E-Services

The choice is clear.

UHCL

Adding a Class

Steps	Descriptions							
1.	Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .							
	Enter your UHCL network ID and	password or your 7 dig	it ID and password.					
2.	Click on the Academic Records	tile						
3.	On the left side menu bar, select	On the left side menu bar, select Enrollment: Add Classes						
	Enrollment: Add C	lasses						
4.	Select a term to enroll, if applicable, Click on Continue.							
	Add Classes							
	Select Term							
	Select a term then select	Continue.	Institution					
	Spring 2017	Graduate	UH-Clear Lake					
	Summer 2017	Graduate	UH-Clear Lake					
			Cartinua					
			Continue					
5.	Enter the Class Nbr, if known, or click on Class Search to search for the class. Summer 2017 Graduate UH-Clear Lake							
	Add to Cart							
	Search for Class	Class Searc	h 🗸 search					
		(
	Enter Class Nbr	br enter						

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elect	: the section	on and click on	select cla	SS.							
AC	CT 1234 - T	Test ACCT Course									
					Book	store Textbook I	_ink				
lass	Section	Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode	Syllabus	Status	
0304	11-LEC Regular	MoTuWe 3:00PM - 6:45PM	TBA	Staff		06/05/2017 - 07/29/2017	UH - Clear Lake	Face to Face	Ø	٠	Select
perr	mssion is	required, enter	the Permi	ssion Nbr	in the Per	rmission Nł	or field. Clie	ck on Ne	xt.		
ACCT	1234 - TES	T ACCT									
Jass	Preferenc	.es									
ACCT	Г 1234-11	Lecture	Open				Wait List	UWait list	if class is	full	
	Session	Regular Academic	Session			Pe	rmission Nbr				
	Career	Undergraduate					Grading	Graded			
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Find Classes				
Class Search				
O My Requirements				
○ My Planner				
Search				

UHCI 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 Closed A Wait List Open Class Description Days/Times Room Instructor Units Status ACCT 1234-11 TEST ACCT MoTuWe 3:00PM - 6:45PM TBA Staff 4.00 (10304) (Lecture) Previous Cancel Finish Enrolling The system will indicate if you have successfully added the class. 10. 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 Status Message Success: This class has been added to your ACCT 1234 \checkmark schedule. My Class Schedule Add Another Class 11. < Student Home (L) Click on to return to the Home Page. or

E-Services

The choice

is clear.