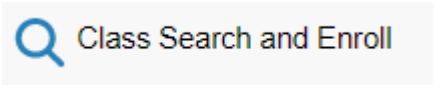
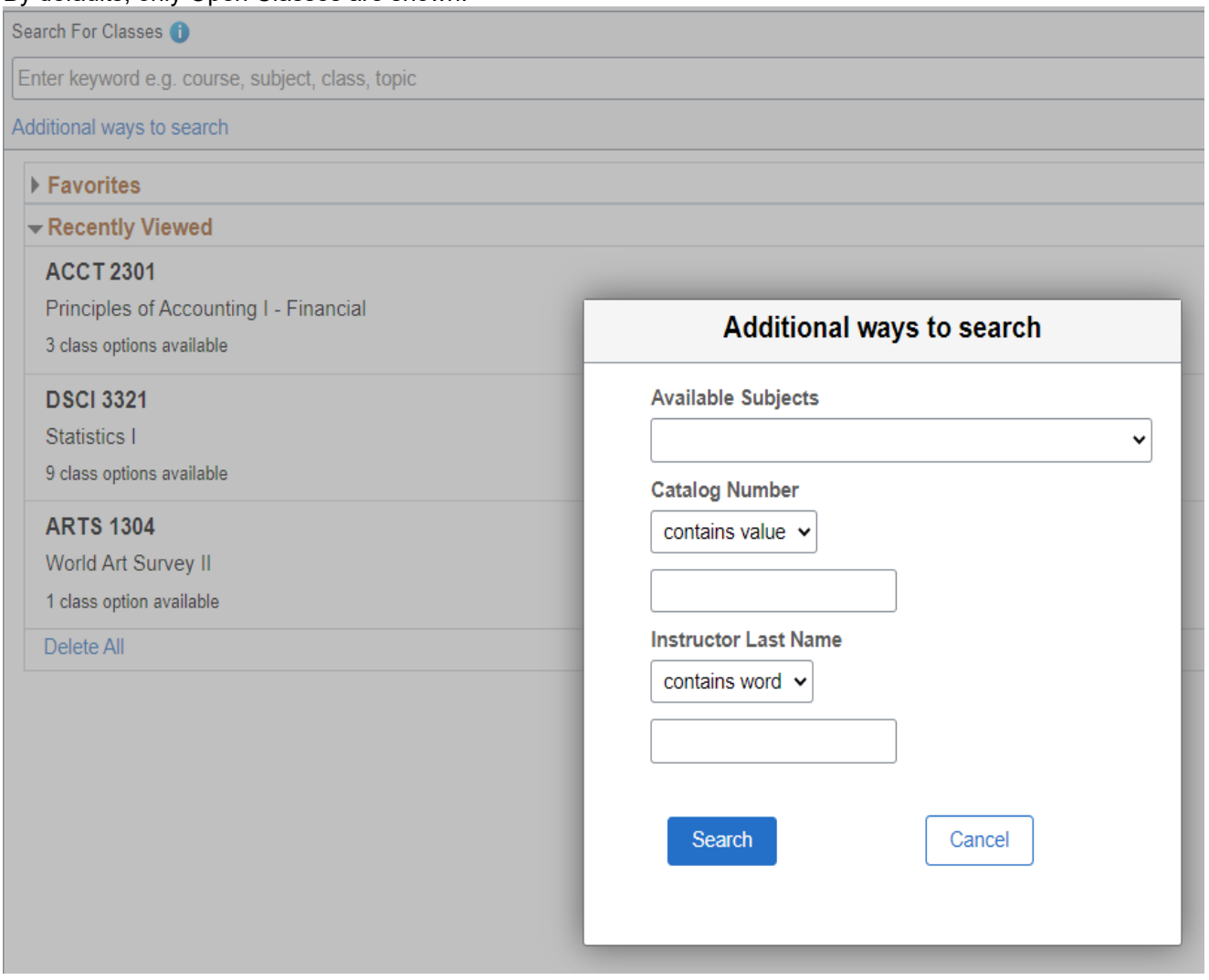
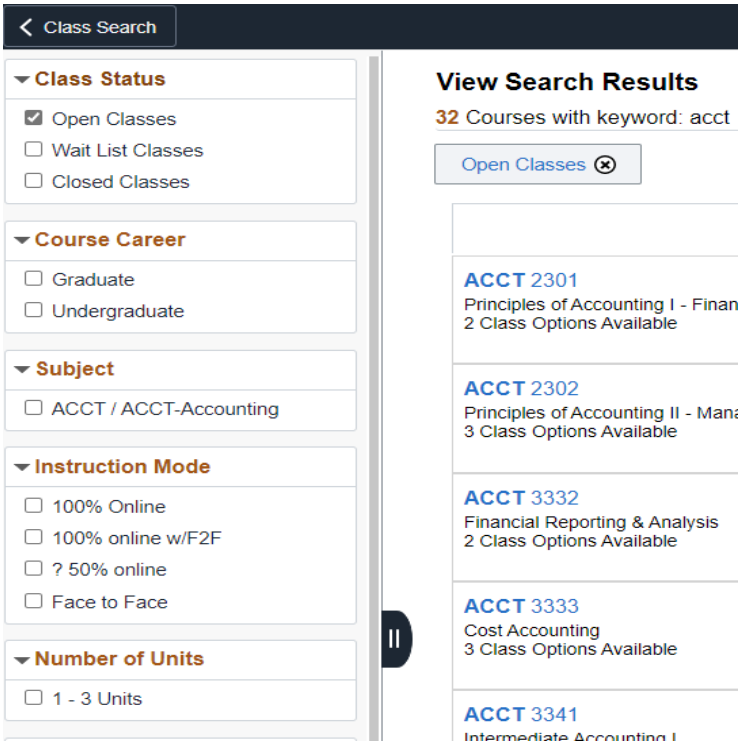
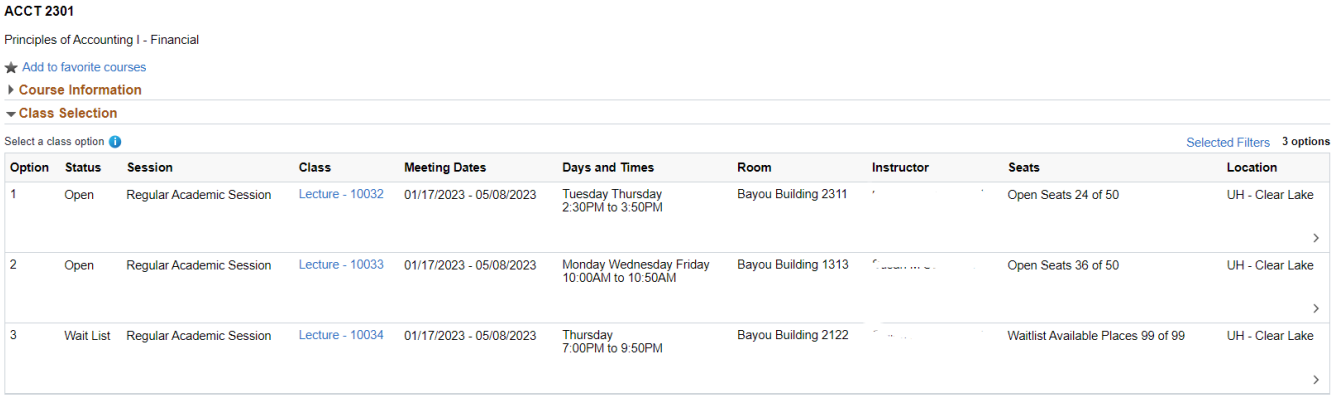
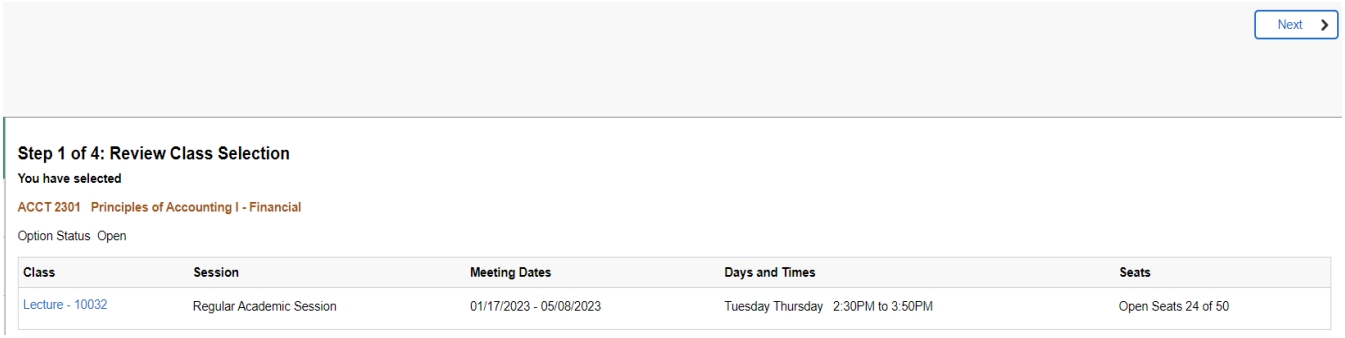
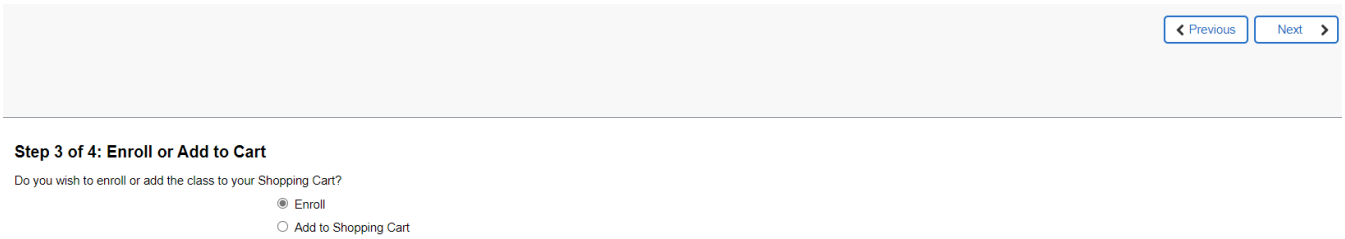
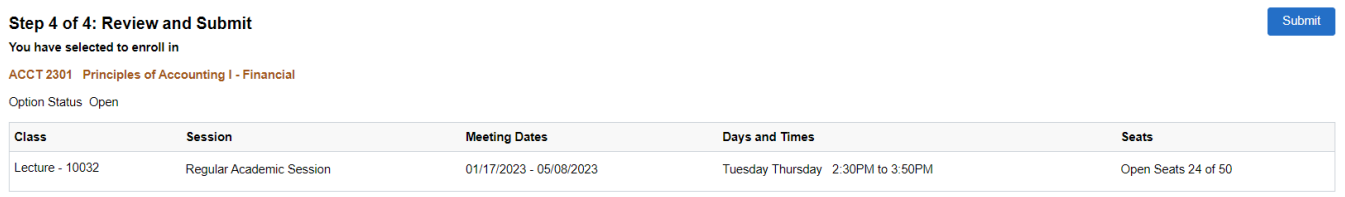
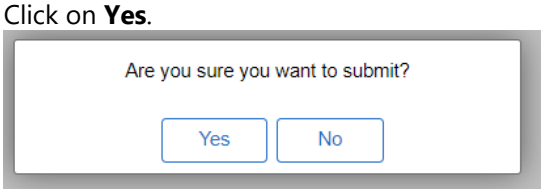
Adding a Class (Manage Classes tile)

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 **Manage Classes** tile.
3.	On the left side menu bar, select **Class Search and Enroll**. 
4.	Enter any keyword in **Search For Classes** or click on **Additional ways to search** to select specific filters. By defaults, only Open Classes are shown. 

5.	By defaults, only Open Classes are shown on the initial search results. More filters are available on the left side after the initial search. Select additional filters as needed or unselect Open Classes to view classes in different status. 
6.	Click on the class from the search Results.
7.	Click on section you would want to enroll.  Note: If you have already enrolled in the class, "**>**" will not be displayed on the search result. You can click on the clickable Class link to view class information.

8.	Click on the section and click on **Next** on the top. 
9.	If class is closed and has a waitlist, select **Yes** for Add to waitlist if class is full. If permssion is required, enter the Permission Nbr in the **Permission Number** field. Click on **Accept**.
10.	Select "**Enroll**" and click on **Next**. 
11.	Click on **Submit**.  Click on **Yes**. 

12.	The system will indicate if you have successfully added the class. ✔ **ACCT 2301 - Principles of Accounting I - Financial** This class has been added to your schedule. If class is full, the system will indicate if you have been successfully added to the waitlist. ✔ **ACCT 2301 - Principles of Accounting I - Financial** Class 10034 is full. You have been placed on the wait list in position number 1.
13.	Click on or to return to the Home Page.