

SPRING 2025 SEMESTER REGISTRATION INSTRUCTIONS

Registration for the spring 2025 semester is available through the [MyUB Portal](#). On your designated date of registration, registration begins at 8:30 am. MyUBalt is available 24 hours a day, seven days a week.

Academic Advising

If you need advising assistance, please schedule an appointment with [Director Brady](#) (for day students and student who receive accommodations) or [Kristopher Vicencio](#) (for evening students).

Comprehensive academic advising information including sample course guides can be found at: [Academic Advising \(ubalt.edu\)](#)

When Can you Register

Monday, Oct 21	F1 and Veteran Designated Students
Tuesday, Oct 22	54+ credits JD students, 0+ APD students
Wednesday, Oct 23	29+ credits JD Students
Thursday, Oct 24	0 – 28+ credits * (<i>all students may register within division</i>)
Monday, Oct 28	Cross divisional registration begins
Tuesday, Oct 29	General Registration Begins (<i>courses open to new & visiting students</i>)

Division Restriction Explanation*

Day students may not register for and should not wait list for any course sections reserved for the evening division. Evening restricted sections have a section number in the 400s (e.g., 412, 419, 422, etc. section numbers) and open to day students at cross divisional registration on April 10.

Evening students may not register for and should not wait list for any course sections reserved for the day division. Day restricted sections have a section number in the 300s (e.g., 311, 319, etc. section numbers) and open to evening students at cross divisional registration on April 10.

Hold

Before you attempt to register, you should check to see if there are any holds on your account. Holds are available on the Student Portal. Click on “details” to view the office which has placed the hold (if applicable). You will need to contact the office indicated.

Step by Step Registration Instructions

Step by Step Registration Instructions can be found on the [Student Center Help Guides](#). These guides include how to enroll in a variable credit course such as moot court, journal or externship.

Moot Court, Journals, Fellows

If you are going to be on a moot court team, journal or participating in a fellows program, you will register for those classes yourself. You will be added to a permission list and will be able to register for those activities. *Please be sure to select the appropriate number of credits on variable credit courses.*

Wait-Listing

When you wait-list for a course and move off the wait-list into a course, you will be notified via your University of Baltimore email account that you have moved into the desired course. You will not receive notification that you have moved up on the waitlist or if it is your turn to register for the class.

Please note the following reasons you will not move off the wait-list into a class.

1. Time Conflicts (with another course, even a course you are “holding tentatively” in case you don’t get in)
2. Enrollment in another section of the same course
3. Enrolled in the maximum allowed credits.

Even if you are number one on the wait-list, if one of these circumstances is present, the next available seat in the class will go to the next person on the wait-list. Please monitor your position on the wait-list closely so that you will not lose your seat to someone who does not have one of the conflicts outlined above.

You may not wait list for a course unless and until it is your scheduled date to register for courses. If you wait list and it is not the date on which you can take such action, you will be removed from the wait list without further notification.

Joint Degree Program Students

Law students in joint programs must register for their graduate courses under their graduate career at their appointed time as a graduate student. Such students are still limited in total credits based on their status as part-time or full-time.

Failure to Attend UB after Registering for Classes -No Void Policy

Classes are not automatically voided for non-payment. It is your responsibility to officially withdraw from the class or classes should you decide not to attend UBalt after registration. Failure to withdraw will result in you being charged in full for the semester and in receiving a grade of "F" for the class(es). For more information see the [Office of the Bursar](#).

Financial Clearance

For every student, financial clearance means demonstrating your intention for payment for a given semester. Financial clearance can mean different things to different students. For some, it may mean creating a payment plan in CashNet. For others, submitting a FAFSA, and for others submitting their financial guarantee paperwork to show a third party is paying their tuition. Financial clearance does not mean you have to be paid in full by the payment due date. Rather, each student should take action to carry out the manner in which they intend to cover their tuition for the semester. For more information see [Student Finances and Records Financial Clearance](#).

myUBalt Login Issues

Password and Net ID assistance can be found on the [OTS help page](#). Keep in mind that your username and password are case sensitive.

ACADEMIC CALENDAR FOR SPRING 2025

Advance Registration begins	October 21, 2024
Cross-Division Registration begins	October 28, 2024
Open General Registration begins	October 29, 2024
First day of classes	January 13, 2025
Martin Luther King holiday University Closed	January 20, 2025
Add/drop and late registration ends	January 21, 2025
Last day to drop without a "W"	January 21, 2025
Deadline for filing for May graduation	February 1, 2025
Last day to drop with a "W"	March 10, 2025
Spring Break Classes Cancelled	March 16-23, 2025
Martin Luther King Holiday Make Up *Monday Schedule	April 28, 2025
Last Day of Classes	April 28, 2025
Makeup Days (for weather-related closings)	April 29-30, 2025
Study Period	May 1-4, 2025
Exam Period	May 5-15, 2025
Commencement Ceremony	May 22, 2025 1:00pm
All Grades Due	June 4, 2025