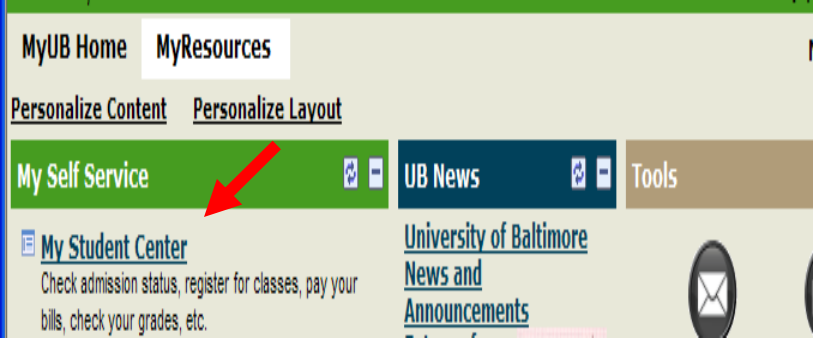


## Search for a course

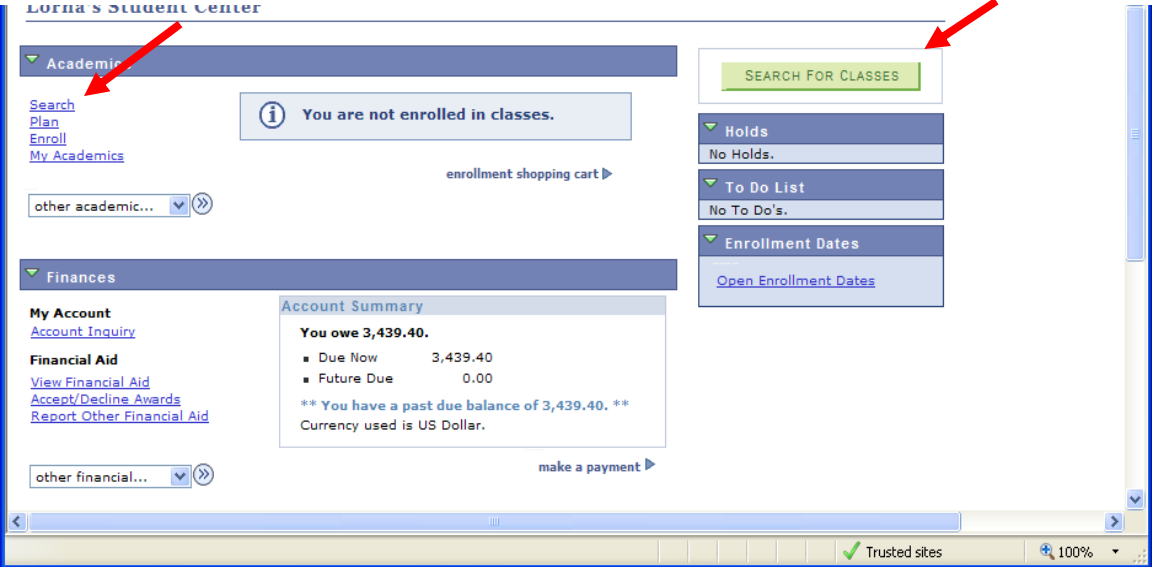
1. Go to <https://myub.ubalt.edu>  
Log in using your network ID and password

2. Click the **Student Center** link. located on the upper left corner of the screen



The screenshot shows the MyUB Home page with a navigation bar. The 'My Student Center' link is highlighted with a red arrow. The page includes links for 'Personalize Content', 'Personalize Layout', 'My Self Service', 'UB News', and 'Tools'. Below the navigation bar, there are sections for 'My Student Center' (with a description: 'Check admission status, register for classes, pay your bills, check your grades, etc.') and 'University of Baltimore News and Announcements'.

