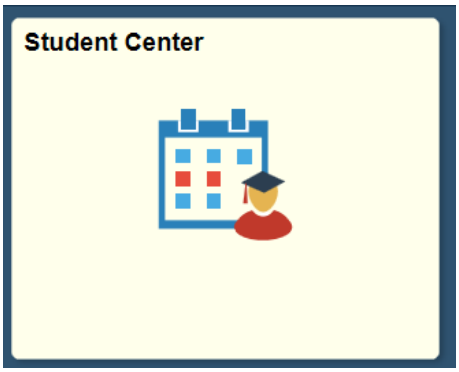
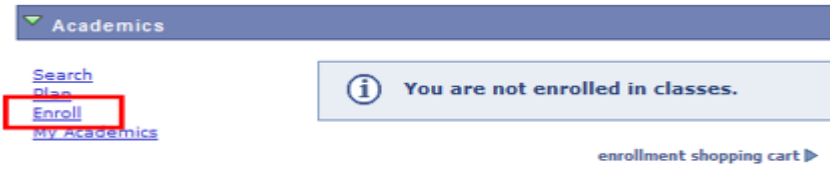
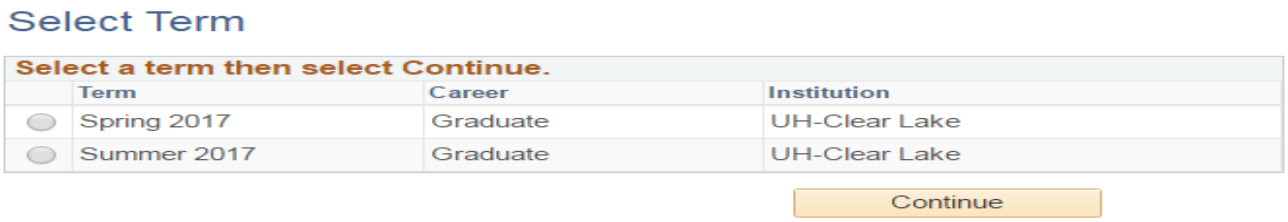
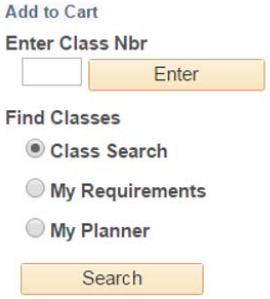
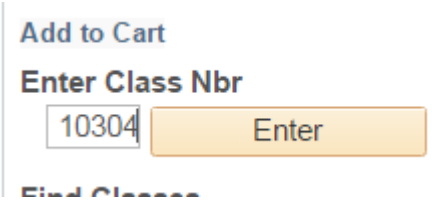
Adding a Class

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.	Selec 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. 

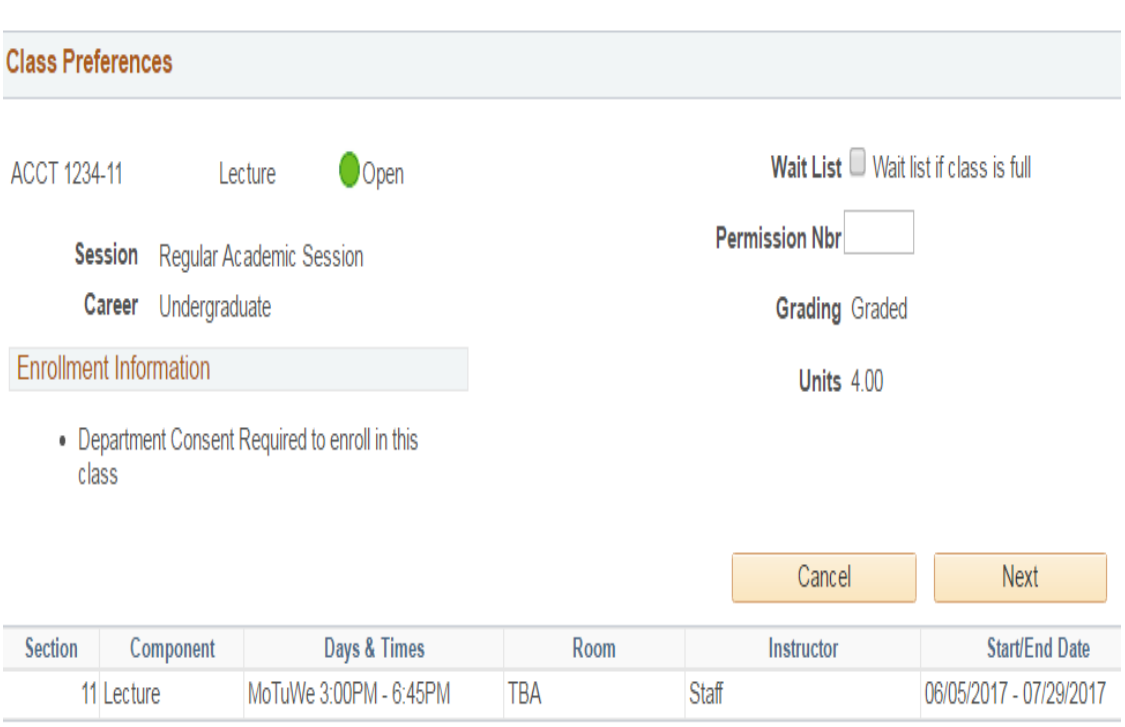
6.

