



BABSON

How to Register for Courses

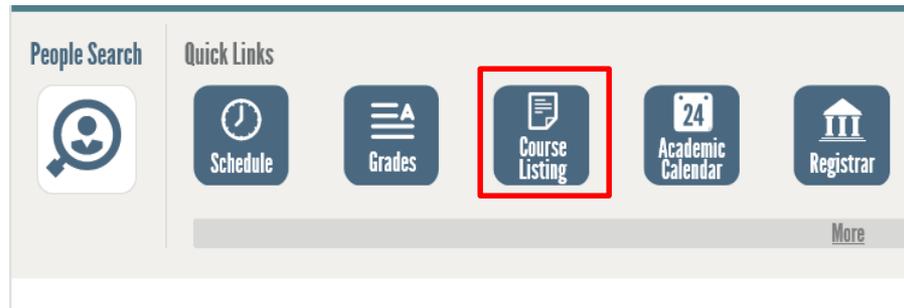
Important Information

In order for online registration to work, English ([en-us]) must be set as the only language in Internet Options.

This application does not work properly using the Safari Browser. Mac users please download and use Firefox as an alternate option.

If Self-Service (registration is slow) do not exit out. It is better to wait it out instead of shutting down and restarting. Logging out and then back in will place you at the end of the queue.

How to Register Online



To begin, log on to
hub.babson.edu

After you log in find the “Course Listing” link under “Quick Links”.

Before registering, look at the Course Listing to see what classes are offered and when. Click on the Course Listing link to view the full list of classes and course descriptions.

Viewing Classes

Sort by the easiest way for you; day and time, instructor; division; session etc.

Program:

Graduate ▼

Semester:

Summer 2018 ▼

Sort by:

- Please Select - ▼

[Display Courses](#)

Course Meeting Days

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday
- S = Saturday
- MW = Monday AND Wednesday
- TR = Tuesday AND Thursday
- FS = Friday AND Saturday

Special or additional course meetings

- Some classes have special schedules. These courses are indicated by a designation in the instructor field of “SPEC SCHED SEE DESC” or “INTENSIVE ELECTIVE”. The course description will list the dates and times of additional meetings. **Be sure to look in the Course Description to see the special dates so you can plan accordingly and avoid a time conflict with other classes.** The on-line system does not check time conflicts for additional meeting dates.

- **If you are registering for more than one course with a special schedule, it is your responsibility to ensure that the courses will not conflict by comparing the schedules in the course descriptions.**

Section Number

- 21, 22, 23 or 24 are restricted to students in the Two Year curriculum
- 25 is restricted to First Year, Two Year Students
- 11, 12, 13, 14 are restricted to students in the One Year curriculum
- 35 is restricted to MSA Students
- 55, 56, 65(SF) or 66(SF) are restricted to students in the Blended Learning MBA curriculum if they are **core classes**
- 75 is restricted to students in the Miami programs only
- Evening core curriculum will be listed as section 31 or 32
- Boston Campus courses will be listed as section 41 or 42 if the course meets at the Boston campus, 100 High Street
- E01 signifies a course that is fully online

