Directions for BMI Student Course Registration

STEP III: Register Online for Your Course(s)

Please note that UMES uses the HawkWeb system for online registration. This is the only way to register for BMI / UMES courses and only you can complete the online registration process. Registration is only open during certain dates and you can only complete registration and payment (Steps III through V) during those dates. For registration dates, please see our webpage at https://www.umes.edu/Tech/Pages/Career-and-Technology-Education-Certification-Pathway-at-Baltimore-Museum-of-Industry/ or the UMES website, www.umes.edu. Remember: you must be admitted as a UMES student and have your account “term activated” (approved by the registrar’s office) before you can register for any courses. We recommend that you call or email our office before you begin to register so we can determine whether you are term activated.

Before you begin this part of the process, you will need the four-digit class number for the course you are registering for, and have a permission code for each class. The class number is found on the class schedule for the appropriate semester. The schedule follows a format of subject catalog number, section (location), and then the class number. For example, EDTE 368 0505 #2717 (this is one of the PTE courses that will be taught at BMI). The class number you would submit for step 3 below would be 2717. To obtain your permission code, contact the UMES office at the BMI, 410-727-4808 x164, or email Marianne Hollerbach or JoAnn Norris. (You can also obtain the class number from our office.) Remember: If you are planning to enroll in PTE courses, you must have emailed us a copy of your MSDE PTE Evaluation form (see Admission Directions Step 1-B)

A. Go to www.umes.edu/MyUMES. Log in with your username and password. Click on the "HawkWeb" icon (green arrow in Figure 4) to get to the Student Center page.

Have questions or problems? Stop what you're doing and contact us, we are here to help!
Call 410-727-4808 Ext 164, or email mhollerbach@umes.edu or jenorris@umes.edu
1. On the left side, under "Academics," click "Enroll/Drop" See green arrow in Figure 5.

![Figure 5 Student Center Page](image)

2. The next page should have a heading with the semester and year. Select the correct new semester and year and then click on “Continue”.

3. Enter the four-digit class number (green button in Figure 6). Course number found on the "UMES Courses" webpage or by calling the UMES office at 410-727-4808 Ext 164. Check that the correct class information is shown. DO NOT use the Class Search function. Once the correct course number is selected, click on the Enter button (red arrow in Figure 6).

![Figure 6 Enroll Page -- Class Number Box](image)

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4. Enter your six-digit permission code (green arrow in Figure 7), then click "Next." (Red)

5. You will get a prompt (Green arrow in Figure 8) showing that the correct class has been added to your Shopping Cart

6. If you are registering for another class, repeat steps 3 (red arrow) and 4 above. Please note that if courses are scheduled on the same day of week, you will receive an error code and will be prevented from fully registering for all of the classes.

7. Click "Proceed to step 2 of 3" (Figure 9 Gold arrow). Again, check that the correct class information is shown, then click "Finish Enrolling". There should be a green check mark in the "Status" column.

If you encounter any problem with steps 3 to 7, stop and contact the UMES office at the BMI by phone at 410-727-4808 x164 for assistance. If you receive an error message, such as the one below, you will need that information when you call.

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Call 410-727-4808 Ext 164, or email mhollerbach@umes.edu or jenorris@umes.edu
8. Close that screen and you should be back at the Student Center menu screen. Click "Class Schedule," then the semester you are registering for, to view your “Confirm Classes” schedule. See example in Figure 10. PRINT THIS PAGE...save for your records.

![Confirm Classes](image)

**Figure 10 Example of 2. Confirm Classes page.**

9. By clicking on **Finish Enrolling** (see orange arrow in Figure 10 above). You are now tentatively registered for class. Your registration is not complete until two additional steps are taken:
   - You must pay for your course(s) either in-full or through a deferred payment plan;
   - You must **CONFIRM** your payment to finalize registration

Go to the next set of directions for Payment and Final Confirmation, Steps 4 and 5.