

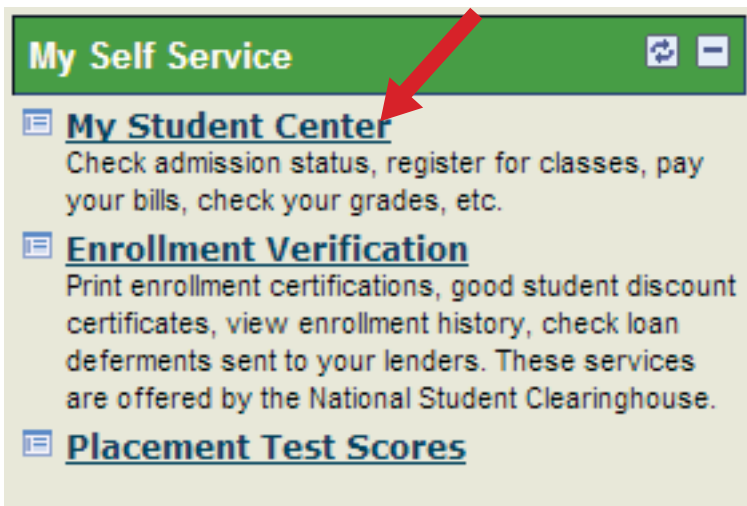
1

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.

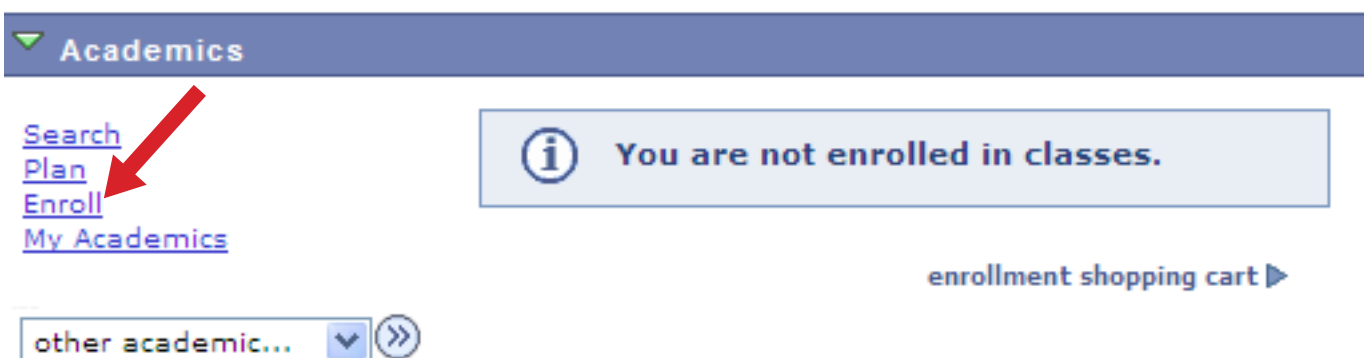


My Self Service

- [My Student Center](#)**
Check admission status, register for classes, pay your bills, check your grades, etc.
- [Enrollment Verification](#)**
Print enrollment certifications, good student discount certificates, view enrollment history, check loan deferments sent to your lenders. These services are offered by the National Student Clearinghouse.
- [Placement Test Scores](#)**

3

Click the **Enroll** link under **Academics**



Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)

You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▼ ⏪

3

Select the course you would like to add to your shopping cart by entering the 4 digit course number or clicking the search button.

● Open
 ■ Closed
 ▲ Wait List

Add to Cart

Enter Class Nbr

 enter

Find Classes

Class Search

search

Fall 2011 Shopping Cart

Your enrollment shopping cart is empty.

4

Once you've selected the course, select the correct number of units using the drop down box and click the next button.

LEST 699 - INDEPENDENT RESEARCH

Class Preferences

LEST 699-085 Ind Study ● Open

Session Regular Academic Session

Career Graduate

Enrollment Information

- Department Consent Required to enroll in this class

Wait List Wait list if class is full

Grading Graduate Letter Grade

Units

3.00
 1.00
 2.00
 3.00

NEXT

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------|------|----------------|-------------------------|
| 085 | Ind Study | | TBA | Michele Cotton | 08/29/2011 - 12/18/2011 |

5

The course will then be added to your shopping cart. Click the **Proceed to Step 2 of 3** box to move the course out of your shopping cart.

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.

 LEST 699 has been added to your Shopping Cart.

Fall 2011 | Graduate | University of Baltimore

 Open

 Closed

 Wait List



Add to Cart:


Enter Class Nbr

Find Classes

Class Search

Fall 2011 Shopping Cart

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|---|--|------------|------|------------|-------|---|
|  | LEST 699-085 (4185) | | TBA | M. Cotton | 3.00 |  |



6

Confirm your course(s) and click the **Finish Enrolling** box to complete your enrollment.

Add Classes



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.

Fall 2011 | Graduate | University of Baltimore

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|------------------------|----------------------------------|------------|------|------------|-------|--------|
| LEST 699-085 (4185) | INDEPENDENT RESEARCH (Ind Study) | | TBA | M. Cotton | 3.00 | |

Open
 Closed
 Wait List

7

A green check in the status column will indicate that you were successfully enrolled.

| Class | Message | Status |
|----------|---|--------|
| LEST 699 | Success: This class has been added to your schedule. | |

Success: enrolled
 Error: unable to add class