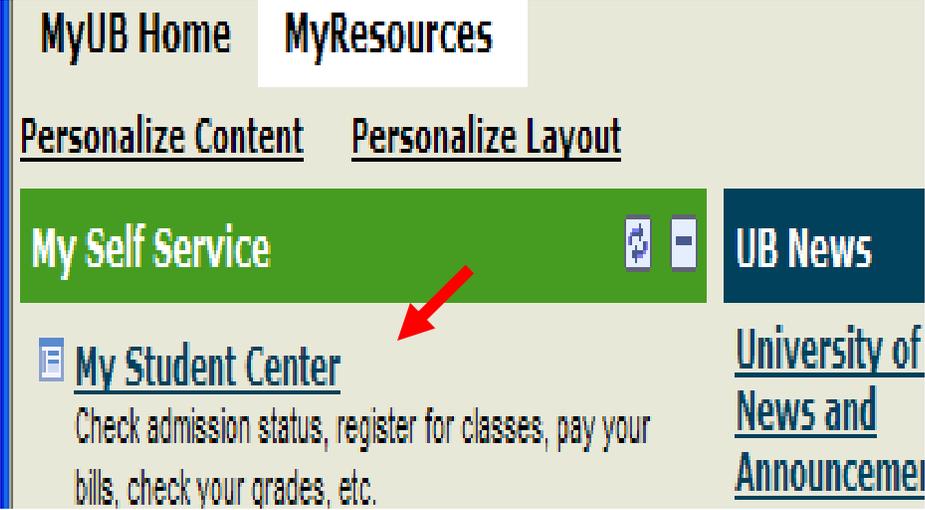


## Adding Courses to the Shopping Cart

1.	Go to <a href="https://myub.ubalt.edu">https://myub.ubalt.edu</a> Log in using your network ID and password
2.	Click the <b>Student Center</b> link located on the upper left corner of the screen 

3. Click [plan](#) link.

MyUB Home MyResources MyUB Favorites Select One: ▾

Lorna's Student Center

Academics

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

**i** You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▾ ⓧ

Finances

My Account  
[Account Inquiry](#)

Financial Aid  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

Account Summary

You owe 3,439.40.

- Due Now 3,439.40
- Future Due 0.00

\*\* You have a past due balance of 3,439.40. \*\*  
Currency used is US Dollar.

make a payment ▶

other financial... ▾ ⓧ

SEARCH FOR CLASSES

Holds  
No Holds.

To Do List  
No To Do's.

Enrollment Dates  
[Open Enrollment Dates](#)

Trusted sites 100%

4. If you know the 4 digit course number, enter it in the field, or click the [search](#) button.

MyUB Home MyResources MyUB Favorites Select One: ▾

shopping cart || course history

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Click Validate to have the system check for possible conflicts prior to enrolling.

Fall 2008 | Graduate | University of Baltimore

Open Closed Wait List

Add to Cart: Fall 2008 Shopping Cart

Enter Class Nbr  
 enter

Find Classes  
 Class Search

search ←

Your enrollment shopping cart is empty.

Trusted sites 100%

5. Enter search criteria and click [search](#) button.

MyUB Home MyResources MyUB Favorites Select C

Search Plan Enroll My Academics

shopping cart course history

### Shopping Cart

#### Enter Search Criteria

University of Baltimore | Fall 2008

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject: Criminal Justice

Course Number: is exactly

Course Career: Graduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

[Return to Shopping Cart](#) CLEAR CRITERIA **SEARCH**

Done Trusted sites

6. Find the course you'd like to select and click [select class](#) button.

MyUB Home MyResources MyUB Favorites Select C

CRJU 610 - ADMINISTRATION OF JUSTICE

View All Sections First 1 of 1 Last

Section [185-LEC\(4113\)](#) Status **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
We 8:15PM - 10:45PM	ACADEMIC CENTER ROOM 233	Benjamin Wright	09/02/2008 - 12/21/2008

7. Click Next button.

The screenshot shows the 'Shopping Cart' page with the following details:

- Navigation: MyUB Home, MyResources, MyUB Favorites
- Shopping Cart: shopping cart, course history
- Section: 1. Select classes to add - Enrollment Preferences
- Term: Fall 2008 | Graduate | University of Baltimore
- Class: CRJU 610 - ADMINISTRATION OF JUSTICE
- Class Preferences: CRJU 610-185, Lecture, Open (green circle), Grading: Graduate Letter Grade, Units: 3.00
- Session: Regular Academic Session
- Career: Graduate
- Buttons: CANCEL, NEXT (highlighted with a red arrow)
- Table:

Section	Component	Days & Times	Room	Instructor	Start/End Date
185	Lecture	We 8:15PM - 10:45PM	ACADEMIC CENTER ROOM 233	Benjamin Wright	09/02/2008 - 12/21/2008

Done Trusted sites

8. A green check will indicate the course has successfully been added to your shopping cart. Please note: **THIS DOES NOT MEAN YOU ARE ENROLLED FOR THE COURSE.** Once you decide to enroll in the course, click the green **enroll** button.

The screenshot shows the 'Add Classes to Shopping Cart' page with the following details:

- Navigation: MyUB Home, MyResources, MyUB Favorites
- Section: Add Classes to Shopping Cart
- Text: Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.
- Confirmation: **✓ CRJU 610 has been added to your Shopping Cart.**
- Term: Fall 2008 | Graduate | University of Baltimore
- Buttons: Open (green circle), Closed (blue square), Wait List (yellow triangle)
- Form: Add to Cart: Enter Class Nbr, enter, Find Classes: Class Search, search
- Table: Fall 2008 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">CRJU 610-185 (4113)</a>	We 8:15PM - 10:45PM	ACADEMIC CENTER ROOM 233	B. Wright	3.00	Open (green circle)

for selected: delete validate enroll (highlighted with a red arrow)

Done Trusted sites