How to Register Online

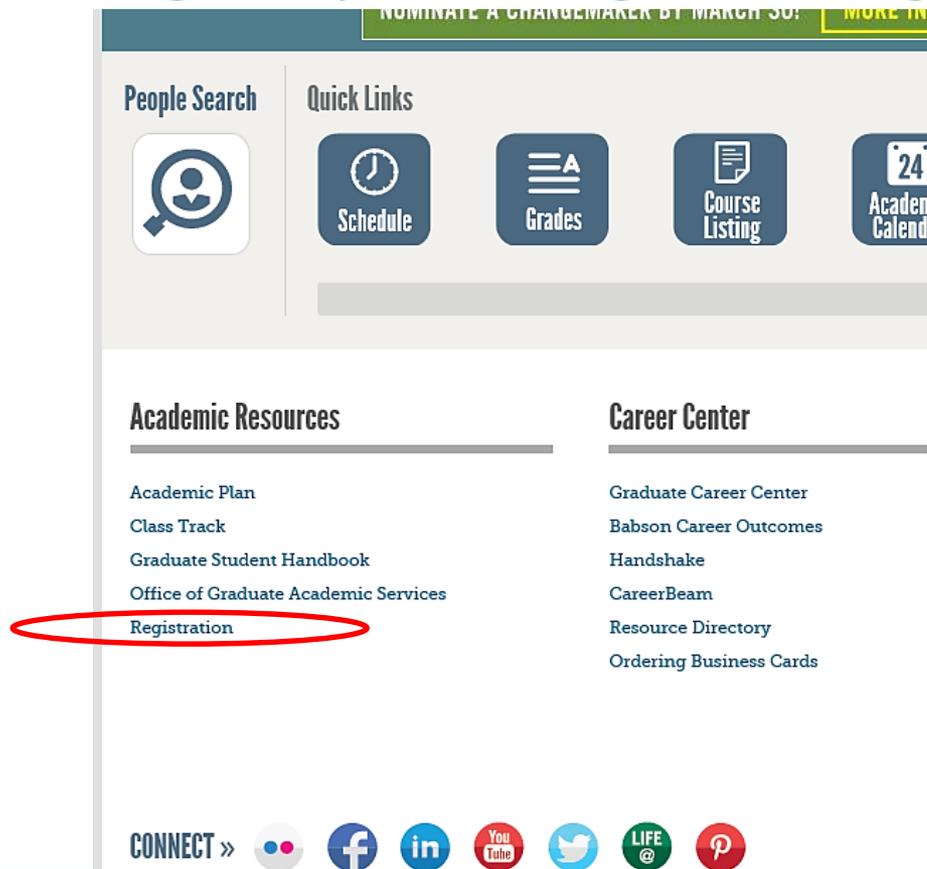
- After reviewing the courses offered and deciding on which class sections you would like to take, it is time to register!

The screenshot shows the Babson Hub website interface. At the top, there is a navigation bar with the 'babson hub' logo and a '[STUDENT VIEW]' indicator. Below the navigation bar, there are several menu items: HOME, ACADEMIC SUPPORT, STUDENT LIFE, SERVICES, LIBRARY, and FORMS. The main content area features a large banner for 'BABSONARTS' with an art installation by Jane Marsching. To the right of the banner, there are several promotional tiles for 'WSJ.com For Free - Register Now', 'Phishing Alerts', 'Babson ARTS check out the events', 'MFA BOSTON Free for Ugrads', 'TEXTBOOKS Purchase Online Now', and 'Grad Club Calendar'. Below the banner and tiles, there is a 'Quick Links' section with icons for People Search, Schedule, Grades, Course Listing, Academic Calendar, Registrar, SFS, Facilities, Housing, and Health Services. At the bottom, there are four columns of resources: Academic Resources, Career Center, Entrepreneur Resources, and ANNOUNCEMENTS.

- To begin, go back to the original Babson Hub page.

Online Course Registration

To select your courses and add them to your cart, begin by clicking on “Registration”



Online Course Registration

Select the Registration Period if Registration is open:

Period	Status
2017/Summer	OK to register.

Select "Section Search"

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use [the Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

If registration is not open click on Section Search on the side bar:

The screenshot shows a navigation menu with the following items:

- Register
- Advising
- Classes
- Search
- Registration
- Unofficial Transcript
- Cart
- Academic Plan

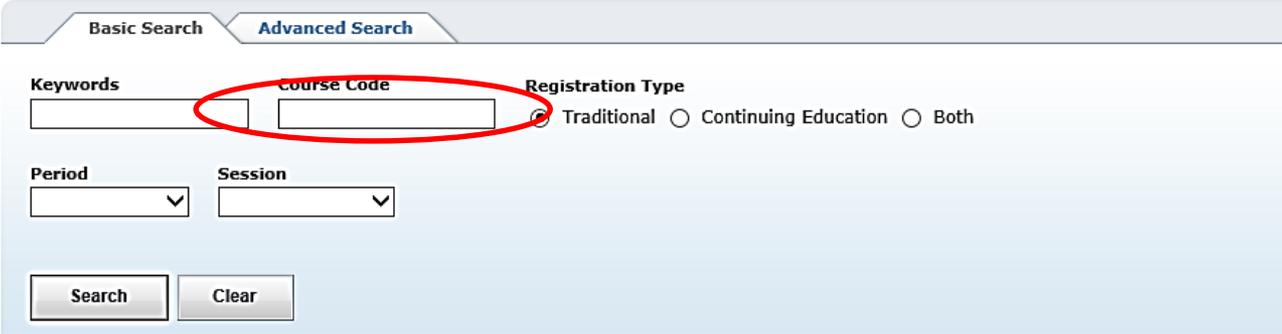
In the "Related Links" section, the "Section Search" link is circled in red. Below it is the "Academic Plan" link. To the right of the navigation menu, there is a "Registration" section with a "PLEASE NOTE:" warning about the on-line registration credit limit.

