

# How To:

## Add A Course Using MyUB Web Registration A Visual Guide To The Screens That You Will Encounter

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Revised: May 13, 2009

# What You Need To Know Before You Register For Classes :

## What You Need To Know Before You Register For Classes:

### [Undergraduate Catalog: Adding, Dropping, and Resigning Courses](#)

To be considered a Full-time student, you must be registered for at least 12.0 credit hours by the end of the Add/Drop Period ([Academic Load](#))

Note if you are repeating a course in which you have earned previous credit, and also receive NYS TAP as part of your Financial Aid Package: **You must register for 12.0 credit hours of new work, in addition to the repeated course.** If you have questions, consult a Financial Aid Advisor and an Academic Advisor (refer to [Repeat Policy](#) and [Student Finances](#)).

The Add/Drop Period concludes at the end of the second week of the Fall or Spring Semester. You will find the dates for Add/Drop and Course Resign Period listed in the [SRC Student Calendars](#).

If you have questions about this topic or other areas related to your Academic Plan, contact your Academic Advisor.

Advising Locations

<http://advising.buffalo.edu/directory/index.php>

Academic & Registration Dates

<http://src.buffalo.edu/calendars/index.shtml>

# What You Need To Know Before You Register For Classes :

## **Add A Course Using MyUB Web Registration A Visual Guide To The Screens That You Will Encounter**

The remaining slides in this presentation will walk you through the steps of using Web Registration.

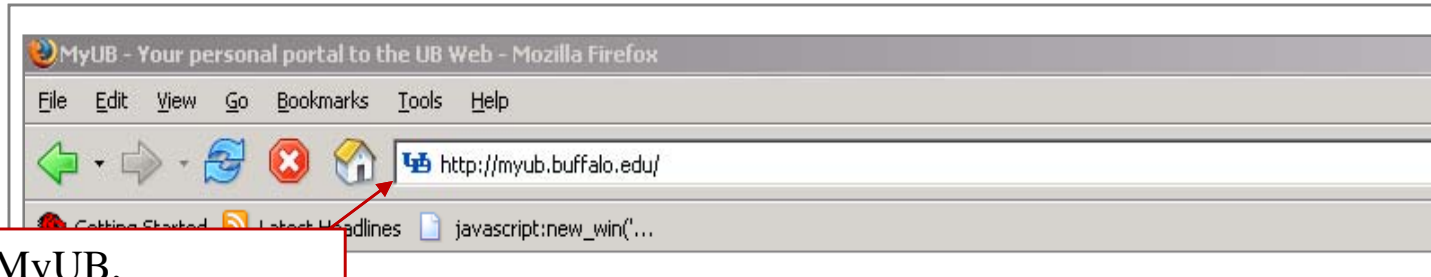
We have attempted to replicate the screens that you will encounter, and to show you the steps for each screen. Where appropriate we have also provided hyperlinks for relevant information.

The last slide will provide some additional resources that you will use to build and manage your Academic Plan at UB.

# Log into MyUB

1.

Log into MyUB,  
<http://myub.buffalo.edu>



2.

Enter your  
**UBit Username**

A screenshot of a "Connecting to MyUB" dialog box. The dialog has a blue header with a key icon and a question mark and close button. The main area is light gray and contains the text "Connecting to MyUB". Below this are two input fields: "User name:" and "Password:". The "User name:" field has a dropdown arrow and a small icon. The "Password:" field is empty. Below the password field is a checkbox labeled "Remember my password". At the bottom are "OK" and "Cancel" buttons. Red arrows point from the text boxes to the "User name:" and "Password:" fields.

3.

Enter your  
**UBit Password**

When connecting to a computing resource at UB, you are required to authenticate (prove that you are a valid user with rights to resources) to the server that you are trying to connect to. The website for MyUB is:  
<http://myub.buffalo.edu>

If you are having trouble with your UBit Username and Password, contact the CIT Help Desk at 716-645-3542. <http://helpdesk.buffalo.edu/>

# MyUB Home Page

MyUB - Your personal portal to the UB Web - Mozilla Firefox

File Edit View Go Bookmarks Tools Help del.icio.us

http://myub.buffalo.edu/myub\_guest/student/

Customize Links Free Hotmail Windows Marketplace Windows Media Windows del.icio.us/help/tags

MyUB MyPage FIND PEOPLE SEARCH MYUB Help Feedback Logout Tue, Oct 3/62°F Change Settings

Welcome MyUB Guest to the Student Demo

**Index**

- >> MyUB Home
- About Me
- My Profile
- Academics/Courses**
- Finances
- My Library
- Computing
- UB Inside and Out
- Events@UB
- UB News
- Campus Living
- Health & Safety
- Job & Career
- Sports & Recreation
- Tools
- UBLeams
- WebMail

**My Profile**

**Victor E. Bull (DEMO)**

**Affiliations:**  
Student

>> MORE

What is my person number?

