



BABSON

How to Register for Courses

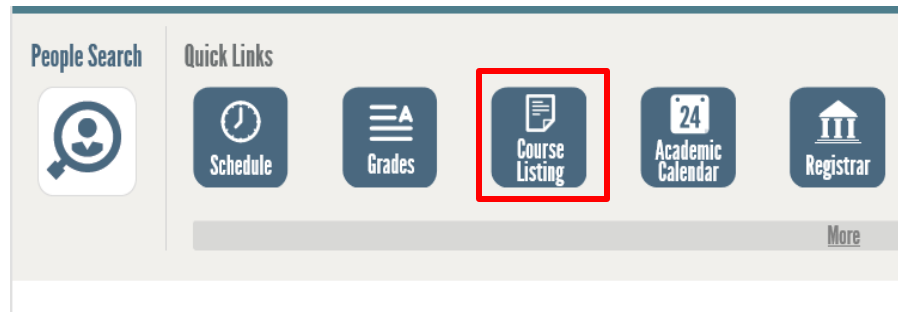
Important Information

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:
Undergraduate ▼

Semester:
Fall 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

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 displays the Babson Hub website interface. At the top left, the logo reads "babson hub" with "[STUDENT VIEW]" below it. A horizontal navigation bar contains the following menu items: HOME, ACADEMIC SUPPORT, STUDENT LIFE, SERVICES, LIBRARY, and FORMS. Below the navigation bar is a large banner for "BABSONARTS" featuring an art installation titled "A bird I do not know: Art Installation by Jane Marsching" with details about an artist talk and reception on Thursday, March 29, 5:00 P.M., and an exhibit on view from March 29-May 4 at Hollister Gallery. To the right of the banner are several promotional tiles: "WSJ.com For Free - Register Now", "Phishing Alerts Check recent scams", "Babson ARTS check out the events", "MFA Boston Free for Ugrads", "TEXTBOOKS Purchase Online Now", and "Grad Club Calendar". Below the banner is a "Quick Links" section with icons for People Search, Schedule, Grades, Course Listing, Academic Calendar, Registrar, SFS, Facilities, Housing, and Health Services. The bottom section of the page is divided into four columns: "Academic Resources" (Academic Plan, Class Track, Graduate Student Handbook, Office of Graduate Academic Services, Registration), "Career Center" (Graduate Career Center, Babson Career Outcomes, Handshake, CareerBeam, Resource Directory, Ordering Business Cards), "Entrepreneur Resources" (Entrepreneur Resources, Butler Launch Pad, Signature Entrepreneur Events, CWEL, Food Sol, The Lewis Institute), and "ANNOUNCEMENTS" (April Employee Coffee, March 29: Entrepreneurship Through Acquisition, Home Buying Seminar - April 4th, Liberty Mutual On Campus!, Fidelity On Campus - April 10th).

- 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”

The screenshot shows a navigation menu with the following sections:

- People Search**: A magnifying glass icon over a person silhouette.
- Quick Links**: A row of five buttons: **Schedule** (clock icon), **Grades** (list icon with 'A'), **Course Listing** (document icon), and **Academic Calendar** (calendar icon with '24').
- Academic Resources**: A list of links including **Academic Plan**, **Class Track**, **Graduate Student Handbook**, **Office of Graduate Academic Services**, and **Registration** (circled in red).
- Career Center**: A list of links including **Graduate Career Center**, **Babson Career Outcomes**, **Handshake**, **CareerBeam**, **Resource Directory**, and **Ordering Business Cards**.

At the bottom of the page, there is a 'CONNECT' section with social media icons for Facebook, LinkedIn, YouTube, Twitter, and Pinterest, along with a 'LIFE @' logo.

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:

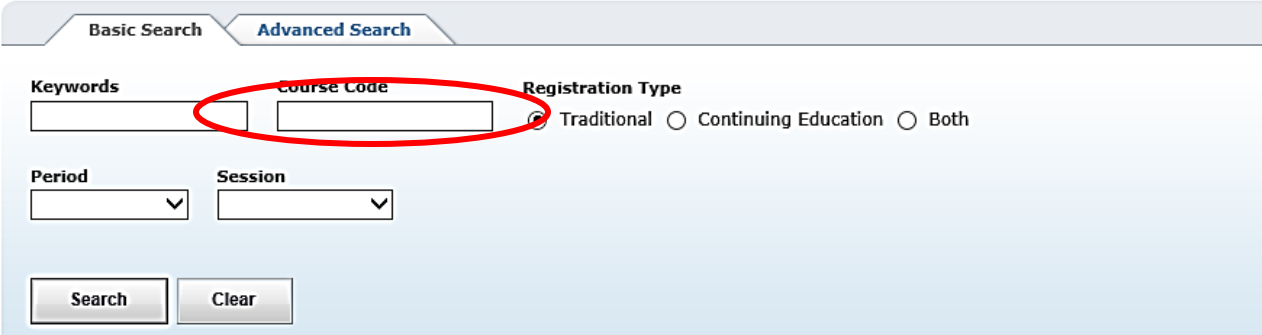
The screenshot shows a navigation sidebar with several menu items. At the top, there are buttons for 'Register', 'Advising', 'Classes', and 'Search'. Below these are links for 'Registration', 'Unofficial Transcript', 'Cart', and 'Academic Plan'. A 'Related Links' section is visible, containing a list of links: 'Section Search' (circled in red), 'Academic Plan', and 'Registration'. To the right of the sidebar, 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 selected. 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 green banner for "BABSONARTS" with details about an art installation by Jane Marsching. 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 footer is divided into four columns: 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.

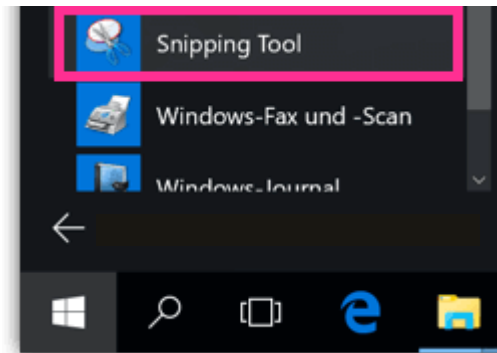
Registration Hold Lists

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 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

Brian Duggan
Kristen Fischer
Stephanie Kuchova
Dan Kwash
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