Option 1: Enter Class Nbr

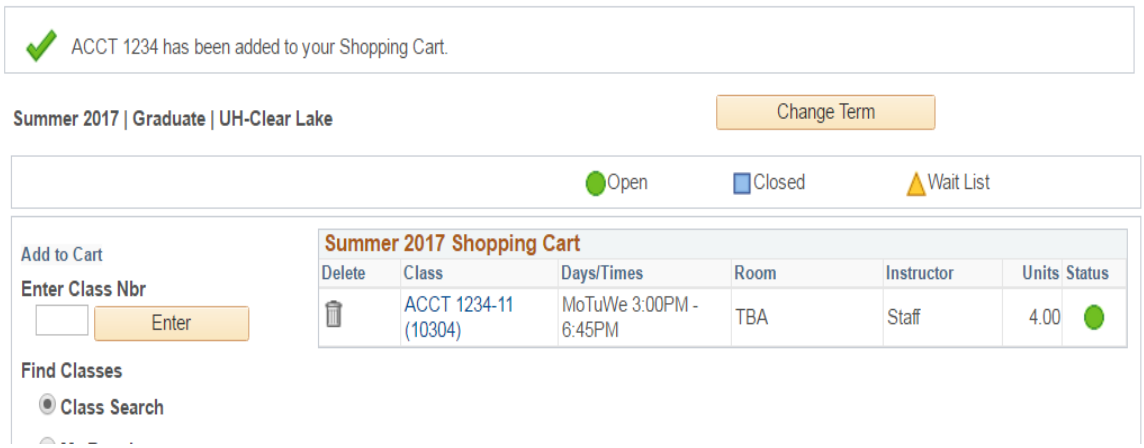
1. Enter Class number.
2. Click on **Enter**.



