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 is 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.

Need Help Searching?

Click here to submit an RT ticket

SA Tip

Students can search for GEP requirements when searching for classes to select. The GEP requirements search option is located within the General Education Requirements Selection section, which is located at the bottom of the page.

Still Need Help?

Contact the Registrar's Office at http://registrar.umbc.edu/ or 410-455-2500.

Related FAQ’s & Other Links

- Glossary
- Does the advising office work with Pre-Med/Pre-Dental students?
- If I am undecided about my major, what advisor should I contact for advising?
- What is the difference between Permission Only classes and Exceptions?
- How do I know what day/time I can register?
- Drop a Class
- Swapping a Class
- I am a newly accepted student. When will I meet with an advisor and choose my classes?
- College Scheduler
- How do I register for classes at UMBC?
- Where can I find my earliest registration time?
- Why won’t my permission number work?
- I am trying to register for classes. Why can’t I see the upcoming term?
- Add a Class
- How to Use a Permission Number when Registering for a Class