
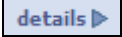
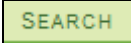
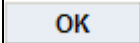
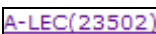



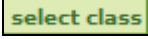


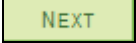


Using the Student Center - Enroll in Class



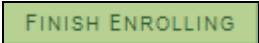



Step	Action
1.	<p>To enroll (register) for classes you will first have to go to the HUB Student Center. The Student Center is a self service page that provides navigation to tools and information that is important to you. To reach the Student Center click the HUB Student Center tab from MyUB.</p> <p>Click the HUB Student Center tab.</p> 
2.	<p>After you click the HUB Student Center tab, you are brought to your Student Center page.</p> <p>You will use your Student Center to manage your Academics, Finances, and Person Information.</p> <p>In this tutorial we will show you how to use the Student Center to search for and enroll (register) in classes.</p>
3.	<p>Holds (formerly known as Checkstops) prevent you from performing enrollment actions (adding, dropping, or resigning courses).</p> <p>If there was a Hold placed on your account it would be displayed in the Holds section of the page (right hand side of page below the Search For Class link).</p> <p>If you had a Hold you would see a details button. Use the details button to access more information about the Hold and how it can be resolved.</p> <p>In our example there are no Holds on the student's account.</p>
4.	<p>Enrollment Dates (formerly known as Registration Windows) let you know on what date and at what time you can begin to enroll (register) for classes.</p>
5.	<p>To view more detail about your Enrollment Appointment, click the details link.</p> <p>Click the Details link.</p> 
6.	<p>We have been brought to the term information tab, this a sub-tab of the Enroll tab.</p> <p>Note that there are other tabs. Later in this tutorial we will be using the add and my class schedule tabs.</p>
7.	<p>In our example the Term is Fall 2011, but if you wanted to register for summer, you use the green change term button.</p>




Step	Action
8.	<p>In the Enrollment Appointments group box you will see the various Sessions for Fall 2011. Note the Appointment Begins date and time, this tells on what day and at what time you can begin to enroll (register) for classes for that session.</p> <p>Most of the courses you select for a semester will have a Session type = Regular 15 week session.</p> <p>Some ATH (Athletic) and MFC (Millard Fillmore College) courses are scheduled for either the First Eight Week session or the Second Eight Week session.</p>
9.	<p>In the Open Enrollment Dates by Session group box you will see when Open Enrollment begins in the Begins On column.</p> <p>You will also see the Last Date to Enroll for a particular session.</p>
10.	<p>Next we will search for a class, and then add it to our schedule. Click the Class/Catalog Search tab.</p> <p>Click the Class/Catalog Search link.</p> <p><input type="button" value="Class/Catalog Search"/></p>
11.	<p>Select the Term (Semester and Year) from the drop down list.</p> <p>Click the Term list.</p> <p><input type="text" value="Spring 2011"/></p>
12.	<p>Click the Fall 2011 list item.</p> <p><input type="text" value="Fall 2011"/></p>
13.	<p>On the Search for Classes page use the Class Search Criteria section to define your search criteria. In this example we will use the Course Subject button to search for UGC 111.</p> <p>Click in the field to the right of the Course Subject button.</p> <p>Click in the Course Subject field.</p> <p><input type="text"/></p>
14.	<p>Enter the desired information into the Course Subject field. Enter "UGC".</p>
15.	<p>Enter the course number that you are looking for in the field to the right of the Course Number.</p> <p>If you do not know the Course Number just leave the field blank.</p> <p>Click in the Course Number field.</p> <p><input type="text"/></p>
16.	<p>Enter the desired information into the Course Number field. Enter "111".</p>