**My Opinion**

**Weekly Student Affairs Survey**

- September Welcome (Tell us now and win!)

**UB News** [More](#)

- UB Becomes Partner in Kids Voting Western New York
- UB Celebrates 25th Anniversary of Historic Exchanges with China
- Al Gore, Nora Ephron, Anderson Cooper on UB Lecture Slate
- Master Planning Process to Start as UB Plans for Major Growth
- Midterm Elections: Control of House a "Toss-Up"
- Hybrid Nanoparticles for Multimodal Medical Imaging

**Events @UB Today** [More](#)

**October 3, 2006**

- Free Concert** — Brown Bag Concert, Noon.
- Library Instruction** — LIB 122: SciFinder Scholar I: An Introduction, 9:00 a.m. - 10:30 a.m.
- Computing Workshop** — Intermediate PowerPoint, 10:00 a.m. - noon.

**Academic & Financial Need to Knows**

- >> The 2nd student bill is due Tue Oct 3rd. Try e-Pay!
- >> Check out the spring 2007 class schedule! Now is a good time to see your advisor.

**Campus Need to Knows**

- >> **Safety Reminder**
- >> Prizes, massages, nutrition/exercise assessments & more! Open House for Wellness Education Services (Oct 5th)
- >> 2006-2007 Guide to Important University Numbers is now available online
- >> Get Ready NOW - Companies seeking employees are coming to campus in October
- >> North Campus traffic alert: Sat Oct 7th UB vs Ball State football game

4.

Click on the Academics/Courses link

Important news and announcements are posted in these sections.

# MyUB Academics/Courses Page

**Index**

- MyUB Home
- About Me
- My Profile
- » **Academics/Courses**
- Finances
- My Library
- Computing
- UB Inside and Out
- Events@UB
- UB News
- Campus Living
- Health & Safety
- Job & Career
- Sports & Recreation
- Tools
- UBLearns
- WebMail

**Registration**

- **Web registration**
- General registration information
- Phone registration (BIRD)
- My registration windows

**Courses**

- Academic & student calendars
- Add/drop or resign courses
- **Class schedules**
- Class descriptions search
- **Class schedule wizard**
- My final exam schedule
- (final exam schedule by department)
- SA online book exchange
- University bookstore: textbook orders

**Grades**

- My grades & GPA
- GPA calculator
- Academic transcripts

**Advising**

- Undergraduate Academic Advising
- Academic success workshops
- Advising offices
- Choosing a major
- **My DARS report**

**My Courses**

Last Updated: Sun, Feb 25 | View

You are not registered for any courses this semester.

**My Final Exam Schedule**

- as of Sun, Feb 25 you are not taking any courses

**5.** Click on **Web Registration** to register for classes

Find courses for upcoming semester

Undergraduate Catalog, scroll to the bottom of the column

Your DARS report

# Web Registration: Main Menu

MyUB Web Registration

Main Menu

Logged in as: **VictorEBull**  
Not VictorEBull? Press exit below

Add/Drop Courses

View Schedule

Update Intended Major

Check Registration Window

Exit

6.



When you open Web Registration, a new window will open. Make sure that you **Maximize the new window.**

7.

If you do not see your Username, click **Exit**, and close the browser. Then login again. Refer to Manage Your UB IT Name:  
<http://ubit.buffalo.edu/ubitname/index.php>

MyUB Web Registration is available from 7:00 a.m. to 11:00 p.m., seven days a week. Periodically the system will be closed for maintenance.

# Select Semester & Year

Based on the transaction that you want to carry out, you will be asked to select the semester and year.

Always confirm your transactions, by reviewing your schedule, by selecting the **View Schedule** button.

**Semester Selection**  
Choose Semester & Year

**Semester:**  ▼

**Year:**  ▼

**Continue**

---

**Return to Registration Menu**      **Exit**

**8a.** Select semester

**8b.** Select year

**8c.** Click on Continue

When you click Continue, the next screen will display your selection, and also Checkstop information, if it applies to you.

# Update Intended Major

## MyUB Web Course Registration

### Update Intended Major

**You must update your intended major.**

NOTE: Your "Intended Major" is the academic program you *would like* to pursue. When you select your Intended Major, you will *not* be able to register in majors-only courses.

