

REGISTERING FOR A VARIABLE CREDIT COURSE

1. Click on the "Enroll" link in your Student Center after logging onto MyUB .

The screenshot displays the MyUB Student Center interface. The Academics section is highlighted with a red arrow pointing to the "Enroll" link. The Finances section shows a message: "You have no outstanding charges at this time." The Personal Information section is also visible.

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

Finances
My Account
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

Personal Information
[Demographic Data](#)
[Contact Information](#)

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

You are not enrolled in classes.
enrollment shopping cart ▶

You have no outstanding charges at this time.
make a payment ▶

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

The screenshot shows the MyUB navigation bar with the following tabs: Search, Plan, Enroll, and My Academics. Below the tabs are links for "my class schedule", "add", "drop", "swap", "edit", and "term information".

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.

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The screenshot shows the "Add to Cart" interface. The "Fall 2011 Shopping Cart" section is highlighted, and the message "Your enrollment shopping cart is empty." is displayed. The "Add to Cart" section includes a search bar with a red arrow pointing to the "enter" button and a "search" button.

Add to Cart:
Enter Class Nbr
 enter

Find Classes
 Class Search
search

Fall 2011 Shopping Cart
Your enrollment shopping cart is empty.

Open **Closed** **Wait List**

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

Search | Plan | Enroll | My Academics
 my class schedule | add | drop | swap | edit | term information

Add Classes

1 [] [] []

1. Select classes to add - Enrollment Preferences

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LEST 699 - INDEPENDENT RESEARCH

Class Preferences

LEST 699-085 Ind Study ● Open Wait List Wait list if class is full

Session Regular Academic Session Grading Graduate Letter Grade

Career Graduate Units 3.00
1.00
2.00
3.00

Enrollment Information

- Department Consent Required to enroll in this class

CANCEL NEXT

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

NOTES

Class Notes Permission of LEST program director required.

- 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 [] [] []

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.

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● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

search

Fall 2011 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑️	LEST 699-085 (4185)		TBA	M. Cotton	3.00	●

PROCEED TO STEP 2 OF 3

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

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

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.

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● Open ■ Closed ▲ Wait List

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

CANCEL PREVIOUS FINISH ENROLLING



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

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

If you choose to order books using the link below please review the textbooks in your shopping cart before purchasing to ensure you do not inadvertently purchase books for a class in which you are not enrolled.

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[Order Books Now](#)

✓ Success: enrolled ✗ Error: unable to add class

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



MY CLASS SCHEDULE ADD ANOTHER CLASS