Online Course Registration

When you first begin, your shopping cart will be empty. Use the “Basic Search” to locate the classes to add to your schedule.

Enter a Course ID or partial ID of one of the courses you chose from the Course Listing, **do not** enter a section number when searching for a course.

Section Search



The screenshot shows a search interface with two tabs: "Basic Search" and "Advanced Search". The "Advanced Search" tab is active. Below the tabs are three input fields: "Keywords", "Course Code", and "Registration Type". The "Course Code" field is circled in red. To the right of the "Registration Type" field are three radio buttons: "Traditional" (selected), "Continuing Education", and "Both". Below these are two dropdown menus for "Period" and "Session". At the bottom are "Search" and "Clear" buttons.

To narrow your search, select “Advanced Search”, where you can search based on different criteria.

Online Course Registration

After you have searched for the course, find the section you want and check how many openings there are to ensure that section is available.

If there is space available in the section you would like to take, an “Add” link will appear to the right of “Available Seats”. Click this to add the class to your shopping cart.

Showing 1 - 7 of 7

	Course	Date	Session	Credits	Fees	Schedule	Available Seats	
	BL ENTREPRENEURIAL FINANCE EPS7510/Lecture/B55	7/8/2018 - 8/25/2018	2018 Summer Second Session	3.00		Special Schedule 2:04 AM - 2:05 AM; Location to be announced	28 of 42	Add
Instructors:	Charm, Leslie							
	BOS GREAT ENTREPRENEURIAL WEALTH EPS7518/Lecture/A41	5/22/2018 - 7/6/2018	2018 Summer First Session	3.00		TR 6:30 PM - 9:00 PM; Boston, 100 High Street, Room	37 of 42	Add
Instructors:	Shulman, Joel M.							
	BL MANAGING GROWING BUSINESSES EPS7520/Lecture/A55	5/20/2018 - 7/7/2018	2018 Summer First Session	3.00		Special Schedule 2:02 AM - 2:03 AM; Location to be	26 of 42	Add

You can add courses to your cart before initial registration. Adding them to your cart **does not** guarantee registration in the course, you still need to go in to registration on your day to register and complete the registration process.

Online Course Registration

Go to your “Shopping Cart” to view the courses you have added. You will notice the Status of these courses is “In Cart”. On your registration day you will click the “Next” button at the bottom of the Registration Page.

Courses to Add									
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	GREAT EPS WEALTH - EPS7518 / Lecture / A41	5/22/2018 - 7/6/2018	First Session	3.00	Credit	TR, 6:30 PM - 9:00 PM;	Boston, 100 High Street, Room	In Cart	Remove
Instructors:		Shulman, Joel M.							
<input checked="" type="checkbox"/>	MANAGING GROW BUS - EPS7520 / Lecture / A55	5/20/2018 - 7/7/2018	First Session	3.00	Credit	Special Schedule, 2:02 AM - 2:03 AM;	Location to be announced	In Cart	Remove
Instructors:		Charm, Leslie Marram, Edward P.							
<input checked="" type="checkbox"/>	ENTREPRNRL FINANCE - EPS7510 / Lecture / B55	7/8/2018 - 8/25/2018	Second Session	3.00	Credit	Special Schedule, 2:04 AM - 2:05 AM;	Location to be announced	In Cart	Remove
Instructors:		Charm, Leslie							
								Previous	Next

If there is an error message for one of the courses (missing pre-requisite, time conflict, credit limit etc.) unclick the check mark for that course. No courses can be added if any error messages appear.

Online Course Registration

You are now registered for your classes!

Registered Courses								
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	GREAT EPS WEALTH - EPS7518 / Lecture /	5/22/2018 - 7/6/2018	First Session	3.00	Credit	TR, 6:30 PM - 9:00 PM;	Boston, 100 High Street, Room	Registered
Instructors: Shulman, Joel M.								
<input type="checkbox"/>	CONSUMER BEHAVIOR - MKT7550 / Lecture /	7/8/2018 - 8/25/2018	Second Session	3.00	Credit			Registered
Instructors: Demma, Kenneth								

If you do not see the below message do not panic! Not everyone receives this message. When you go back to the registration page any courses that were registered will show up under registered courses!

