Directions for BMI Student Course Registration

STEP III: Register Online for Your Course(s)

You must be admitted as a UMES student and have your account “term activated” before you can register for any courses.

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. To obtain your permission code, contact the UMES office at the BMI, 410-727-4808 x164, or email Marianne Hollerbach or JoAnn Norris.

A. Go to my.umes.edu. Log in with your username and password.

B. Click on the "HawkWeb (Student Center)" icon (Figure R2, red arrow) 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
If you get this page, click on “Student Center” (red arrow).
Student Center Page

1. On the left side, under "Academics," click "Enroll" (Figure R3, green arrow).

2. Select the semester you plan to attend (Figure R4, green arrow). Then click Continue (blue arrow).

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Enroll Page -- Class Number Box

1. Enter the four-digit class number (Figure R5, green arrow), you obtained from our office. Then click on the Enter button (blue arrow). DO NOT use the Class Search function (red arrow).

**Figure R5: Class number**

NEVER “SEARCH” FOR A CLASS! (red arrow)
2. Check that the correct class information is shown. Enter your six-digit permission code (Figure R6, green arrow), then click “Next” (red arrow).

Figure R6: Permission code
3. If you are registering for another class, repeat steps 1 and 2 above.
4. Once all of the class(es) are shown in your shopping cart, click "Proceed to Step 2 of 3" (Figure R7, red arrow).

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

CTED 607HYBRID has been added to your Shopping Cart.

Spring 2020 | Graduate | Univ of Maryland Eastern Shore

Open  | Closed  | Wait List

Add to Cart
Enter Class Nbr

Find Classes

Spring 2020 Shopping Cart

Delete  | Class  | Days/Time  | Room  | Instructor  | Units  | Status
CTED 607HYBRID-0505 (2523)
Tu 1:00PM - 4:00PM  | TBA  | D. Brown  | 3.00  | green

Proceed to Step 2 of 3

Figure R7: Proceed

5. In Figure R8, check that the correct class information is shown, and the status box should be green. Then click "Finish Enrolling" (gold arrow). You are now enrolled in the class. Your registration is not complete until you pay and confirm for the class.

Figure R8: Finish

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If you encounter any problem with steps 1 to 5, 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.

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

⚠️ You do not have a valid enrollment appointment at this time.

Step IV will be “BMI Payment and Confirmation Directions 2020”. 

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