3. Click on **Next**.

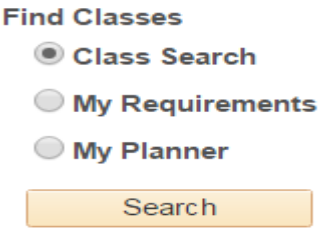


4. A confirmation message will display.

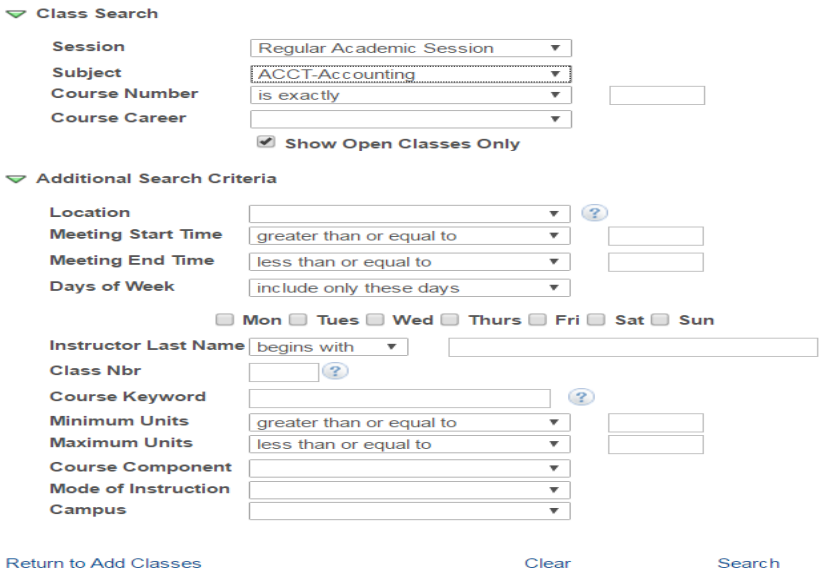


Option 2: Class Search

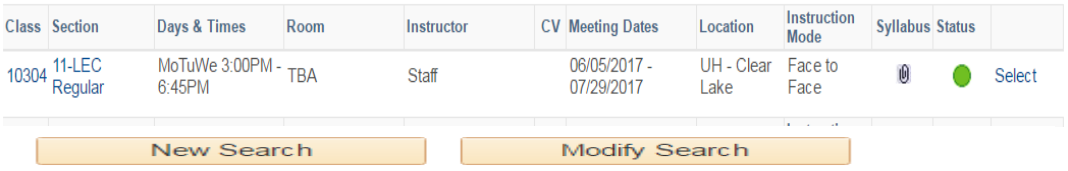
1. Select Class Search.
2. Click on **Search**. It will take you to the class search.



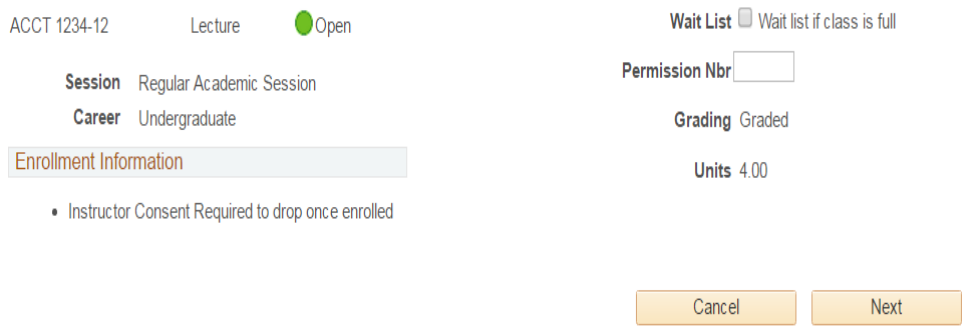
3. Select the appropriate Course Subject and other search criteria.
4. Click on **Search**.



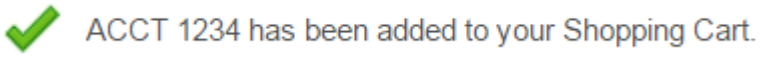
5. Click on **Select** for the section you want to add or **Start a New Search** to go back to the search criteria.



