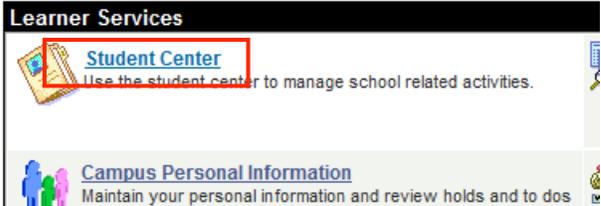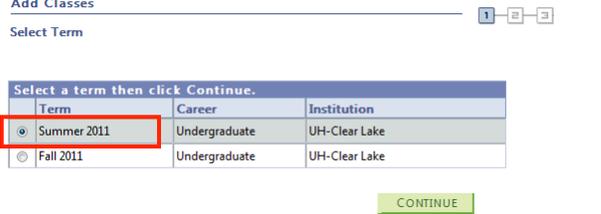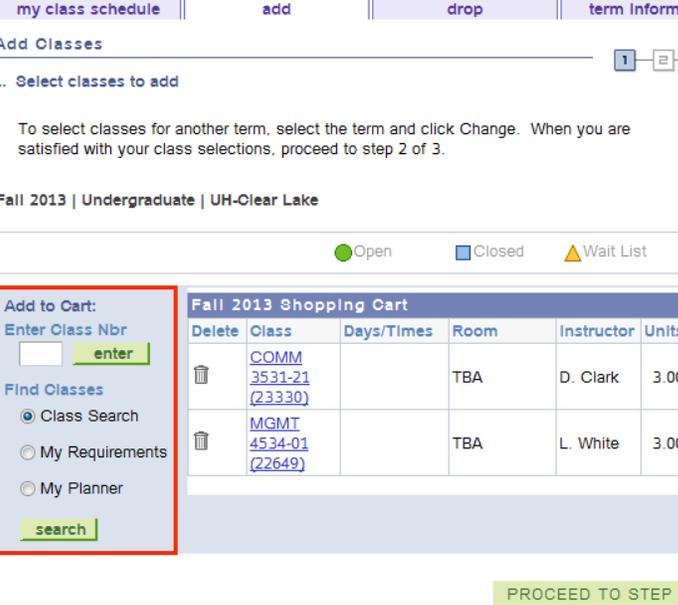E-SERVICES

Enrolling in a Class Using Class Search

After logging into **E-Services**, you can use the **Student Center** to enroll in a class using the Class Search functions.

Steps	Illustrations
1. Under the **Learner Services** section, Click on **Student Center**	**Learner Services** **Student Center** Use the student center to manage school related activities. **Campus Personal Information** Maintain your personal information and review holds and to dos
2. Under **Academics**, click on **Enroll** link.	**Academics** Search Plan Enroll My Academics You are not enrolled in classe enrollment Group Box other academic... ⓥ ⨠
3. Select a term to enroll, if applicable. Click on **Continue**	Add Classes 1—2—3 Select Term Select a term then click Continue. Term / Career / Institution ⦿ Summer 2011 / Undergraduate / UH-Clear Lake ○ Fall 2011 / Undergraduate / UH-Clear Lake CONTINUE
4. Click on the **Class Search** radio button under **Find Classes** and click on **search.**	my class schedule ‖ add ‖ drop ‖ term Informat Add Classes 1—2 1. Select classes to add To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3. Fall 2013 | Undergraduate | UH-Clear Lake ●Open ☐Closed ⚠Wait List Add to Cart: / Fall 2013 Shopping Cart Enter Class Nbr / Delete | Class | Days/Times | Room | Instructor | Units [ ] enter / 🗑 COMM 3531-21 (23330) | | TBA | D. Clark | 3.00 Find Classes / 🗑 MGMT 4534-01 (22649) | | TBA | L. White | 3.00 ⦿ Class Search ○ My Requirements ○ My Planner search PROCEED TO STEP 2

| my class schedule | add | drop | term inform |

Add Classes

Enter Search Criteria

5. Select a **Course Subject** and either enter a **Course Number** or **Course Career** under the **Class Search** section. At least two criteria must be selected.
6. Click on Search.

