



**DIVISION of ACADEMIC AFFAIRS**  
**School of Graduate Studies**

**Registration Process**

- **Create your UMES Hawk Registration Account:** log onto [www.umes.edu/newaccount](http://www.umes.edu/newaccount) and follow instructions. This generates your UMES username, password, and e-mail address.
- **Contact your Program Advisor** to obtain your course listing, and to be made eligible to enroll in classes.
- **Enroll in classes online:** log onto [www.umes.edu](http://www.umes.edu) using your UMES username and password (see instructions below on how to enroll in a class).
- **Complete the Payment Confirmation:** once you have enrolled in classes, a bill will be generated. In order to complete the final stage of the registration, payment or payment arrangements must be confirmed. Regardless of how your education is being paid for, you must complete this process each semester after enrolling in classes. Failure to complete this process will result in you being dropped from your classes for non-payment (see instructions below on how to complete the Payment Confirmation).
- **Obtain a UMES Student Photo ID:** UMES students should have a UMES photo ID to utilize certain services and resources on campus. At the beginning of the semester, please report to the Hawk Center located on the Second Floor of the Student Services Center to obtain your ID.
- **Obtain a UMES Parking Permit:** UMES students, who park their cars in most parking lots on campus, must have a parking permit. At the beginning of the semester, please report to the Office of Public Safety to obtain a parking permit. You will need to show your Vehicle Registration Card and Driver's License.

## Enrolling in a Class

- To enroll in a class, click the **Enroll/Drop** link;
- Click the **Term** button (for example: “Fall 2010”);
- Click the **Continue** button;
- Select **Class Search** and then click **Search** button;
- Click the dropdown button to activate the menu to find the course subject;
- Click a subject in the list (for example: BIOL-Biology);
- Enter the **Course Number** (for example: enter a valid value e.g. “113”);
  - Note: the “Course Number” has also been known as “Catalog Number”
- Click the **Search** button;
  - Note: if it returns no results, the section may be full/closed
- Click the **Select Class** button;
- Click the **Next** button;
- Click the **Proceed to Step 2 of 3** button;
- Click the **Finish Enrolling** button;
- View results of your added classes in the **Status Column**. Check for error messages and adjust the enrollment accordingly.
- To view the class schedule, click the **My Class Schedule** button.
- The class schedule automatically displays in the **List View**.

## COMPLETING THE PAYMENT CONFIRMATION

*Please note all financial information (student account and financial aid) regarding your UMES account can be found under STUDENT CENTER/FINANCES.*

**STEP 1:** Log into: My UMES Login

**STEP 2:** Click “HawkWeb” which takes you to your “Student Center.”

**STEP 3:** You must **confirm** you are coming/returning to school for the **term** and **how you plan to pay**. Under “Term Confirmation”, click “confirm” and follow the instructions. If you need a manual form (needed for non posted scholarships, 3<sup>rd</sup> party billing, etc), Click “manual payment information” **MUST CONFIRM EVEN IF PAYING IN FULL.**

My Account

[Online Financial Services](#)

[Service Indicators](#)

[Display Confirmation/Plan](#)

[Manual Payment Info](#)

Term Confirmation

2098



(Please note term)

**STEP 4:** Read the message and proceed accordingly, click “ok” to continue.

**STEP 5:** View your Payment Confirmation Options

- If you have enough funds or zero balance **Click “ Confirm”** to complete process
- If your financial is not enough or as much as anticipated *click “Return to Service Center.”* **Scroll down** to the “**Finances**” section and click on to **View my Financial Aid**. There you can view a break down of your financial aid for each semester and the year.

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Report Other Financial Aid](#)

**OR**

- If you want to make a payment, **Click “Make a Payment.”**  
Once the payment is made: *Return to Step 3 to resume the process.*
- If you want to apply for a payment plan “**Click Payment Plan**”

**STEP 6:** Affix your ELECTRONIC SIGNATURE by **Clicking “I Agree” to Register or “I Accept” for the payment plan)**

**STEP 7:** **Print your confirmation receipt or the payment plan schedule.**

**STEP 8:** If you want to **view your account or transfer funds** (if available) to your HAWKCARD; under **My Account** click **“Online Financial Services”**.