How to: Register for Study Abroad AWAY course

Registering for your proper AWAY course online can sometimes be a bit confusing. As you have been informed, there is no AWAY course in UMBC’s course catalogue that you can search for and register for online. The Registrar's Office will send you a code, which you will use to register for your proper AWAY course, to your UMBC e-mail after your VOT form has been approved.

Here is a step-by-step manual on how to register...

1) Once you submit your VOT form to the Registrar's Office, they will process it for approval. Once approval is granted, you will receive an e-mail from the Registrar's Office, which includes the 4-digit code you will need to register online for your proper AWAY course.

![Example Email]

*Note: the code used in this example is not the number code you will use to register in your AWAY course. Please use the 4-digit code you receive in your e-mail from the Registrar’s office.

2) Once you have received the 4-digit registration code from the Registrar's Office, log into your MyUMBC account, then:
   a. Click on "Topics"
   b. Click on "Classes & Grades"
   c. Click on "Student Schedule & Registration"
3) Click on which Term you will be studying abroad and then click "Continue"

4) At the top of the next screen, click "add" to take you to the page where you will input your registration code for your proper AWAY course
5) On the left side of the page, there will be a blank box entitled "Enter Class Nbr." Here you will input your 4-digit code given to you in the e-mail from the Registrar's Office. Once you input the code, click "Enter."

Remember: this is the 4 digit code you received in your e-mail from the Registrar's office!

6) You will be brought to a page to confirm the course you are registering for. Once you have confirmed the proper AWAY course and term, click "Next"
7) You will be brought to a confirmation page, which states that your AWAY course has been added to your shopping cart. Click on "Proceed to Step 2 of 3" to confirm your AWAY registration.
8) Click "Finish Enrolling" to complete registration.

9) At this point, your proper AWAY course will be added to your course schedule for your term abroad.