# 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
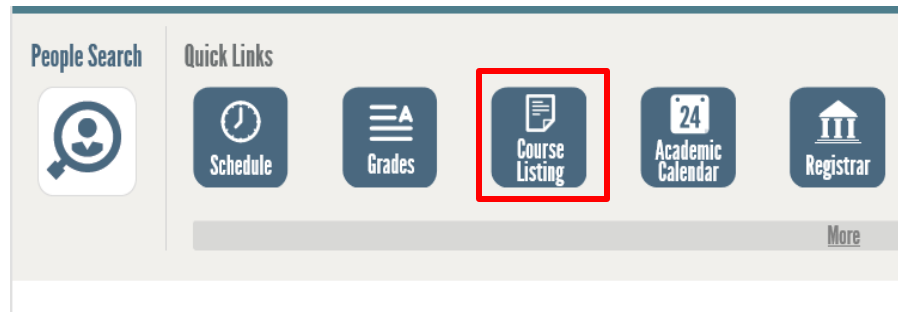
To begin, log on to

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.

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

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!

- 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:
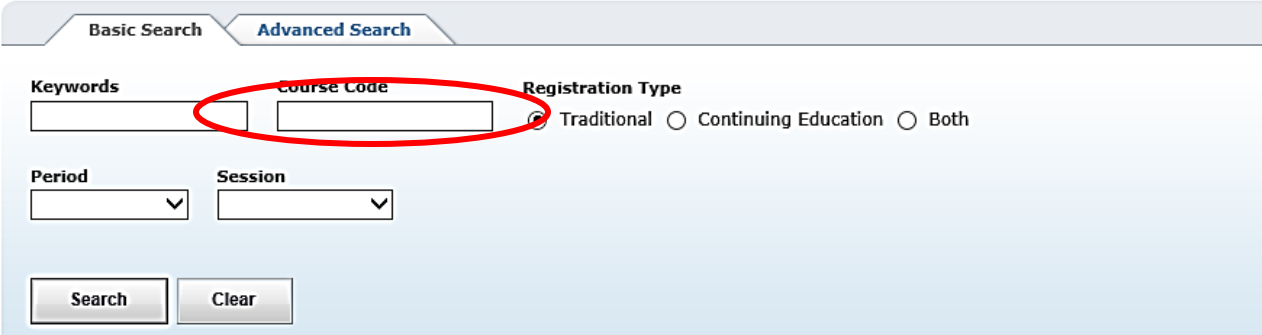
Register	Advising	Classes	Search
Registration	Unofficial Transcript	Cart	A

Related Links

Section Search

Academic Plan

Registration

PLEASE NOTE:
On-line Registration
credit limit. Upon no

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.

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.

	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

Showing 1 - 7 of 7

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.

		Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
Courses to Add										
☑		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.								
☑		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.								
☑		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**
☐	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.							
☐	CONSUMER BEHAVIOR - MKT7550 / Lecture /	7/8/2018 - 8/25/2018	Second Session	3.00	Credit			Registered
Instructors:	Demma, Kenneth							

Previous | Next

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".

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
☑	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							
☐	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.

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 the registration screen before registration opens for any holds that will prevent you from registering._

Hold Name	Office	Contact Number
Accounting Hold	Student Financial Services	781-239-4219
Dean's Hold	Office of Academic Services	781-239-4075
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.
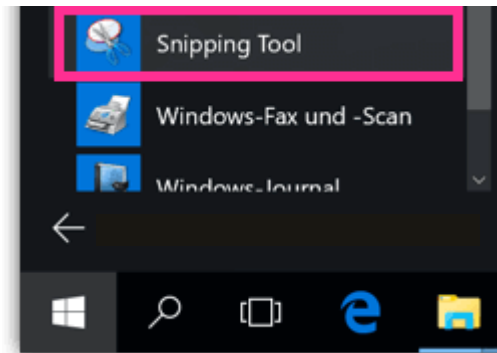
- If you open a new email and hit paste the screen shot will appear. Or you can save the document in Word and send it as an attachment in an email.

Important Information

For questions regarding registration issues contact the Registrar's office. If you have questions about which courses to take or a general advising question, contact Academic Services.

Buying and/or selling of Babson courses violates Babson College's Academic Honesty and Integrity policy. The Registrar's Office routinely monitors irregular patterns of enrollment in the registration system. Students suspected of violating this policy will be referred to the Office of Community Standards.

Holding a seat for a friend or registering for a class that you know you will not be taking (and taking a spot from someone who needs it) violates Babson College's Academic Honesty and Integrity policy. Students suspected of violating this policy will be referred to the Office of Community Standards.

Office of the Registrar

Hollister Hall, 3rd Floor

781-239-4519 (phone)

registrar@babson.edu

www.babson.edu/registrar

Office Of Academic Services

Hollister Hall, 2nd Floor

781-239-4075 (phone)

academicservices@babson.edu

www.babson.edu/academicservices

Class Deans

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Kristen Fischer
Stephanie Kuchova
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