3. Click the **Search** link or **Search for Classes** box.



The screenshot shows the Lorna's Student Center page. The 'Academics' section is expanded, showing a 'Search' link with a red arrow pointing to it. A message box states 'You are not enrolled in classes.' Below this, there is a search box with the text 'other academic...' and a search button. The 'Finances' section is also expanded, showing 'My Account' and 'Financial Aid' links. A 'SEARCH FOR CLASSES' button is highlighted with a red arrow in the top right corner. The page also includes sections for 'Holds', 'To Do List', and 'Enrollment Dates'. The browser's address bar shows 'Trusted sites' and '100%' zoom.

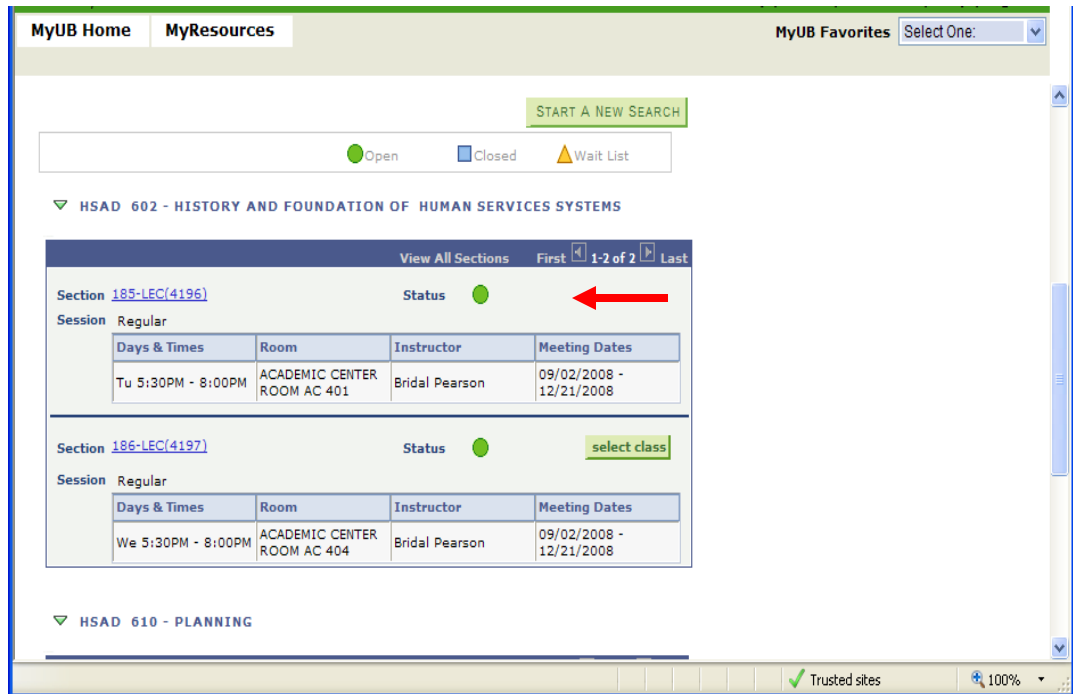
4. Select the **appropriate term, course subject**, and criteria from drop down boxes.

The screenshot shows the 'Search for Classes' interface. At the top, there are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the 'Search' tab, there are two buttons: 'search for classes' and 'browse course catalog'. The main heading is 'Search for Classes', followed by 'Enter Search Criteria'. The 'Institution' dropdown is set to 'University of Baltimore' and the 'Term' dropdown is set to 'Fall 2008'. A red arrow points to the 'Term' dropdown. Below this, there is a text prompt: 'Select at least 2 search criteria. Click Search to view your search results.' The 'Class Search Criteria' section includes: 'Course Subject' dropdown set to 'Human Services Administration' (with a red arrow pointing to it), 'Course Number' dropdown set to 'is exactly' with an adjacent empty text box, and 'Course Career' dropdown set to 'Graduate'. There is also a checked checkbox for 'Show Open Classes Only'. At the bottom of the criteria section, there is a text prompt: 'Use Additional Search Criteria to narrow your search results.' and a green button labeled 'Additional Search Criteria'.

