Two rows are visible: 'Winter 2015' and 'Spring 2015', both categorized as 'Undergraduate' at 'University at Buffalo'. The 'Spring 2015' row is highlighted with a red box. A yellow callout box with a red arrow points to this row, containing the text 'Select the Item'. A green 'CONTINUE' button is located at the bottom right of the table area.

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.

The 'Enrollment Dates' screen displays instructions and a table of session dates. A yellow callout box points to the table with the text 'These are the date ranges you can register for classes for the specified term of enrollment'. Below the table, another yellow callout box points to the 'Term Enrollment Limits' section with the text 'This area shows 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.' The 'Term Enrollment Limits' table shows a maximum of 19.00 units for total units and GPA units. At the bottom, there are 'SHOPPING CART' and 'ADD CLASSES' buttons.

Session	Begins On	Last Date to Enroll
Non Standard	November 12, 2014	February 2, 2015
University 7 Week - First	November 12, 2014	February 6, 2015
University 15 Week Session	November 12, 2014	February 6, 2015
University Non-Standard - Wk 5	November 12, 2014	February 27, 2015
University 7 Week - Second	November 12, 2014	March 26, 2015

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

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.

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 several options. A red circle with the number '1' is placed over the 'Enrollment: Add' option, which is highlighted in blue. Other options include 'Academic Planner', 'Academic Requirements', 'Apply for Graduation', 'Class Schedule', 'Course History', 'Enrollment Verification', 'Enrollment: Drop', 'Enrollment: Swap', 'Exam Schedule', 'Grades', 'Transcript: Request Official', 'Transcript: View Unofficial', 'Transfer Credit: Report', 'What-if Report', and 'other academic...'. The 'Enrollment: Add' option is the first one in the list.

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. At the top, there is a progress indicator with three steps: 1, 2, and 3. Step 1 is highlighted with a red box and a yellow callout box that says 'Notice you are on Step 1'. Below this, there is a table with the following data:

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

A red arrow points from a yellow callout box that says 'Select the term' to the 'Spring 2015' row in the table. At the bottom right of the screen, there is a green 'CONTINUE' button.

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. 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.

Spring 2015 | Undergraduate | University at Buffalo [change term](#)

Open with Reserves Open Closed Wait List

Spring 2015 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	FR 101LEC-FIF (23181)	MoWeFr 11:00AM - 12:25PM	Baldy 118	Staff	5.00	
	LIN 106LEC-000 (23576)	MoWeFr 10:00AM - 10:50AM	Knox 04	J. Good	3.00	
	PHI 107LEC-KNG (14040)	TuTh 9:30AM - 10:50AM	Knox 14	A. King	3.00	
	PSY 411LEC-000 (21514)	MoWeFr 11:00AM - 11:50AM	Clemen 04	L. Park Bunting	3.00	

[PROCEED TO STEP 2 OF 3](#)

My Spring 2015 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
NTR 108LEC-C (17535)	Human Nutrition (Lecture)	MoWe 6:00PM - 7:15PM	Dfn 146	M. Dimarzio	3.00	
PSY 207LLB-A (10671)	Psychological Statistics (Lecture)	TuTh 12:30PM - 1:50PM	Nsc 201	P. Luce	4.00	
PSY 207LLB-A4 (18364)	Psychological Statistics (Laboratory)	Th 3:30PM - 4:20PM	Obrian 112	Staff		
PSY 331LEC-000 (17393)	Social Psychology (Lecture)	MoWeFr 10:00AM - 10:50AM	Knox 110	M. Seery	3.00	

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.

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

Add to Cart:

Enter Class Nbr

 enter

Find Classes

Class Search

My Requirements

My Planner

search

Fall 2013 Shopping Cart

Your enrollment shopping cart is empty.

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.