Step	Action
17.	<p>Be sure the Course Career drop down list displays the appropriate career for the course you are searching.</p> <p>The default for this field is Undergraduate; we will leave this value because we are searching for an Undergraduate course.</p>
18.	<p>The Show Open Classes Only button is checked by default. If you want to view Open and Closed sections of a class, uncheck this box.</p> <p>In this tutorial we will leave the box checked.</p>
19.	<p>To limit your search using other variables such as day, time and instructor you would select Additional Search Criteria.</p>
20.	<p>Click the Search button.</p> 
21.	<p>Courses with many sections will display the following message:</p> <p>Your search will return over 50 classes, would you like to continue?</p> <p>Click OK so you can see all the sections.</p> <p>Click the OK button.</p> 
22.	<p>On the Search Results page the first few are displayed. To see all – click the View 100 link in the dark blue tool bar.</p>
23.	<p>For a course with several parts - lecture and multiple recitations or labs, you may select either, but then you have to follow the steps to insure you select any remaining components. For the class in our example we will select the lecture first and then all of the choices for recitation are displayed. The Search result will display:</p> <p>Section Session (15 Week, Eight Week First, Eight Week Second, etc) Days & Times Room Instructor Meeting Dates</p>
24.	<p>If you want to see more details for the course such as Class Availability, Course Description, Notes, and Prerequisite and Corequisite information, click the Section link.</p> <p>Click the A-LEC(23502) link.</p> 

Step	Action
25.	<p>The Class Detail page will provide the following additional information:</p> <p>Class Availability Course Description Class Notes Prerequisite and Corequisite information</p>
26.	<p>To return to the Search Results page, click the View Search Results button.</p> <p>Click the View Search Results button.</p> 
27.	<p>To add this class to your Shopping Cart click the Select Class button.</p> <p>Click the Select Class button.</p> 
28.	<p>For a course with several parts – lecture and multiple recitations or labs, you may select either, but then you have to follow the steps to insure you select any remaining components. For this class we select the lecture first and then all the choices for recitation are displayed.</p> <p>You would click the Component that you want. Refer to the Status column to see if the Class is Open or Closed.</p> <p>Click the 23680 option.</p> 
29.	<p>Click the Next button.</p> 
30.	<p>On the Add to Shopping Cart - Related Class Sections page, click the Next button.</p> <p>Click the Next button.</p> 
31.	<p>Now you are about to add both Components (Lecture and Recitation) to your Shopping Cart.</p> <p>Click the Next button.</p> 
32.	<p>You will see a green check mark with text that says the class "has been added to your Shopping Cart".</p>
33.	<p>Click the Shopping Cart link to view your requests.</p> <p>Click the Shopping Cart link.</p> 

Step	Action
34.	<p>On the Add Classes to Shopping Cart page, if you are ready to enroll, check the courses into which you want to register.</p> <p>Click the UGC 111LR-A03 (23680) option.</p> 
35.	<p>In this example we want to register in the course right away. Therefore we will click the Enroll button.</p> <p>Click the Enroll button.</p> 
36.	<p>Use the Confirm Classes page to review the classes you have chosen. When you have confirmed your choices click the Finish Enrolling button.</p> <p>Select the Cancel or Previous buttons to stop the registration process.</p> <p>Click the Finish Enrolling button.</p> 
37.	<p>On the View Results page you will see the result of your request in the Message and Status columns. In this example the class was open for enrollment, and added to the schedule.</p> <p>If you get a red X in the Status column, it would indicate that the class had not been added to your schedule. You would look at the Message column to see the explanation of why the class was not added to your schedule (e.g. missing pre-requisite or class conflict).</p>
38.	<p>To view your class schedule, click the My Class Schedule button.</p> <p>Click the My Class Schedule button.</p> 
39.	<p>The My Class Schedule page provides two options for viewing your schedule: List View or Weekly Calendar View.</p> <p>The List View is the default view, it displays a listing of all your classes, including Days & Times, Room and Instructor.</p>
40.	<p>To view Deadlines you would click on the Academic Calendar Deadlines icon.</p>
41.	<p>To print a hard copy of your schedule click the Printer Friendly Page link on the bottom right hand corner of the page.</p> <p>Click the Printer Friendly Page link.</p> 
42.	<p>You will now see the Printer Friendly version of your Class Schedule.</p>
43.	<p>Click the Return to My Class Schedule link.</p> 

Step	Action
44.	Click the Weekly Calendar View option. 
45.	You can view the Weekly Calendar View by the current week, or you can select a previous week or next week .
46.	If you wanted to add more classes, you would click the add tab and repeat the steps in this tutorial. If you wanted to drop a class, you would click the drop tab and follow similar steps.
47.	You have successfully added a class to your schedule using the HUB Student Center. End of Procedure.