HOW TO ENROLL IN A CLASS

1. Go to www.umes.edu

2. Click on the “My UMES” link on the left tab (see Figure 1.0)

3. Login using your UMES ID and password (See Figure 1.1)
4. Click on “Hawk Web (Student Center)” (See Figure 1.2)

5. Click on “Enroll” under Academics (See Figure 1.3)
6. Click the “Search” button (See Figure 1.4)

7. Select the Subject (1), fill out the Course Number (2) and click “Search” (3) (See Figure 1.6)
8. Choose a class that best fits your schedule and click on the corresponding “Select” button (See Figure 1.7)

![Figure 1.7 Selecting a class]

9. Click “Next” (See Figure 1.8)

*If a permission Number is required for the class, fill out the “Permission Nbr” box
10. Click “Proceed to Step 2 of 3” (See Figure 1.9)

11. Click “Finish Enrolling” (See Figure 2.0)
If all requirements are met for the class you chose to enroll in, you will see a green check in the status column (See Figure 2.1)

3. View results

View the following status report for enrollment confirmations and errors

Spring 2020 | Undergraduate | Univ of Maryland Eastern Shore

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

*Figure 2.1 Confirmation page*