UNIVERSITY REQUIREMENTS FOR GRADUATION							Not Satisfied
UNIVERSITY GPA REQUIREMENTS FOR GRADUATION							Satisfied
Overall GPA						hide detail fall 2013	
The following courses may be used to satisfy this requirement:							
Course	Description	Units	When	Grade	Notes	Status	
AAS 100LEC	Intro African Amer Stds	3.00					
AAS 149SEM	Special Topics	3.00					
AHI 101LR	Survey Egypt to Renaiss	3.00	Fall Only				
AMS 100LEC	Indian Image On Film	3.00					
AMS 102LEC	The Asian American Exper	3.00					
AMS 107LEC	Intro American Studies	3.00					
AMS 112SEM	The New Ethnicity	3.00					
AMS 113SEM	Amer Lives & Environmts	3.00					
AMS 130SEM	Topics	3.00					
AMS 162SEM	New World Imaginations	3.00					
			View 100 ?	First ◀ 1-10 of 245 ▶ Last			
University at Buffalo GPA						show detail fall 2013	
UNIVERSITY UNIT REQUIREMENTS FOR GRADUATION							Not Satisfied
Overall Units						show detail fall 2013	
Residency Units						show detail fall 2013	

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.

UNIVERSITY UNIT REQUIREMENTS FOR GRADUATION

- Overall Units show detail fall 2013
- Residency Units show detail fall 2012

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

UNIVERSITY UNIT REQUIREMENTS FOR GRADUATION Not Satisfied

Overall Units hide detail fall 2013

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
AAS 100LEC	Intro African Amer Stds					
AAS 149SEM	Special Topics					
AAS 230SEM	Top: Afr-Amer Studies					
AAS 205SEM	Black Child in America					
AAS 280LEC	Survey of African Studies					
AAS 293SEM	Race, Law & Society					
AAS 320SEM	Research Methods					

View 100 | First 1-10 of 1430 Last

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.

ATH 125LEC - Water Safety Instructor

Course Detail

Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Academic Group	Office of the President
Academic Organization	Athletics

Enrollment Information

Typically Offered Fall and Spring Only

Description

For swimmers who are Level 5 or better. Gives students knowledge, skills and practical experience in preparation for teaching swimming and water safety classes to children and adults from diverse populations. Fee of \$70.00.

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

Fall 2012 Course Schedule

My Class Schedule [show all](#)

BIO 203LEC	MoWeFr 10:00AM - 10:50AM	Norton 112
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Shopping Cart

Your shopping cart is empty.

Open with Reserves
 Open
 Closed
 Wait List

ATH 125LEC sections for Fall 2012

Section	Session	Status	
1-LEC (22969)	1	●	select

Days	Start	End	Room	Instructor	Dates
MoWe	9:00AM	10:20AM	Alumni 87	Jennifer Dynas, Jessica Nyrop, Marie Wixner	08/27/2012 - 12/07/2012

At this screen, click "Next".

1. Select classes to add - Enrollment Preferences

Fall 2012 | Undergraduate | University at Buffalo

ATH 125LEC - Water Safety Instructor

Class Preferences

ATH 125LEC-1	Lecture	● Open	Permission Nbr <input type="text"/>
Session	University 15 Week Session		Grading Letter Grading
Career	Undergraduate		Units 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoWe 9:00AM - 10:20AM	Alumni 87	Jennifer Dynas, Jessica Nyrop, Marie Wixner	08/27/2012 - 12/07/2012

NOTES

Class Notes	\$80 Lab Fee
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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.

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.

✓ ATH 125LEC has been added to your Shopping Cart.

Fall 2012 | Undergraduate | University at Buffalo change term

i Open with Reserves ● Open ■ Closed ▲ Wait List

Add to Cart:
Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

My Planner

search

Fall 2012 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ATH 125LEC-1 (22969)	MoWe 9:00AM - 10:20AM	Alumni 87	J. Dynas, J. Nyrop, M. Wixner	3.00	●

PROCEED TO STEP 2 OF 3

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".

Add Classes 1 2 3

2. Confirm classes

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

Fall 2012 | Undergraduate | University at Buffalo

i Open with Reserves ● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ATH 125LEC-1 (22969)	Water Safety Instructor (Lecture)	MoWe 9:00AM - 10:20AM	Alumni 87	J. Dynas, J. Nyrop, M. Wixner	3.00	●

CANCEL PREVIOUS FINISH ENROLLING

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

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2012 | Undergraduate | University at Buffalo

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
ATH 125LEC	Success: This class has been added to your schedule.	✔

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Class	Message	Status
CE 304LR	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.	✘

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.	
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