5. Click the **Search** box.

This screenshot shows a closer view of the 'Class Search Criteria' section. The 'Course Subject' dropdown is 'Human Services Administration', 'Course Number' is 'is exactly' with an empty text box, and 'Course Career' is 'Graduate'. The 'Show Open Classes Only' checkbox is checked. Below the criteria is a text prompt: 'Use Additional Search Criteria to narrow your search results.' and a green button labeled 'Additional Search Criteria'. At the bottom of the form, there are two buttons: 'CLEAR CRITERIA' and 'SEARCH'. A red arrow points to the 'SEARCH' button.

6. Available courses are listed according to search criteria. Be sure to pay attention to the status of the course. A green circle will indicate the course is open, blue square will indicate course is closed, and orange triangle will indicate if the course has a wait list.



The screenshot shows the MyUB Home MyResources page. At the top, there are navigation tabs for "MyUB Home" and "MyResources", and a "MyUB Favorites" dropdown menu. Below the navigation is a search bar with a "START A NEW SEARCH" button. Underneath the search bar are three status indicators: a green circle for "Open", a blue square for "Closed", and an orange triangle for "Wait List". The main content area displays a list of courses. The first course is "HSAD 602 - HISTORY AND FOUNDATION OF HUMAN SERVICES SYSTEMS". Under this course, there are two sections. The first section is "Section 185-LEC(4196)" with a status of "Open" (green circle). A red arrow points to this green circle. Below the section name is a table with the following data:

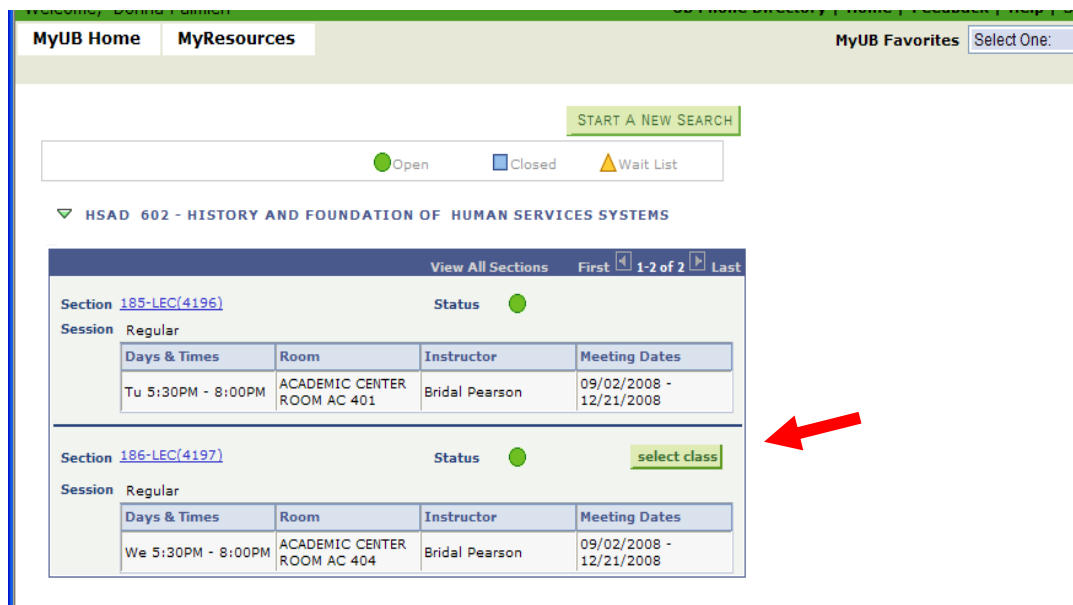
Days & Times	Room	Instructor	Meeting Dates
Tu 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 401	Bridal Pearson	09/02/2008 - 12/21/2008

The second section is "Section 186-LEC(4197)" with a status of "Open" (green circle) and a "select class" button. Below this section is another table with the following data:

Days & Times	Room	Instructor	Meeting Dates
We 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 404	Bridal Pearson	09/02/2008 - 12/21/2008

Below the second section is the course "HSAD 610 - PLANNING". At the bottom of the page, there is a "Trusted sites" indicator and a "100%" zoom level.

