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.

<table>
<thead>
<tr>
<th>Program:</th>
<th>Semester:</th>
<th>Sort by:</th>
<th>Display Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>Summer 2018</td>
<td>- Please Select -</td>
<td></td>
</tr>
</tbody>
</table>
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!

• 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:

<table>
<thead>
<tr>
<th>Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/Summer</td>
<td>OK to register.</td>
</tr>
</tbody>
</table>

Select “Section Search”

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:
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.

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.

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!

<table>
<thead>
<tr>
<th>Registered Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>GREAT FES WEALTH - EPS7518 / Lecture /</td>
</tr>
<tr>
<td>Instructors: Shulman, Joel M.</td>
</tr>
<tr>
<td>CONSUMER BEHAVIOR - MKT7550 / Lecture /</td>
</tr>
<tr>
<td>Instructors: Demma, Kenneth</td>
</tr>
</tbody>
</table>

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.

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”.

<table>
<thead>
<tr>
<th>Drop</th>
<th>Course</th>
<th>Date</th>
<th>Session</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Schedule</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>ENTREPRNL FINANCE - EFS7510 / Lecture</td>
<td>7/8/2018 - 8/25/2018</td>
<td>Second Session</td>
<td>3.00</td>
<td>Credit</td>
<td>Special Schedule, 2:04 AM - 2:05 AM;</td>
<td>Location to be announced</td>
<td>Registered</td>
</tr>
<tr>
<td></td>
<td>INSTRUCTORS: Charla, Leslie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>
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 your record before registration opens for any holds that will prevent you from registering.

<table>
<thead>
<tr>
<th>Hold Name</th>
<th>Office</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Hold</td>
<td>Graduate Programs</td>
<td>781-239-4474</td>
</tr>
<tr>
<td>Accounting Hold</td>
<td>Student Financial Services</td>
<td>781-239-4219</td>
</tr>
<tr>
<td>Fellowship Hold</td>
<td>Student Financial Services</td>
<td>781-239-4219</td>
</tr>
<tr>
<td>Immigration Hold</td>
<td>Glavin Office</td>
<td>781-239-4565</td>
</tr>
<tr>
<td>Medical Hold</td>
<td>Health Services</td>
<td>781-239-6363</td>
</tr>
<tr>
<td>MIE Hold</td>
<td>Glavin Office</td>
<td>781-239-4565</td>
</tr>
<tr>
<td>OIP Hold</td>
<td>Glavin Office</td>
<td>781-239-4565</td>
</tr>
<tr>
<td>Registrar’s Hold</td>
<td>Registrar’s Office</td>
<td>781-239-4519</td>
</tr>
<tr>
<td>Community Standards Hold</td>
<td>Student Affairs</td>
<td>781-239-4309</td>
</tr>
</tbody>
</table>
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 manager.

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 Students/CAM
Laura Carfang
Farah Asmussen
One Years
Alison Silver
Amanda Malin
Two Years
Alison Silver
Amanda Malin
Blended Learning MBA Wellesley & San Francisco
Jessica Hose
Farah Asmussen
MSA
Danielle Beasley
MSF
Danielle Beasley
Amanda Malin
MSBA
Jessica Hose
Farah Asmussen