Congratulations! You have completed your Registration for: 2018/Summer

- **Modify your schedule for 2018/Summer**
- **Select another Registration Period**

Dropping a Course

- After you are registered your cart will empty and the courses will show under Registered courses.

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.
Use the Section Search to find courses to add to your cart.
You can review your degree requirements and find required courses using the Academic Plan.

If you want to drop a course check off the box next to the course that you want to drop. Make sure you **ONLY** check off the box for the course to drop not all of them. And hit “Next”.

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	ENTREPRNRL FINANCE - EPS7510 / Lecture /	7/8/2018 - 8/25/2018	Second Session	3.00	Credit	Special Schedule, 2:04 AM - 2:05 AM;	Location to be announced	Registered
Instructors:		Charm, Leslie						
<input type="checkbox"/>	CONSUMER BEHAVIOR - MKT7550 / Lecture /	7/8/2018 - 8/25/2018	Second Session	3.00	Credit			Registered
Instructors:		Demma, Kenneth						

Previous **Next**

View Your Course Schedule

Return to your Babson Hub homepage and click on the “Schedule” icon to see if you registered for your courses correctly.

The screenshot shows the Babson Hub homepage in a student view. At the top left is the 'babson hub' logo with '[STUDENT VIEW]' next to it. A navigation bar contains links for HOME, ACADEMIC SUPPORT, STUDENT LIFE, SERVICES, LIBRARY, and FORMS. The main content area features a large 'BABSONARTS' banner for an art installation by Jane Marsching, with details about the artist talk and reception. To the right are several utility links: WSL.com For Free - Register Now, Phishing Alerts, Babson Arts, MFA Boston Free for Ugrads, TEXTBOOKS, and Grad Club. Below this is a 'Quick Links' section with icons for People Search, Schedule (circled in red), Grades, Course Listing, Academic Calendar, Registrar, SFS, Facilities, Housing, and Health Services. The bottom of the page is divided into sections for Academic Resources, Career Center, Entrepreneur Resources, and ANNOUNCEMENTS.

Online Registration: Error Message

If you receive an error message that you believe you should not receive, such as a missing prerequisite or no registration groups found, take a screen shot of what you see and email it to registrar@babson.edu. This is the best way for the Registrar's Office to help find out what the issue is.

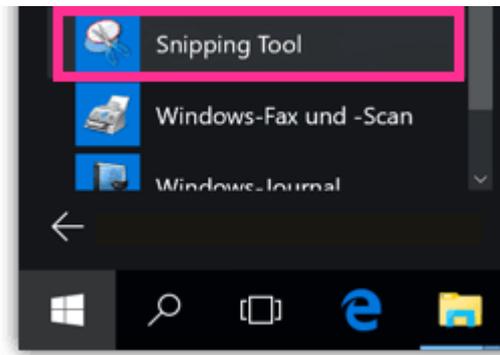
Registration Hold Lists

If you are on any of the holds listed below you will not be able to register for courses. Only the office that has placed the hold can remove it. Be sure to check your record before registration opens for any holds that will prevent you from registering.

Hold Name	Office	Contact Number
Academic Hold	Graduate Programs	781-239-4474
Accounting Hold	Student Financial Services	781-239-4219
Fellowship Hold	Student Financial Services	781-239-4219
Immigration Hold	Glavin Office	781-239-4565
Medical Hold	Health Services	781-239-6363
MIE Hold	Glavin Office	781-239-4565
OIP Hold	Glavin Office	781-239-4565
Registrar's Hold	Registrar's Office	781-239-4519
Community Standards Hold	Student Affairs	781-239-4309

How to take a screenshot

- To take a screenshot hit the print screen button on your keyboard or use the snipping tool.



- If you open a new email and hit paste the screen shot will appear. Or you can save the document in Word and send it as an attachment in an email.

Questions

For questions regarding registration issues contact the Registrar's office. If you have questions about courses to take or just general advising questions, contact your program manger. 

Office of the Registrar

Hollister Hall, 3rd Floor
781-239-4519 (phone)
registrar@babson.edu
www.babson.edu/registrar

Graduate Academic Services

Olin Hall
781-239-4474 (phone)
gradacademicservices@babson.edu

Evening/Blended/MSBA/CAM

Laura Carfang
Farah Asmussen

One Year/Two Year

Alison Silver
Alia McAdams

MSF/MSEL

Danielle Beasley