


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.

10/3/2017 UMBC Mail - Spring 2018 Course Permission Granted for Study Abroad Experience 5808

 Caylie Zidwick <cayz1@umbc.edu>

Spring 2018 Course Permission Granted for Study Abroad Experience 5808 

1 message

Records@umbc.edu <Records@umbc.edu> Tue, Oct 3, 2017 at 9:12 AM
To: cayz1@umbc.edu

Caylie Zidwick, you have been authorized to register in the given semester for the section of the course indicated. You may register by using the registration functions of myUMBC, located at <http://my.umbc.edu/>. Registration must be completed by applicable deadlines. Failure to do will prevent you from adding this class. Deadlines for this term may be found at <http://www.umbc.edu/registrar/schedule/index.html>.

*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"

Start **Topics** **Events** **Community** **Groups** **Help**

Role: **Staff** **Graduate Student** Graduate Admit Alumni Hide

Classes & Grades

Topics

- Admissions & Orientation
- Advising & Student Support
- Arts, Culture & Entertainment
- Athletics & Recreation
- Billing & Personal Finances
- Books, Goods & Services
- Classes & Grades**
- Community News & Opinion
- Computing & Technology
- Diversity
- Facilities & Operations
- Financial Services & Accounting
- Food & Dining
- Health, Wellness & Safety

Student Schedule & Registration

View and manage your classes and schedule

Help Resources

- Managing your student academic info »

Schedule Builder

An interactive tool help you build the perfect schedule based on the classes you want to take and your free time needs.

Academic Dates & Deadlines

Schedule of classes, semester dates and deadlines, final exam schedule.

Academic Pathways

Model four-year degree plans for UMBC programs.

Class Search

Course History

View a history of all of the courses you have taken so far

Help Resources

- Managing your student academic info »

Enrollment and Degree Verification

View your enrollment and degree verification information at the National Student Clearinghouse

- Graduation Application
- Graduation Status
- Incomplete Grades
- Schedule of Classes
- Student Grades
- View grades for previous semesters
- Help Resources**
- Managing your student academic info »
- Syllabi Archive
- Transcript (Official)
- Transcript (Unofficial)
- Help Resources**
- Managing your student academic info »
- Transfer Credit Report
- View report containing information about your transfer credits
- Help Resources**
- Managing your student academic info »

3) Click on which Term you will be studying abroad and then click "Continue"

Search Plan Enroll My Academics

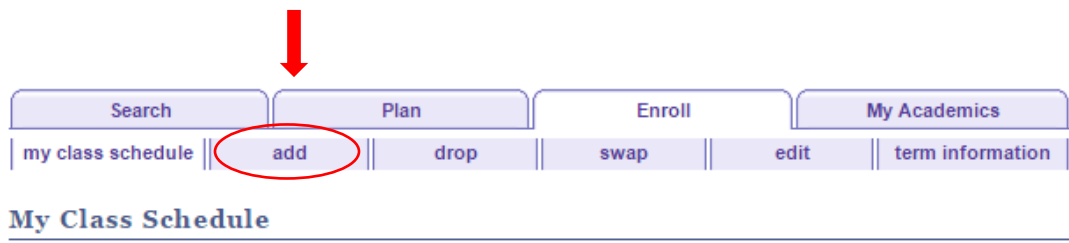
my class schedule add drop swap edit term information

My Class Schedule

Select a term then select Continue.

| | Term | Career | Institution |
|-----------------------|-------------|---------------|-------------|
| <input type="radio"/> | Spring 2017 | Undergraduate | UMBC |
| <input type="radio"/> | Summer 2017 | Undergraduate | UMBC |
| <input type="radio"/> | Fall 2017 | Undergraduate | UMBC |

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



Select Display Option List View Weekly Calendar View

Fall 2017 | Undergraduate | UMBC

[change term](#)

[View Textbooks](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

- 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."



Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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[change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

[search](#)

[schedule planner](#)

Fall 2017 Shopping Cart

Your enrollment shopping cart is empty.

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

for Study Abroad Experience 5808

Caylie Zidwick <cayz1@umbc.edu>

Abroad Experience 5808

Tue, Oct 3, 2017 at 9:12 AM

For the section of the course indicated. You can find more information at <http://my.umbc.edu/>. Registration must be completed by the deadline for this term.

- 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"

Add Classes



1. Select classes to add - Enrollment Preferences

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IS 898 - Pre Candidacy Doc Rsch

Class Preferences

IS 898-12 **Research** ● **Open** **Wait List** Wait list if class is full
Session Regular Academic Session **Grading** Pass/Fail
Career Graduate **Units** 3.00

Enrollment Information

- Department Consent Required to enroll in this class



| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------|------|--------------|-------------------------|
| 12 | Research | | TBA | Aaron Massey | 08/30/2017 - 12/12/2017 |

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

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ POLI 301 has been added to your Shopping Cart.

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[change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

[search](#)

[schedule planner](#)

Fall 2017 Shopping Cart

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|--------|------------------------------------|----------------------|-----------------------------|---------------|-------|--------------------------------------|
| | POLI 301-01 (4859) | TuTh 8:30AM - 9:45AM | Janet & Walter Sondheim 207 | C. Forestiere | 3.00 | ● |



8) Click "Finish Enrolling" to complete registration

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes



2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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● Open ■ Closed ▲ Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|--------------------|---------------------------------|----------------------|-----------------------------|---------------|-------|--------|
| POLI 301-01 (4859) | Poli Research Methods (Lecture) | TuTh 8:30AM - 9:45AM | Janet & Walter Sondheim 207 | C. Forestiere | 3.00 | ● |

CANCEL PREVIOUS **FINISH ENROLLING**



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

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

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✓ Success: enrolled ✗ Error: unable to add class

| Class | Message | Status |
|----------|---|--------|
| POLI 301 | Success: This class has been added to your schedule. | ✓ |

MY CLASS SCHEDULE ADD ANOTHER CLASS