
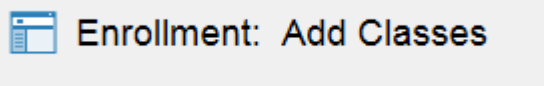
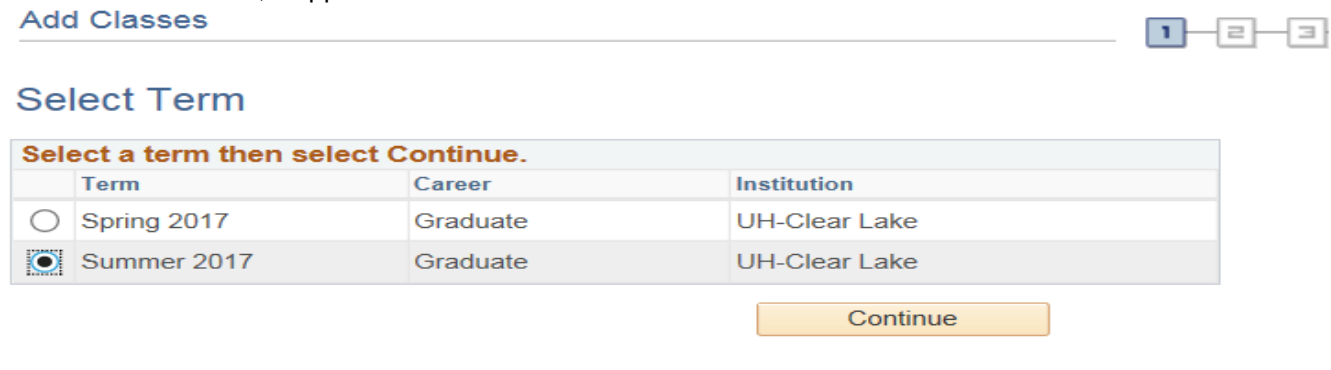
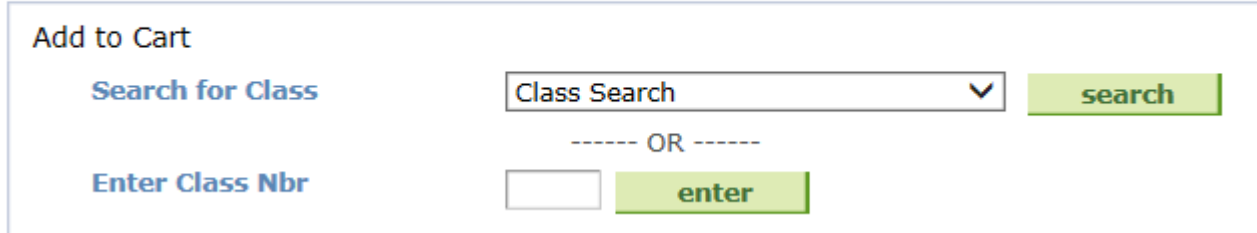


## Adding a Class

Steps	Descriptions
1.	Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a> . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the <b>Academic Records</b> tile 
3.	On the left side menu bar, select <b>Enrollment: Add Classes</b> 
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**.

▼ ACCT 1234 - Test ACCT Course

Bookstore Textbook Link

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

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

**Units** 4.00

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	

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<br>(10304) | TEST ACCT<br>(Lecture) | MoTuWe 3:00PM - 6:45PM | TBA  | Staff      | 4.00  | ●      |
- Cancel
Previous
Finish Enrolling
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 | <b>Success:</b> This class has been added to your schedule. | ✔      |
- My Class Schedule
Add Another Class
11. Click on or ← Student Home to return to the Home Page.