



## UMBC at The Universities at Shady Grove How to Register for Classes

1. **Advising (Undergraduates Only):** Contact your Program Director to set up a meeting for advising each semester
2. **Authorization (Undergraduates Only):** Once advised, your Program Director will authorize you to schedule for classes. If there are any problems, please contact your advisor directly.
3. **To Register:**
  - Log into **myUMBC**
  - Click on the **Topics** tab
  - Click on **Classes and Grades**
  - Click on the **Student Schedule& Registration** link
  - Select the correct semester for enrollment and hit **Continue**
  - Click **Add** on the enroll tab
  - Click **Search** to locate available classes
  - Select **Shady Grove** as your **Campus** and **Location** before hitting search again.  
*You may also choose a specific course subject if desired*
  - When you find a course you would like to register for, click **Select Class**
  - Review the course preferences and click **Next**
  - Continue the above process until all desired courses are in your shopping cart
  - Click **Proceed to Step 2 or 3**
  - Click **Finish Enrolling** to process your request for the classes listed  
*Please note the following reasons a class may not have been successfully added:*
    - *You do not meet the prerequisites for the class*
    - *You are waitlisted for a class*
    - *You do not have the appropriate permissions to register for the class*
4. **To Print Confirmation:** You will receive a “registration results” screen. This shows the classes and section for which you are registered. Print this page for your records. *Note: A green check indicates that the class has been successfully added.*
5. **To View Later:** You can view your current schedule at any time under the Classes and Grades tab in myUMBC and the “Current Schedule Summary” and course “Details”.