

Dropping or Resigning Courses via Web Registration:

Before you drop or resign a course, here are some things that you should take into account:

Knowing Drop and Course Resign Dates

The dates for the drop/add/resign period can be found in the SRC student calendars:

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

Financial Liability Dates:

The Financial Penalty Period begins at the end of the first week of the semester:

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

The Drop Period for Fall and Spring semesters concludes at the end of the second week of classes for the respective semester. **The Resign Period** for Fall and Spring semesters, where a grade of “R” will appear on your transcript is from the third to the eleventh week of classes.

Full Time Status. A student needs to have 12 credit hours to be considered a full time student. If you are going to fall below 12 credit hours you should discuss possible ramifications with your advisor.

Financial Aid Implications:

If you receive financial aid, you should discuss the impact of falling below 12.0 credit hours upon your continued eligibility to receive financial aid.

Summer Drop/Add, Financial Penalty, and Resign Dates

Refer to the Summer Class Schedule

Dropping, Or Resigning From A Course

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>

To begin enter your UBit username and password. If you are having trouble with your UBit Username and Password, contact the [CIT Help Desk](#) at 716-645-3542.

1. Enter your
UBit Username

2. Enter your
UBit Password



Connecting to MyUB

User name:

Password:

Remember my password

OK Cancel

MyUB Home Page

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- >> **MyUB Home**
- About Me
- My Profile**
- Academics/Courses**
- Finances
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- 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
What is my person number?

My Opinion

Weekly Student Affairs Survey

- September Welcome (Tell us now and win!)

UB News

- 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

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

3.
Click on the Academic/Courses link

Important news and announcements called **Need-to-Knows** are posted in these sections.

MyUB Academic/Courses Page

MyUB - Your personal portal to the UB Web - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail

Address http://myub.buffalo.edu/myub_guest/student/pw/template/1057.html Go

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

MyUB >> Academics/Courses Change Settings

Index

- MyUB Home
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- UBLeams
- WebMail

Registration

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

My Courses

Last Updated: Mon, Oct 2 | View Real-Time Schedule

You are not registered for any courses this semester.

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
- Business Administration
- Computer Science & Engineering
- Mathematics

4.

Web Registration

Click on this link to:

- Add/Drop, or Resign a course
- View Real-time schedule
- See if you have any checkstops.


Some checkstops prevent you from dropping/resigning courses as well as adding them. If you have questions about the checkstops that are on your academic record, speak to an academic advisor.

Logging Into Web Registration

The Web Registration System resides on a different server than MyUB. Therefore you will need to authenticate again to access Web Reg.

5. Enter your
UBit Username

6. Enter your
UBit Password



The screenshot shows a Windows-style dialog box with a blue title bar and a key icon. The title is "Connecting to Web Registration". It contains a "User name:" label followed by a dropdown menu with a blue arrow and a small icon. Below it is a "Password:" label followed by a text input field. A checkbox labeled "Remember my password" is located below the password field. At the bottom are "OK" and "Cancel" buttons.

Dropping A Course: Finding the Registration Number

The screenshot shows the MyUB Web Registration Main Menu. At the top, it says "MyUB Web Registration" and "Main Menu". Below this, it displays "Logged in as: VictorEBull" and "Not VictorEBull? Press exit below". There are five menu items: "Add/Drop/Resign Courses", "View Schedule", "Update Intended Major", "Check Registration Window", and "Exit". A red box highlights the login information. A yellow box with the number "7." points to the "View Schedule" button. A white box with a grey border provides instructions on what to do if the username is not visible. A larger yellow box explains the purpose of the "View Schedule" button and provides an example course. A green box at the bottom provides information about finding drop/add and course resign dates.

MyUB Web Registration
Main Menu

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

Add/Drop/Resign Courses View Schedule Update Intended Major Check Registration Window

Exit

7.

If you do not see your Username, Click exit, close the browser. And login again. Refer to [Manage Your UBit Name](#)

If you want to drop or resign a course, you will need to find the six-digit registration number for that course. You will find this number on the View Schedule.
For this example, we will drop the course MTH 121: Survey Calc & Appl 1

Finding Drop/Add and Course Resign Dates: You can find [Drop/Add, Resign Course](#) dates listed in [SRC Student Calendars](#), the Need To Know Section of MyUB, and on the [SRC Homepage](#). You also need to be aware of [Financial Liability Dates](#).

Select Semester & Year

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

If you have a Checkstop the next screen you see will display that information.

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.

Checkstops

9.

