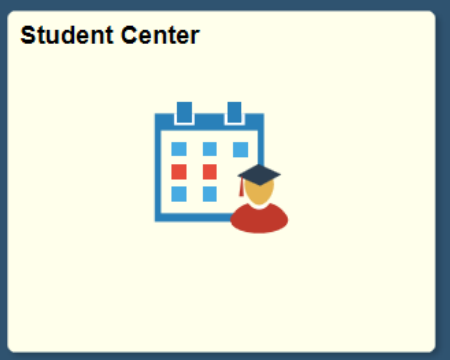
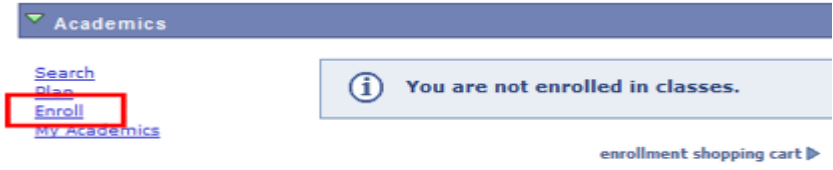
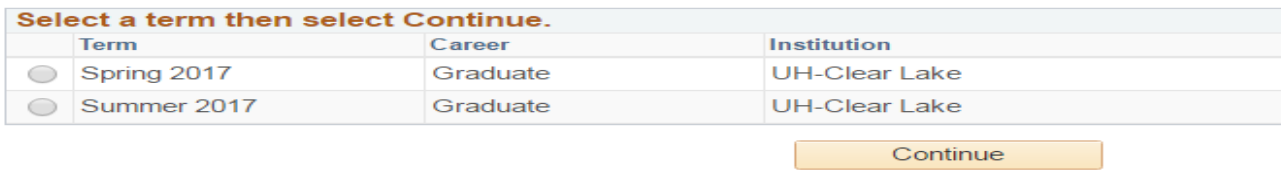
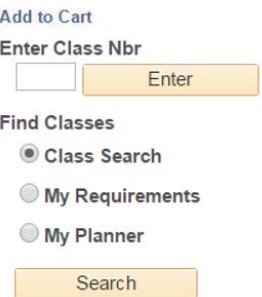


Adding a Class

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 Student Center tile 
3.	In Academics section, click on Enroll link. 
4.	Select the appropriate term. Click on Continue . 
5.	You can add classes by entering the Class Nbr or by finding classes using Class Search, My Requirements, and My Planner. 

6.

Option 1: Enter Class Nbr

1. Enter Class number.
2. Click on **Enter**.

Add to Cart

Enter Class Nbr

Find Classes

3. 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

Units 4.00

- 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

4. A confirmation message will display.

ACCT 1234 has been added to your Shopping Cart.

Summer 2017 | Graduate | UH-Clear Lake

Open Closed Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search

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"/>

Option 2: Class Search

1. Select Class Search.
2. Click on **Search**. It will take you to the class search.

Find Classes

- Class Search**
- My Requirements**
- My Planner**

Search

3. Select the appropriate Course Subject and other search criteria.
4. Click on **Search**.

▼ **Class Search**

Session: Regular Academic Session

Subject: ACCT:Accounting

Course Number: is exactly

Course Career:

Show Open Classes Only

▼ **Additional Search Criteria**

Location:

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with

Class Nbr:

Course Keyword:

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Course Component:

Mode of Instruction:

Campus:

[Return to Add Classes](#) [Clear](#) [Search](#)

5. Click on **Select** for the section you want to add or **Start a New Search** to go back to the search criteria.

Class	Section	Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode	Syllabus	Status	
10304	11-LEC Regular	MoTuWe 3:00PM - 6:45PM	TBA	Staff		06/05/2017 - 07/29/2017	UH - Clear Lake	Face to Face			Select

New Search **Modify Search**

6. Click on **Next** to add the class into the shopping cart.

ACCT 1234-12 Lecture Open

Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Grading Graded

Enrollment Information Units 4.00

- Instructor Consent Required to drop once enrolled

Cancel **Next**

7. A confirmation message will display.

ACCT 1234 has been added to your Shopping Cart.

Option 3: My Requirements

1. Select **My Requirements**.
2. Click on **Search**. It will take you to the unsatisfied requirements.

Find Classes

- Class Search
- My Requirements**
- My Planner

3. Click on **show detail**.

BUSADMMBA PReq-RQ11 Not Satisfied

▶ Required Courses

4. Select the course you want to to your shopping cart from the requirements.

▼ Required Courses

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ACCT5131	Acct For Administration Cntrl	3.00	Spring 2016	A	
BAPA5131	The Global Environment of Busi	3.00	Spring 2014	B	
DSCI5431	Management Science & Operation	3.00	Fall 2016	A	
ECON5136	Managerial Economics	3.00	Spring 2015	A	
FINC5133	Financial Policy	3.00	Fall 2015	A	
MGMT5133	Teamwork & Leadership Skills:T	3.00	Fall 2013	A-	
MGMT6731	Strategic Management Seminar	3.00	Fall, Spring and Summer		

5. Click on **Select** for the section you want to add to your shopping cart.

Class	Section	Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode	Syllabus	Status
10304	11-LEC Regular	MoTuWe 3:00PM - 6:45PM	TBA	Staff		08/05/2017 - 07/29/2017	UH - Clear Lake	Face to Face		Select

6. Click on **Next**.

ACCT 1234-12 Lecture Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Grading Graded

Enrollment Information Units 4.00

- Instructor Consent Required to drop once enrolled

7. A confirmation message will display.

ACCT 1234 has been added to your Shopping Cart.

Option 4: My Planner (assuming you have planned some courses in your planner)

1. Select **My Planner**.
2. Click on **Search**.

Find Classes

- Class Search
- My Requirements
- My Planner

Search

3. Click on **Select** for the course you want to add.

Unassigned Courses				
Course	Description	Units	Term Status	Select
ACCT 1234	TEST ACCT	4.00	Classes available this term.	Select

4. Click on **Select** for the section you want to add.

Class	Section	Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode	Syllabus	Status	
10304	11-LEC Regular	MoTuWe 3:00PM - 6:45PM	TBA	Staff		06/05/2017 - 07/29/2017	UH - Clear Lake	Face to Face			Select

5. Click on **Next**.

ACCT 1234-12 Lecture Open

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Instructor Consent Required to drop once enrolled

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 4.00

Cancel Next

6. A confirmation message will display.

ACCT 1234 has been added to your Shopping Cart.

7. After adding classes to the Shopping Cart, click on **Proceed to Step 2 of 3**.

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	

[Proceed to Step 2 of 3](#)

8. 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 | Graduate | 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	

[Cancel](#)
 [Previous](#)
 [Finish Enrolling](#)

9. A confirmation message will display.

Success: enrolled
 Error: unable to add class

Class	Message	Status
ACCT 1234	Success: This class has been added to your schedule.	

10. Click on or [Student Home](#) to return to the Home Page.