



10 EASY STEPS TO CLASS ENROLLMENT

IMPORTANT NOTE!!!!

Before you can enroll in a class, you **MUST** have a UMES Network Account.

Network Accounts may be obtained online at www.umes.edu/NewAccount

Your HAWKWeb Username and Password will be automatically created once you have completed the online network account request.

Your HAWKWeb account is the same as your Network Account login, except the username should be entered in ALL CAPS.

And

You **MUST** see your Advisor!


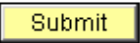
1. SELECT THE CLASSES IN WHICH YOU WOULD LIKE TO ENROLL FROM THE SCHEDULE OF CLASSES ON THE UMES WEB PAGE.
2. WRITE THE SELECTED CLASSES ON A SCHEDULE CARD FOR YOUR ADVISOR'S APPROVAL AND SIGNATURE.
3. YOU ARE ELIGIBLE TO ENROLL ONCE YOU AND YOUR ADVISOR HAVE SIGNED THE SCHEDULE CARD AND YOUR ADVISOR HAS ACTIVATED YOUR REGISTRATION IN THE HAWKWEB STUDENT ADMINISTRATIVE SYSTEM.
4. LOG INTO HAWKWEB USING THE SAME USER ID AND PASSWORD USED TO ACCESS THE UMES NETWORK. THE USERNAME SHOULD BE ENTERED IN ALL CAPS.
5. NAVIGATE TO (CLICK ON) **SA SELF SERVICE** ➡ **LEARNER SERVICES** ➡ **ACADEMICS** ➡ **ENROLL IN A CLASS**
6. SELECT AN ENROLLMENT TERM.

EXAMPLE TERM: 2068 = Fall 2006

1st number = Millennium

2nd and 3rd numbers=Year

4th number=Semester (0-Winter, 1-Spring, 8-Fall, 5-Summer I, 6-Summer II, 7-SummerIII)

7. ENTER THE CLASS NUMBER -OR- CLICK ON THE SPYGLASS  TO SEARCH THROUGH THE SCHEDULE OF CLASSES.
8. CLICK THE SUBMIT BUTTON ONCE YOU HAVE ADDED YOUR CLASSES. 
9. VERIFY YOUR SUCCESS BY CHECKING THE "ADD STATUS" COLUMN.
10. PRINT YOUR SCHEDULE AND COMPLETE ANY FINANCIAL OBLIGATIONS.

*For Enrollment Assistance Please Contact
The HAWKWeb Help Desk @ (410) 651-8488 or EXT. 8488
Email: HAWKWEBHELP@UMES.EDU*