Add a Class

Before You Begin...

The students register for classes via the Student Schedule & Registration link on myUMBC or the College Scheduler tool. The steps below outline the procedure the student follows to add a class to their schedule using the manual registration process. The steps begin after logging into myUMBC. Note that as a Faculty or Staff role at UMBC, you do not have the same link within your Classes & Grades topic on myUMBC.

Note that the student can only register for classes after they have received advising authorization from their advisor and after the registration for the current term is available.

Step by Step

1. From myUMBC, select Topics > Classes & Grades.
2. Select the Student Schedule & Registration link. The registration page in PeopleSoft is opened.
3. Select the term for which you want to register.
4. Click Continue.
5. Click the Enroll Tab and then the Add Tab.
6. If you know the class number for the desired class, type it in the Enter Class Nbr field and hit Enter.
   a. Go to Step 12.
7. If you do not have the class number for the desired class, select the Class Search radio button and click Search.
8. Enter at least two search criteria and click Search.
9. Once the desired class is found, click the Select Class button.
10. Select the Class Preferences that apply, such as Grading method, permission number, and Wait list if the class if full. (Note, wait list is only relevant for classes that have a wait list available.)
11. Click Next.
12. Continue Steps 6 - 11 until the schedule is complete.
13. When ready to finish enrolling, click Proceed to Step 2 of 3.
14. Confirm the selections and click Finish Enrolling.

The confirmation page displays a green check mark indicating you are successfully enrolled in a class. A red check mark indicates an error and that you are not enrolled in the class.
I put my name on a waitlist for the next semester and am currently enrolled in the prerequisite. If I fail the prerequisite what happens?