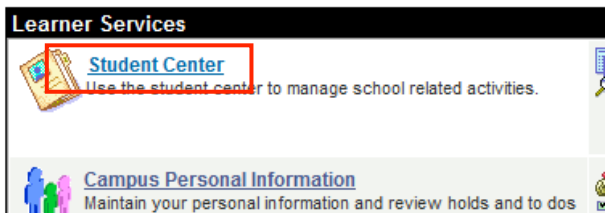
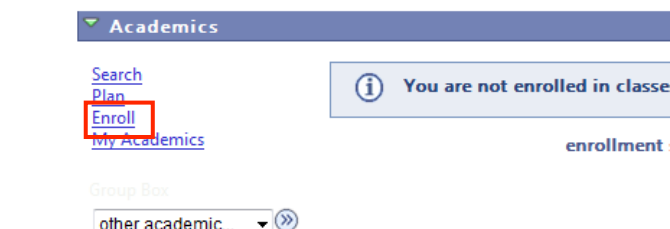
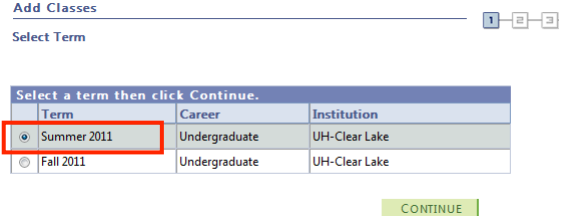
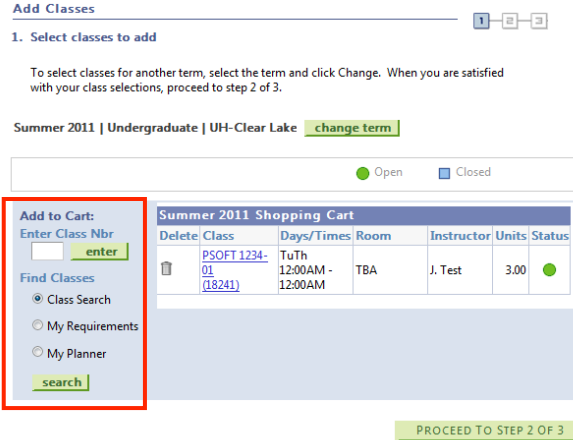
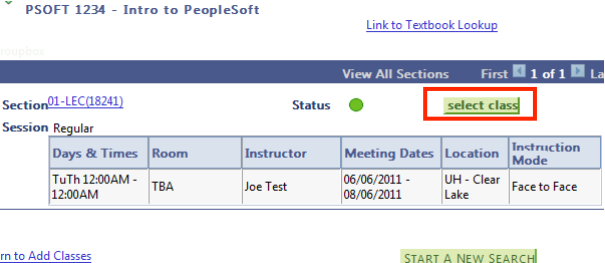


Enrolling in a class with Class Permissions

After logging into E-Services, you can use the Student Center to enroll in a class.

Steps	Illustrations														
<p>1. Log into E-Services. Click on Student Center.</p>															
<p>2. Under Academics, click on Enroll link.</p>															
<p>3. Select a term to enroll, if applicable. Click on Continue</p>	 <table border="1" data-bbox="824 1037 1330 1125"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Summer 2011</td> <td>Undergraduate</td> <td>UH-Clear Lake</td> </tr> <tr> <td><input type="radio"/> Fall 2011</td> <td>Undergraduate</td> <td>UH-Clear Lake</td> </tr> </tbody> </table>	Term	Career	Institution	<input checked="" type="radio"/> Summer 2011	Undergraduate	UH-Clear Lake	<input type="radio"/> Fall 2011	Undergraduate	UH-Clear Lake					
Term	Career	Institution													
<input checked="" type="radio"/> Summer 2011	Undergraduate	UH-Clear Lake													
<input type="radio"/> Fall 2011	Undergraduate	UH-Clear Lake													
<p>4. Enter the Class Nbr, if known, or click on Class Search to search for the class.</p>	 <table border="1" data-bbox="824 1388 1393 1486"> <thead> <tr> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>PSOFT 1234-01 (18241)</td> <td>TuTh 12:00AM - 12:00AM</td> <td>TBA</td> <td>J. Test</td> <td>3.00</td> <td></td> </tr> </tbody> </table>	Delete	Class	Days/Times	Room	Instructor	Units	Status		PSOFT 1234-01 (18241)	TuTh 12:00AM - 12:00AM	TBA	J. Test	3.00	
Delete	Class	Days/Times	Room	Instructor	Units	Status									
	PSOFT 1234-01 (18241)	TuTh 12:00AM - 12:00AM	TBA	J. Test	3.00										
<p>5. Select the section and click on select class.</p>	 <table border="1" data-bbox="870 1793 1425 1864"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> <th>Location</th> <th>Instruction Mode</th> </tr> </thead> <tbody> <tr> <td>TuTh 12:00AM - 12:00AM</td> <td>TBA</td> <td>Joe Test</td> <td>06/06/2011 - 08/06/2011</td> <td>UH - Clear Lake</td> <td>Face to Face</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	Location	Instruction Mode	TuTh 12:00AM - 12:00AM	TBA	Joe Test	06/06/2011 - 08/06/2011	UH - Clear Lake	Face to Face		
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TuTh 12:00AM - 12:00AM	TBA	Joe Test	06/06/2011 - 08/06/2011	UH - Clear Lake	Face to Face										

- Enter the Permission Nbr in the **Permission Nbr** field.
- Click on **Next**.

PSOFT 1234 - Intro to PeopleSoft

Class Preferences

PSOFT 1234-01 Lecture Open

Session Regular Academic Session Grading Graded

Career Undergraduate Units 3.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/Fnd Date
01	Lecture	TuTh 12:00AM - 12:00AM	TBA	Joe Test	06/06/2011 - 08/06/2011

NOTES

Class Notes Special Fee: \$45

- The class will appear in your **Shopping Cart**. Click on **Proceed to Step 2 Of 3** to complete the enrollment process.

✓ PSOFT 1234 has been added to your Shopping Cart.

Summer 2011 | Undergraduate | UH-Clear Lake [change term](#)

Open Closed

Add to Cart: Enter Class Nbr [enter](#)

Find Classes: Class Search My Requirements My Planner [search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	PSOFT 1234-01 (18241)	TuTh 12:00AM - 12:00AM	TBA	J. Test	3.00	<input checked="" type="radio"/>

PROCEED TO STEP 2 OF 3

- Click on **Finish Enrolling**

2. **Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2011 | Undergraduate | UH-Clear Lake

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSOFT 1234-01 (18241)	Intro to PeopleSoft (Lecture)	TuTh 12:00AM - 12:00AM	TBA	J. Test	3.00	<input checked="" type="radio"/>

CANCEL PREVIOUS FINISH ENROLLING

- 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 2011 | Undergraduate | UH-Clear Lake

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
PSOFT 1234	Success: This class has been added to your schedule.	<input checked="" type="radio"/>

MY CLASS SCHEDULE ADD ANOTHER CLASS