9a.

Select appropriate **Intended Major**, from this drop-down list. You will only be asked to do this once each semester.

## Select Intended Major

### Choose From The List Of Majors Below

**Intended Major:**

Aerospace Engineering - BS



9b.

Submit

Navigation

Exit

**To gain formal acceptance into a major:** You will need to complete and meet the acceptance criteria for **Intended Major**. Refer to the Undergraduate Catalog and your DARS report for that major.

# Check Registration Window

## MyUB Web Course Registration

### Registration Windows

Registration Windows begin at 7:00 a.m., refer to  
Registration Windows: <http://src.buffalo.edu/register/regwindows.shtml>

#### **Your Registration Window is shown below:**

You may register for Fall courses during the  
periods designated.

#### **YOUR APPOINTMENT WINDOW:**

Begin Date: 4/15/2009

OPEN REGISTRATION:

Begin Date: 4/21/2009

**10.**

Your actual window  
will be based on the  
total number of credit  
hours that you have  
completed .

## Navigation

Return to Registration Menu

Exit

## MyUB Web Course Registration

### Checkstop Notification

11.

If you have a checkstop, it will be listed here.

**You have the following checkstop. You may only drop courses.**

→ Checkstop: **B**

#### Checkstop Information

A checkstop is used by the University to prevent student enrollment or release of student records, including diplomas, certifications, or transcripts until obligation has been addressed.

To see a list of the types of checkstops, and where to go to resolve them, refer to Checkstops: <http://src.buffalo.edu/register/checkstops.shtml>

– Some checkstops prevent you from drop/add/resign a course, speak to an academic advisor immediately.

Continue

Exit

# Adding A Course, Step 1

## Course Selection Menu

### Enter the Registration Number

Note: You have until the end of the second week of a fall or spring semester to “drop” a course. A “dropped” course will not appear on your schedule or transcript. “Dropping” down to zero credits during a fall or spring semester without being granted an [Official Leave of Absence](#) will prevent registration for a future semester. In this event, you will need to apply for reentry ([Re-entry Application](#)).

Beginning the third week through the eleventh week of a fall or spring semester, you can “resign” a course. “Resigning” a course will be recorded as an “R” grade on your transcript. For more information, consult the [Undergraduate Catalog : Adding, Dropping, and Resigning Courses](#) and speak with an Academic Advisor ([Advising Directory](#)) .

For course-specific deadlines for a summer semester consult the Student Response Center [Summer Add, Drop, Resign Dates](#).

12a.

Enter six-digit course registration number from the Electronic Class Schedule:  
<http://src.buffalo.edu/schedule/index.shtml>

Course Registration Number:

### Add or Drop/Resign Above Course

- Add Course
- Drop/Resign Course

12b. Select appropriate button.

12c.

## Navigation

[View Schedule](#)

[View Open Courses](#)

[Return to Registration Menu](#)

[Exit](#)

12

# Adding A Course, Step 2

**Course Selection Menu**  
Enter the Registration Number

**13.** Enter your next course request

**12d.** The Web Reg system shows the results of your request

**14.** View Your "Real-time" Schedule

Course Registration Number:

**Add or Drop/Resign Above Course**

- Add Course
- Drop/Resign Course

Submit

Results		
Reg. Number	Course	Hours
123456	PSY 101	3.0

Course Added

**Navigation**

- View Schedule**
- View Open Courses
- Return to Registration Menu
- Exit

# View Your “Real Time” Schedule

Use SRC Student Calendars to be aware of Drop/Add and Resign Periods:

<http://src.buffalo.edu/calendars/index.shtml>

## MyUB Web Registration

[View Schedule](#)

Check Financial Liability to find last day to drop courses without financial penalty.

<http://src.buffalo.edu/studentaccount/liability.shtml>

### Your Fall 2009 Schedule

**Last Day To Add Fall 2009 Courses is Friday, September 11, 2009**

Reg #	Course	Title	Sec	Type	Hours	Days	Time	Location	Instructor
123456	PSY 101	Intro to Psychology	Z	LEC	3.0	MWF	9 – 9:50	Park 110	S. Feeling
234567	UBU 215	UB Bulls in History	BUL	LEC	3.0	T R	11 – 12:20	Capen 4	V. E. Bull
654321	Eng 101	Writing					10:50	Clemens 20	M. Twain
<<<>>>	UGC 111	World C					10:50	Knox 12	O. World
765432	UGC 111	World Civilization I	X3	LEC	0.0	W	3 – 3:50		A. Tiquity
345678	BUF 181	Pierce Arrow: Buffalo's Luxury Car Maker		LEC	4.0	TR	3 – 4:50		

Finding your classes, refer to Campus Buildings:

<http://www.buffalo.edu/buildings/index.html>

**15.**

When you are satisfied with your schedule, “**Exit**” Web Reg

## Navigation

[View Schedule](#)

[View Open Courses](#)

[Return to Registration Menu](#)

**Exit**

# Viewing Open Courses, Step 1

16.