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

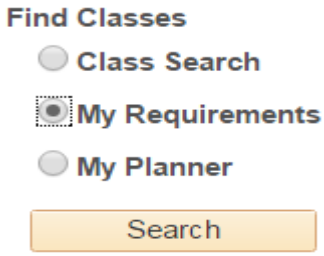


7. A confirmation message will display.

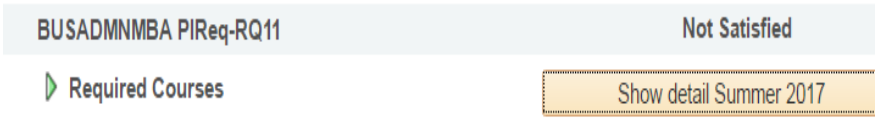


Option 3: My Requirements

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



3. Click on **show detail**.



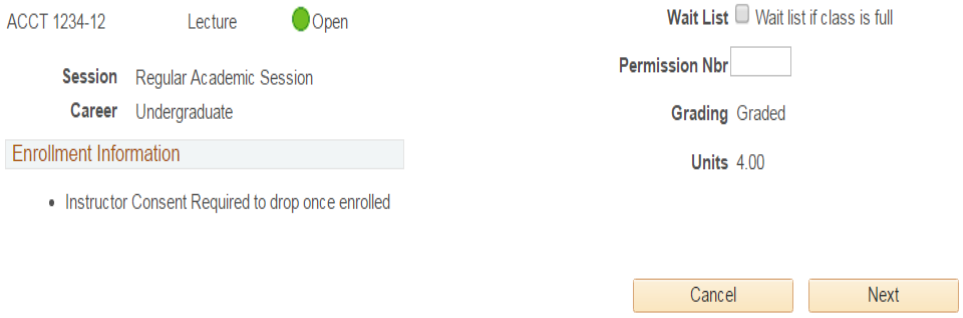
4. Select the course you want to to your shopping cart from the requirements.

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		

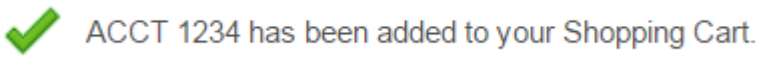
5. Click on **Select** for the section you want to add to your shopping cart.

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		06/05/2017 - 07/29/2017	UH - Clear Lake	Face to Face			Select

6. Click on **Next**.

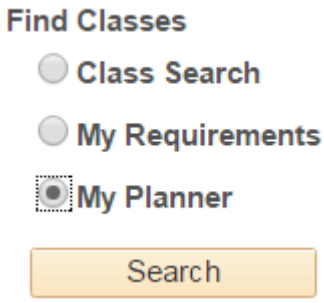


7. A confirmation message will display.

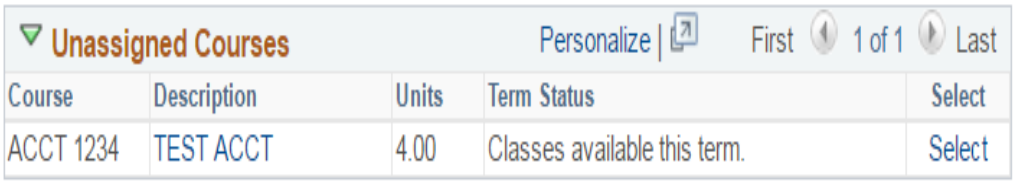


Option 4: My Planner (assuming you have planned some courses in your planner)