7. Click on [Select Class](#) to select the course you need.



The screenshot shows the MyUB Home MyResources page, similar to the previous one. The main content area displays the same list of courses. The first course is "HSAD 602 - HISTORY AND FOUNDATION OF HUMAN SERVICES SYSTEMS". Under this course, there are two sections. The first section is "Section 185-LEC(4196)" with a status of "Open" (green circle). Below the section name is a table with the following data:

Days & Times	Room	Instructor	Meeting Dates
Tu 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 401	Bridal Pearson	09/02/2008 - 12/21/2008

The second section is "Section 186-LEC(4197)" with a status of "Open" (green circle) and a "select class" button. A red arrow points to this "select class" button. Below this section is another table with the following data:

Days & Times	Room	Instructor	Meeting Dates
We 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 404	Bridal Pearson	09/02/2008 - 12/21/2008

Below the second section is the course "HSAD 610 - PLANNING". At the bottom of the page, there is a "Trusted sites" indicator and a "100%" zoom level.

8. Once you've selected a class, click [Next](#) to add the course to your shopping cart.

The screenshot shows the 'Add to Shopping Cart - Enrollment Preferences' page for the course HSAD 602-186. The page includes navigation links for 'MyUB Home' and 'MyResources', and a 'MyUB Favorites' dropdown menu. The course title is 'HSAD 602 - HIST & FOUN OF HUMAN SERVICES'. Under 'Class Preferences', the course is listed as 'Lecture' and 'Open'. The 'Grading' section shows 'Graduate Letter Grade' and 'Units' of '3.00'. The 'Session' is 'Regular Academic Session' and the 'Career' is 'Graduate'. Under 'Enrollment Information', there is a note: 'Department Consent Required to enroll in this class'. At the bottom, there are 'CANCEL' and 'NEXT' buttons. A red arrow points to the 'NEXT' button. Below the buttons is a table with the following data:

Section	Component	Days & Times	Room	Instructor	Start/End Date
186	Lecture	We 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 404	Bridal Pearson	09/02/2008 - 12/21/2008

The browser's status bar at the bottom shows 'Trusted sites' and a zoom level of '100%'.



11. If you would like to enroll in the course, click the enroll tab and click the **proceed to step 2** button.

MyUB Home MyResources MyUB Favorites Select One


Open Closed Wait List

Add to Cart: Enter Class Nbr  enter

Find Classes Class Search search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">APPL 601-185 (4002)</a>	Th 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 403	D. Kohl	3.00	
	<a href="#">HSAD 602-185 (4196)</a>	Tu 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 401	B. Pearson	3.00	
	<a href="#">HSAD 602-186 (4197)</a>	We 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 404	B. Pearson	3.00	
	<a href="#">HSMG 695-T01 (4726)</a>	Sa 12:30PM - 4:15PM	BUSINESS CENTER ROOM 227	J. Huddleston	3.00	

PROCEED TO STEP 2 OF 3



12. Click [finish enrolling](#) button to process request.

MyUB Home MyResources MyUB Favorites Select One:

## 2. Confirm classes

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


Fall 2008 | Graduate | University of Baltimore

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
APPL 601-185 (4002)	THE BIOL BASIS OF BEHAVIOR (Lecture)	Th 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 403	D. Kohl	3.00	●
HSAD 602-185 (4196)	HIST & FOUN OF HUMAN SERVICES (Lecture)	Tu 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 401	B. Pearson	3.00	●
HSAD 602-186 (4197)	HIST & FOUN OF HUMAN SERVICES (Lecture)	We 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 404	B. Pearson	3.00	●
HSMG 695-T01 (4726)	HEALTH CARE MGT. INFO SY (Lecture)	Sa 12:30PM - 4:15PM	BUSINESS CENTER ROOM 227	J. Huddleston	3.00	●

CANCEL DEVIATE **FINISH ENROLLING**

Trusted sites



13. **Confirm that the status is success: enrolled, indicated with a green check. Print confirmation page for your records.**