If the course that you are looking for is closed, you can try the **View Open Courses** feature to see in real time if other sections of the course are open:

### Course Selection Menu

Enter the Registration Number

Course Registration Number:

**Add or Drop Above Course**

Add Course

Drop/Resign Course

### Results

Reg. Number	Course	Hours
523456	PSY 322	3.0
<b>Course Closed</b>		

### Navigation

# Viewing Open Courses, Step 2

17a.

Select Department...

17b.

Select Course Number or Course Level

17c.

The screenshot shows the 'MyUB Course Registration Menu' interface. At the top, there is a dark blue header with the text 'MyUB Course Registration Menu' and a light blue sub-header 'Course Registration'. Below this is the 'Course Search' section, which includes the instruction 'Select a department and either a course number or course level'. There are three input fields: a dropdown menu for 'Department' showing 'GLY (Geology)', an empty text box for 'Course Number', and a dropdown menu for 'Course Level' showing 'Freshman level'. A 'Search' button is located below these fields. At the bottom, there is a dark blue 'Navigation' bar with three options: 'Return to Add/Drop', 'Return to Registration Menu', and 'Exit'. Red arrows point from the annotations on the left to the corresponding fields in the form.

**MyUB Course Registration Menu**  
**Course Registration**

**Course Search**  
Select a department and either a course number or course level

\* Department  ▼

\* Course Number  or Course Level:  ▼

**Navigation**

Return to Add/Drop      Return to Registration Menu      Exit

# Viewing Open Courses, Step 3

**MyUB Course Registration Menu**

**Course Registration**

**17d.** → **Open Course Found**

Reg #	Course	Title	Sec	Type	Days	Time	Instructor	Total Seats Avail.	Reserved (Majors) Seats Avail	
<<<>>>	<u>GLY 101</u>	Global Envir. Sci	X	LEC	MWF	9 – 9:50	T.Rex	4	0	
879645	<u>GLY 101</u>	Global Envir. Sci	X2	LAB	M	1 – 2:50	D. Rock	3	0	<input type="button" value="Add"/>
579246	<u>GLY 108</u>	Geol. Of National Parks		LEC	T	7-9:40	W. Fall	1	0	<input type="button" value="Add"/>

**17e.** Click on the Add button, to try and add course. Be aware that even using this option, the seat in this course may have been added prior to your clicking the Add button.

**Navigation**

## Academic Planning Links:

Advising Locations	<a href="http://advising.buffalo.edu/directory/index.php">http://advising.buffalo.edu/directory/index.php</a>
Academic & Registration Dates	<a href="http://src.buffalo.edu/calendars/index.shtml">http://src.buffalo.edu/calendars/index.shtml</a>
Undergraduate Catalog A to Z Guide	<a href="http://undergrad-catalog.buffalo.edu/atoz/index.shtml">http://undergrad-catalog.buffalo.edu/atoz/index.shtml</a>
Student Response Center Search Page	<a href="http://src.buffalo.edu/search/index.php">http://src.buffalo.edu/search/index.php</a>
Degree Requirements, University	<a href="http://undergrad-catalog.buffalo.edu/policies/degree/index.shtml">http://undergrad-catalog.buffalo.edu/policies/degree/index.shtml</a>
General Education Program	<a href="http://undergrad-catalog.buffalo.edu/policies/degree/gened.shtml">http://undergrad-catalog.buffalo.edu/policies/degree/gened.shtml</a>
Academic Programs	<a href="http://undergrad-catalog.buffalo.edu/academicprograms/index.shtml">http://undergrad-catalog.buffalo.edu/academicprograms/index.shtml</a>
Registration Window	<a href="http://src.buffalo.edu/register/regwindows.shtml">http://src.buffalo.edu/register/regwindows.shtml</a>
Class Schedule	<a href="http://src.buffalo.edu/schedule/index.shtml">http://src.buffalo.edu/schedule/index.shtml</a>
Your <b>UB DARS</b> report, accessed through MyUB	<a href="http://myub.buffalo.edu">http://myub.buffalo.edu</a>