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

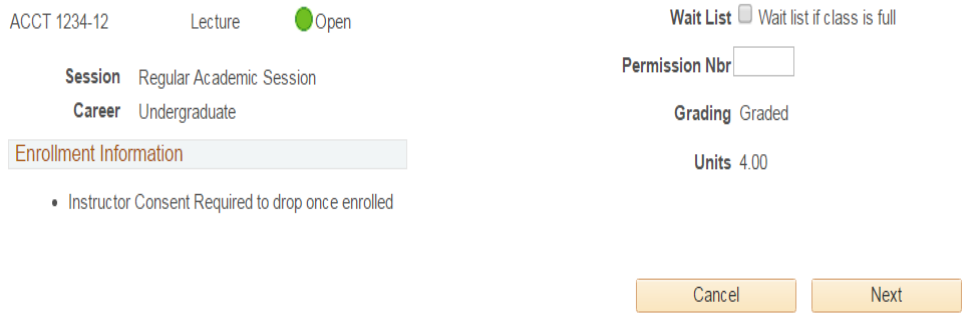


3. Click on **Select** for the course you want to add.

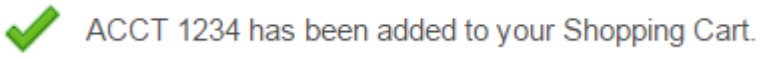


4. Click on **Select** for the section you want to add.

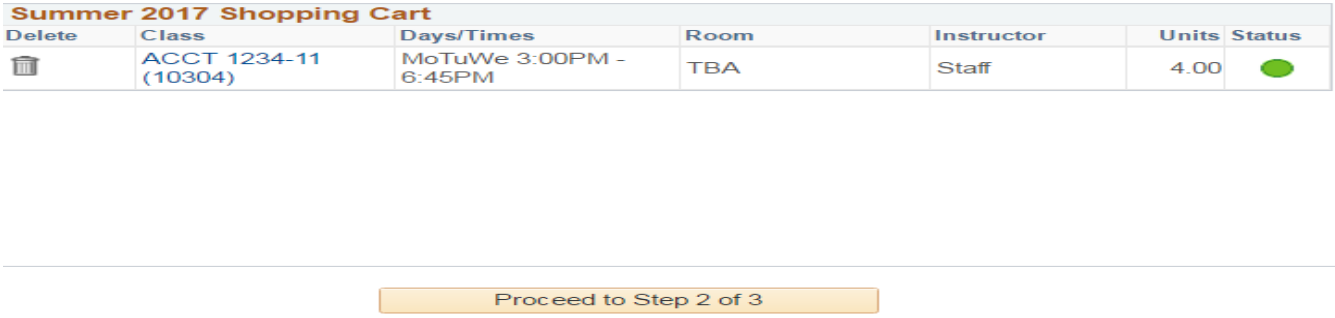
5. Click on **Next**.



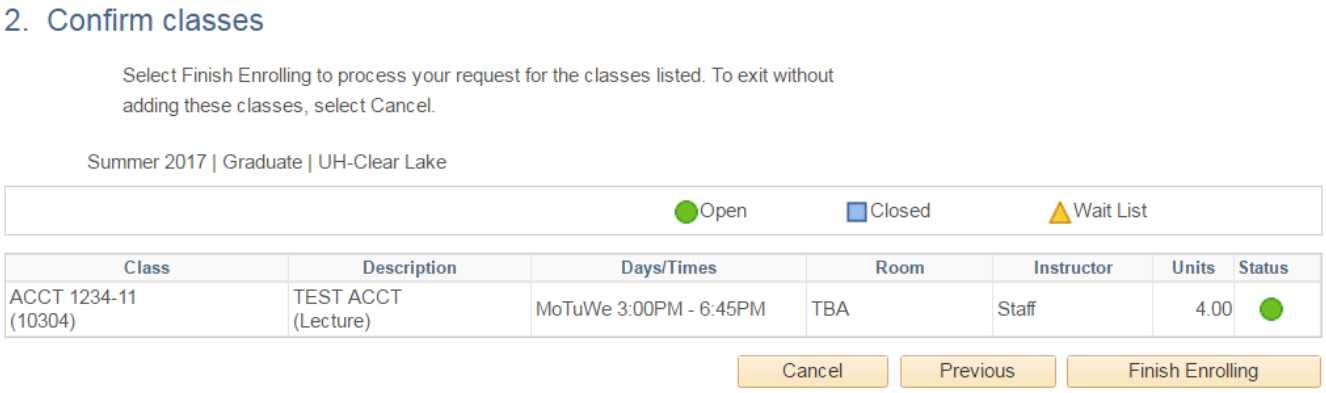
6. A confirmation message will display.



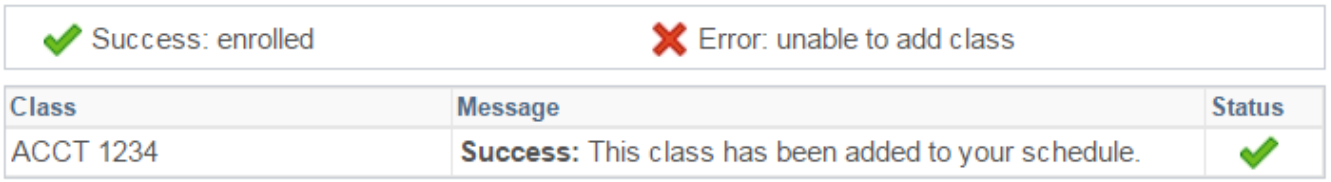
7. After adding classes to the Shopping Cart, click on **Proceed to Step 2 of 3**.



8. Click on **Finish Enrolling**.



9. A confirmation message will display.



10. Click on or to return to the Home Page.