1

Go to http://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.

3

Click the Search Link or Search for Classes box
Select the appropriate **term**, **course subject**, and **criteria** from the drop down boxes.

Click the **Search** button.
Available courses are listed according to search criteria. A **green** circle will indicate the course is open, a **blue** square will indicate course is closed, and an **orange** triangle will indicate if the course has a wait list.

Click on **Select Class** to select the course you need.

Once you’ve selected a class, click **Next** to add the course to your shopping cart.
You should receive a message indicating the course has successfully been added to your shopping cart. You can select additional courses by clicking on Start a new Search, or enroll in the course that was added to the shopping cart.

To enroll in the course, click the enroll tab and select the Proceed to Step 2 box.
Click the **Finish Enrolling** button to process request.

### 2. Confirm classes

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

Should you decide not to attend the semester it is your responsibility to officially withdraw from the class(es) online using the MYUB system or by submitting a written request to the Office of Records. Failure to withdraw will result in your being charged for the semester and a grade(s) of "F" being issued. See the academic calendars and refund schedules posted under Schedules and Calendars on your MyUB home page.

**Summer 2013 | Undergraduate | University of Baltimore**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 201-501 (3196)</td>
<td>THE ARTS IN SOCIETY (Lecture)</td>
<td>MoTuWe 8:00AM - 10:30AM</td>
<td>Lib. Arts/Policy Bldg Rm 308</td>
<td>J. Hoover</td>
<td>3.00</td>
<td>Open</td>
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