

SUMMER 2018 SEMESTER REGISTRATION INSTRUCTIONS

Registration for the summer 2018 semester is available through the [MyUB Portal](#). On your designated date of registration, registration begins at 8:30 am. MyUB is available 24 hours a day, seven days a week.

Password and Net ID assistance can be found on the [OTS help page](#). Keep in mind that your username and password are case sensitive.

When You Can Register – Your status is determined by the number of credits you have already earned (not those you are earning this semester).

Tuesday, March 13	45+ earned credits
Wednesday, March 14	0-44 earned credits

In summer all sections are 500 numbers. There are no division restricted courses in summer term.

Hold Flags

Before you attempt to register, you should check to see if there are any hold flags on your account. Hold flags are available on the Student Portal. The office placing the hold flag should be identified and that is the office you should contact for a resolution of the problem.

Step by Step Registration Instructions

Step by Step Registration Instructions can be found on the [Student Center Help Guides](#). These guides include how to enroll in a variable credit course such as moot court, journal or externship.

Wait-Listing

When you wait-list for a course and move off the wait-list into a course, you will be notified via your University of Baltimore email account that you have moved into the desired course. You will not receive notification that you have moved up on the waitlist or if it is your turn to register for the class.

Please note the following reasons you will not move off the wait-list into a class.

1. Time Conflicts (with another course, even a course you are “holding tentatively” in case you don’t get in)
2. Enrollment in another section of the same course
3. Enrolled in the maximum allowed credits: Evening and part time students - 6 credits; full time students - 8 credits

Even if you are number one on the wait-list, if one of these circumstances is present, the next available seat in the class will go to the next person on the wait-list. Please monitor your position on the wait-list closely so that you will not lose your seat to someone who does not have one of the conflicts outlined above.

You may not wait list for a course unless and until it is your scheduled date to register for courses. If you wait list and it is not the date on which you can take such action, you will be removed from the wait list without further notification.

Joint Degree Program Students

Law students in joint programs must register for their graduate courses under their graduate career at their appointed time as a graduate student. Such students are still limited in total credits based on their status as part-time or full-time.

Failure to Attend UB after Registering for Classes - No Void Policy

Classes are not automatically voided for non-payment. It is your responsibility to officially withdraw from the class or classes should you decide not to attend UB after registration. Failure to withdraw will result in you being charged in full for the semester and in receiving a grade of "F" for the class(es).

For more information see the [Office of the Bursar](#).

myUB Login Issues

Password and Net ID assistance can be found on the [OTS help page](#). Keep in mind that your username and password are case sensitive.

REGISTRATION TIME LINE FOR SUMMER 2018

Advance Registration begins	March 13
Tuition due; if registered before this day and do not pay or drop by this date, you will be considered registered and held responsible for any charges for tuition and fees whether or not you ever attend class.	May 18
First day of classes	May 21
Add/drop and late registration ends	May 24
Last day to drop without a "W"	May 24
<i>Memorial Day, University Closed</i>	May 28
Last day to drop with a W	June 18
<i>Independence Day, University Closed</i>	July 4
Last Day of Classes, <i>Memorial Day Make-Up Class (Monday Schedule)</i>	July 9
Study Period	June 10
Final Exam: Monday/Wednesday Classes	July 11
Final Exam: Tuesday/Thursday Classes	July 12
All grades due	July 30
<p><i>NOTE:</i> <i>M/W Classes will meet include extra time in each meeting to makeup the minutes for the Independence Day holiday.</i></p>	