Search for Classes

Class Search Criteria

UH-Clear Lake | Fall 2013

Select at least 2 search criteria. Specifying as many values as possible will return quicker results.

▽ Class Search

*Course Subject

Course Number is exactly

Course Career

☑ Show Open Classes Only

Additional Search Criteria

▽ Additional Search Criteria

Meeting Start Time greater than or

Meeting End Time less than or equal to

Days of Week include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name begins

Class Nbr

Course Keyword

Minimum Units greater than or

Maximum Units less than or equal to

Course Component

Session

Mode of Instruction

Campus

Location

Return to Add Classes   CLEAR   SEARCH

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7. Listing of available courses will appear.

8. Click on **select class** for the class you want to register for.

My Class Schedule

You are not registered for classes in this term.

Shopping Cart   show all

COMM 3531   Room: TBA

The following classes match your search criteria Course Subject ACCT-Accounting, Show Open Classes Only: Yes

Return to Add Classes   NEW SEARCH   MODIFY SEARCH

● Open   ☐ Closed

ACCT 3331 - Managerial Accounting   Bookstore Textbook Link

View All Sections   First ◀ 1 of 1 ▶ Last

Section 03-LEC(22559)   Status ●   Syllabus   select class
Session Regular

Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode
Th 700PM - 950PM	Bayou Building 1215	Raymond B Isleib	📖	08/26/2013 - 12/14/2013	UH - Clear Lake	Face to Face

ACCT 3332 - Financial Reporting & Analysis   Bookstore Textbook Link

View All Sections   First ◀ 1 of 1 ▶ Last

Section 01-LEC(22771)   Status ●   Syllabus   select class
Session Regular

Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode
TBA	TBA	Hui Du	📖	08/26/2013 - 12/14/2013	UH - Clear Lake	100% Online

ACCT 3333 - Cost Accounting   Bookstore Textbook Link

View All Sections   First ◀ 1-3 of 3 ▶ Last

Section 01-LEC(22560)   Status ●   Syllabus   select class
Session Regular

Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode
MoWe 830AM - 950AM	Pearland Building 111	Donald Lewis Kyle	📖	08/26/2013 - 12/14/2013	UHCL Pearland Campus	Face to Face

9. Click on **Next**	PSOFT 1234 - Intro to PeopleSoft **Class Preferences** PSOFT 1234-01 Lecture ● Open Permission Nbr [ ] Grading Graded Session Regular Academic Session Career Undergraduate Units 3.00 CANCEL NEXT <table><tr><th>Section</th><th>Component</th><th>Days & Times</th><th>Room</th><th>Instructor</th><th>Start/End Date</th></tr><tr><td>01</td><td>Lecture</td><td>TuTh 12:00AM - 12:00AM</td><td>TBA</td><td>Joe Test</td><td>06/06/2011 - 08/06/2011</td></tr></table> **NOTES** Class Notes Special Fee: $45
10. 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 **Summer 2011 Shopping Cart** <table><tr><th>Delete</th><th>Class</th><th>Days/Times</th><th>Room</th><th>Instructor</th><th>Units</th><th>Status</th></tr><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></table> PROCEED TO STEP 2 OF 3
11. 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 <table><tr><th>Class</th><th>Description</th><th>Days/Times</th><th>Room</th><th>Instructor</th><th>Units</th><th>Status</th></tr><tr><td>PSOFT 1234-01 (18241)</td><td>Intro to PeopleSoft (Lecture)</td><td>TuTh 12:00AM - 12:00AM</td><td>TBA</td><td>J. Test</td><td>3.00</td><td>●</td></tr></table> CANCEL PREVIOUS FINISH ENROLLING
12. 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 <table><tr><th>Class</th><th>Message</th><th>Status</th></tr><tr><td>PSOFT 1234</td><td>**Success:** This class has been added to your schedule.</td><td>✔</td></tr></table> MY CLASS SCHEDULE ADD ANOTHER CLASS