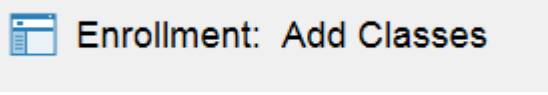
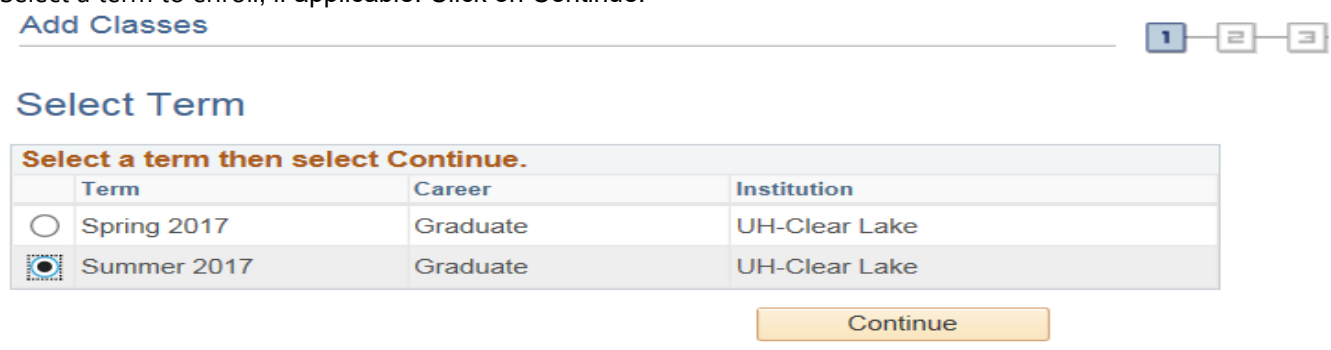
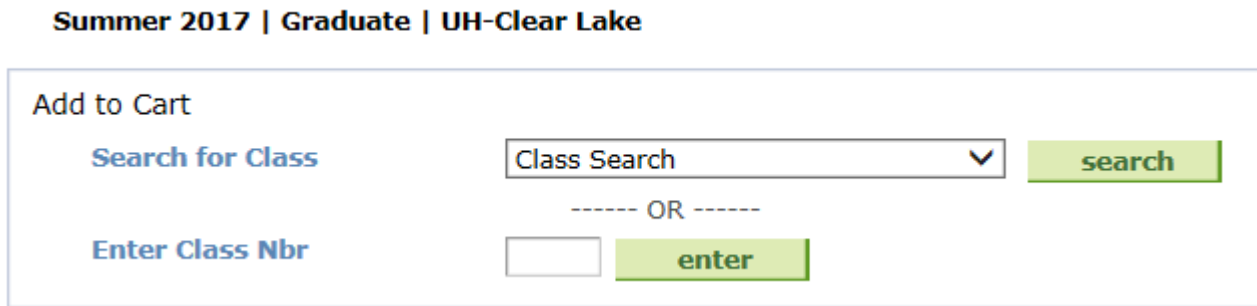
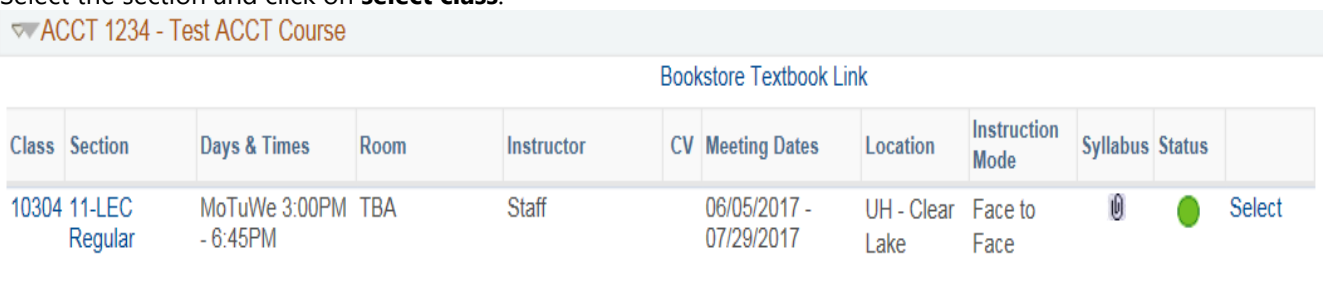


Adding a Class

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Academic Records tile.
3.	On the left side menu bar, select Enrollment: Add Classes 
4.	Select a term to enroll, if applicable. Click on Continue. 
5.	Enter the Class Nbr, if known, or click on Class Search to search for the class. 
6.	Select the section and click on select class . 

7. If permission is required, enter the Permission Nbr in the **Permission Nbr** field. Click on **Next**.

ACCT 1234 - TEST ACCT

Class Preferences

ACCT 1234-11 Lecture Open Wait List Wait list if class is full

Session Regular Academic Session **Permission Nbr**

Career Undergraduate **Grading** Graded

Enrollment Information

 - Department Consent Required to enroll in this class

Section	Component	Days & Times	Room	Instructor	Start/End Date
11	Lecture	MoTuWe 3:00PM - 6:45PM	TBA	Staff	06/05/2017 - 07/29/2017

8. The class will appear in your shopping cart. Click on **Proceed to Step 2 of 3** to complete the enrollment process.

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.

ACCT 1234 has been added to your Shopping Cart.

Summer 2017 | Undergraduate | UH-Clear Lake

Open Closed Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search

My Requirements

My Planner

Summer 2017 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACCT 1234-11 (10304)	MoTuWe 3:00PM - 6:45PM	TBA	Staff	4.00	<input checked="" type="radio"/>

9. Click on **Finish Enrolling**.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Summer 2017 | Undergraduate | UH-Clear Lake

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 1234-11 (10304)	TEST ACCT (Lecture)	MoTuWe 3:00PM - 6:45PM	TBA	Staff	4.00	<input checked="" type="radio"/>

10. The system will indicate if you have successfully added the class.

3. View results

View the following status report for enrollment confirmations and errors

Summer 2017 | Undergraduate | UH-Clear Lake

Success: enrolled
 Error: unable to add class

Class	Message	Status
ACCT 1234	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

11.



Click on or to return to the Home Page.