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

To see a list of the types of checkstops, and where to go to resolve them, refer to [Checkstops](#)

Some checkstops prevent you from drop/add/resign, speak to your advisor.

MyUB Web Course Registration

Checkstop Notification

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.

Navigation

Continue

Exit

9a.

Click on Continue

View Schedule

MyUB Web Registration
[View Schedule](#)

10.

This is the course that you want to drop. Copy or write down this number, and return to the Drop/Course button

Your Fall 2006 Schedule

Last Day To Add Fall 2006 Courses is Friday, September 8, 2006

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	MTH 121	Survey of Calc&Appl 1	A2	LAB	0.0	T	1 – 1:50	Park 330	C. Wing
<<<>>>	MTH 121	Survey of Calc&Appl 1	A	LEC	4.0	T R	11 – 12:20	Capen 4	V. E. Bull
654321	ENG 101	Writing 1	WA	LEC	3.0	MWF	1 – 1:50	Clemens 20	M. Twain
<<<>>>	UGC 111	World Civilization I	X	REC	3.0	MW	10 – 10:50	Knox 12	O. World
765432	UGC 111	World Civilization I	X3	LEC	0.0	W	3 – 3:50	Park 530	A. Tiquity
345678	BUF 181	Pierce Arrow: Buffalo's Luxury Car Maker		LEC	4.0	TR	3 – 4:50	MFAC 10	D. Car

11.

Navigation

- [View Schedule](#)
- [View Open Courses](#)
- [Return to Registration Menu](#)
- [Exit](#)

Dropping A Course

Course Selection Menu

Enter the Registration Number

12b.
Select the Drop/Resign Course button

Course Registration Number:

Add or Drop Above Course

Add Course

Drop/ Resign Course

12a.
Enter the six-digit registration number of the course that you want to drop

12c.
Submit

12d.
Results of your transaction:

Results		
Reg. Number	Course	Hours
234567	MTH 121	4.0
Course & 1 Chained Course Dropped		

Navigation

12e.
View Schedule | View Open Courses | Return to Registration Menu | Exit

Viewing Your Schedule: **After Dropping A Course**

MyUB Web Registration
[View Schedule](#)

Your Fall 2006 Schedule

Last Day To Add Fall 2006 Courses is Friday, September 8, 2006

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123456	PSY 101	Intro to Psychology	Z	LEC	3.0	MWF	9 – 9:50	Park 110	S. Feeling
654321	ENG 101	Writing 1	WA	LEC	3.0	MWF	1 – 1:50	Clemens 20	M. Twain
<<<>>>	UGC 111	World Civilization I	X	REC	3.0	MW	10 – 10:50	Knox 12	O. World
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345678	BUF 181	Pierce Arrow: Buffalo's Luxury Car Maker		LEC	4.0	TR	3 – 4:50	MFAC 10	D. Car

12f. You will notice that MTH 121 does not appear on your Schedule. If you decide to leave a course after the Drop Period, you need to know the dates for the Course Resign Period.

See next slide, to see how a Resigned Course is displayed on your schedule. Always print out a copy of your schedule, after you have made changes.

Viewing Your Schedule: After Resigning From A Course

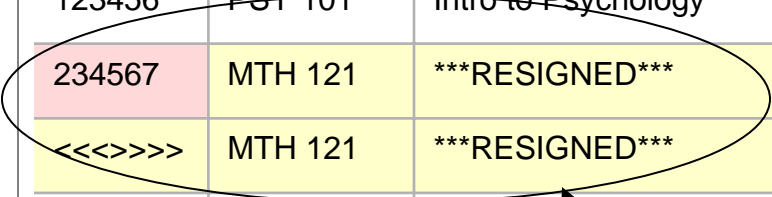
MyUB Web Registration

View Schedule

Your Fall 2006 Schedule

Last Day To Add Fall 2006 Courses is Friday, September 8, 2006

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	MTH 121	***RESIGNED***							
<<<>>>	MTH 121	***RESIGNED***							
654321	ENG 101	Writing 1	WA	LEC	3.0	MWF	1 – 1:50	Clemens 20	M. Twain
<<<>>>	UGC 111	World Civilization I	X	REC	3.0	MW	10 – 10:50	Knox 12	O. World
765432	UGC 111	Work							Tiquity
345678	BUF 181	Pierce Arrow: F Luxury Car Ma							Car



12g.

A resigned course will remain on your academic transcript. It will also appear on Your Grade Report, but the course will not be used in the computation of your grade point average. (View [sample Grade Report](#))

Navigation

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