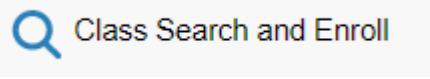
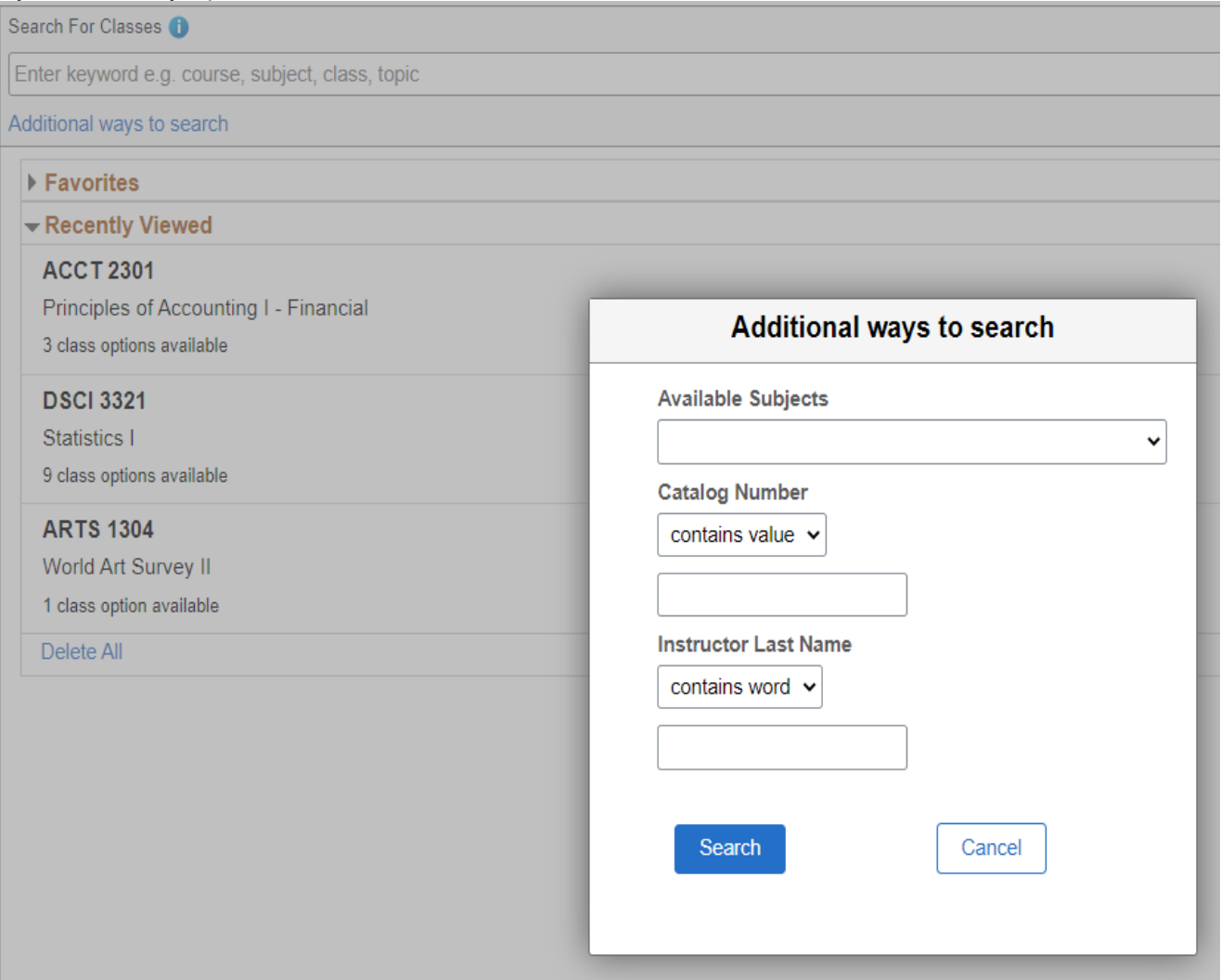


Adding a Class (Manage Classes tile)

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.	<p>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.</p> 

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.

< Class Search

Class Status

- Open Classes
- Wait List Classes
- Closed Classes

Course Career

- Graduate
- Undergraduate

Subject

- ACCT / ACCT-Accounting

Instruction Mode

- 100% Online
- 100% online w/F2F
- ? 50% online
- Face to Face

Number of Units

- 1 - 3 Units

View Search Results

32 Courses with keyword: acct

[Open Classes](#) ✕

ACCT 2301
Principles of Accounting I - Finan
2 Class Options Available

ACCT 2302
Principles of Accounting II - Man:
3 Class Options Available

ACCT 3332
Financial Reporting & Analysis
2 Class Options Available

ACCT 3333
Cost Accounting
3 Class Options Available

ACCT 3341
Intermediate Accounting I

6.

Click on the class from the search Results.

View Search Results

32 Courses with keyword: acct

ACCT 2301
Principles of Accounting I - Financial
3 Class Options Available

7.

Click on section you would want to enroll.

ACCT 2301
Principles of Accounting I - Financial

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option

Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Location
1	Open	Regular Academic Session	Lecture - 10032	01/17/2023 - 05/08/2023	Tuesday Thursday 2:30PM to 3:50PM	Bayou Building 2311		Open Seats 24 of 50	UH - Clear Lake
2	Open	Regular Academic Session	Lecture - 10033	01/17/2023 - 05/08/2023	Monday Wednesday Friday 10:00AM to 10:50AM	Bayou Building 1313		Open Seats 36 of 50	UH - Clear Lake
3	Wait List	Regular Academic Session	Lecture - 10034	01/17/2023 - 05/08/2023	Thursday 7:00PM to 9:50PM	Bayou Building 2122		Waitlist Available Places 99 of 99	UH - Clear Lake

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.

[Next >](#)

Step 1 of 4: Review Class Selection

You have selected

ACCT 2301 Principles of Accounting I - Financial

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10032	Regular Academic Session	01/17/2023 - 05/08/2023	Tuesday Thursday 2:30PM to 3:50PM	Open Seats 24 of 50
- 9. If class is closed and has a waitlist, select **Yes** for Add to waitlist if class is full. If permission is required, enter the Permission Nbr in the **Permission Number** field. Click on **Accept**.

Step 2 of 4: Review Class Preferences

ACCT 2301 Principles of Accounting I - Financial

Lecture - 10032 - Open

Add to waitlist if class is full? No

Permission Number

Instructor

[Accept](#)
- 10. Select "**Enroll**" and click on **Next**.

[< Previous](#) [Next >](#)

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart
- 11. Click on **Submit**.

Step 4 of 4: Review and Submit

You have selected to enroll in

ACCT 2301 Principles of Accounting I - Financial

Option Status Open



Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 10032	Regular Academic Session	01/17/2023 - 05/08/2023	Tuesday Thursday 2:30PM to 3:50PM	Open Seats 24 of 50

Click on **Yes**.

Are you sure you want to submit?

[Yes](#) [No](#)

[Submit](#)

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