Enrolling in a Class Using My Requirements

After logging into **E-Services**, you can use the **Student Center** to enroll in a class using My Academic Requirements.

Steps	Illustrations
1. Under the **Learner Services** section, Click on **Student Center**	
2. Under **Academics**, click on **Enroll** link.	
3. Select a term to enroll, if applicable. Click on **Continue**	
4. Click on the **My Requirements** radio button under **Find Classes** and click on **search.**	
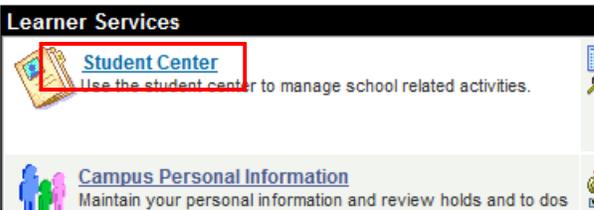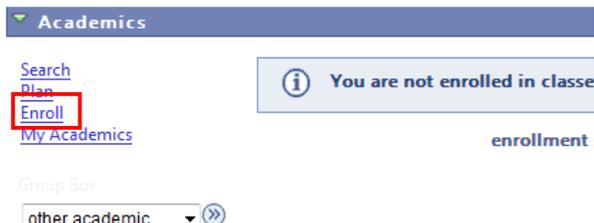
E-SERVICES
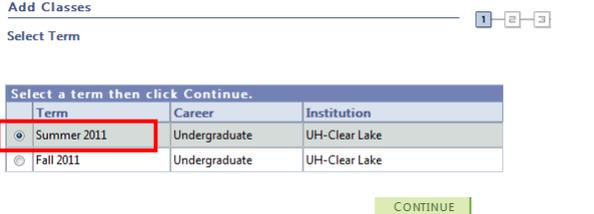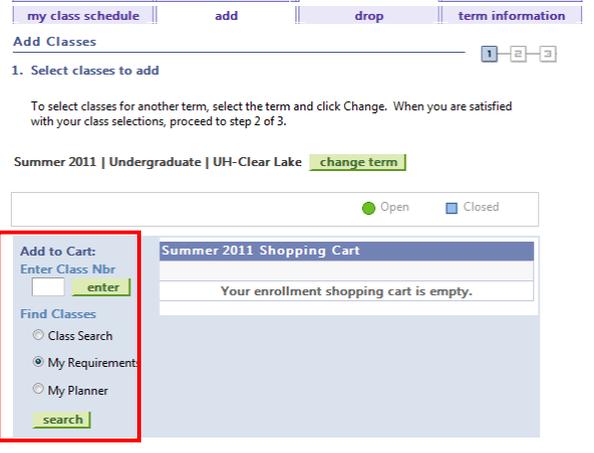
5. You degree requirements will appear. Select from the Requirements and click on **show detail summer 2011** button to view classes available for that term that you still need to complete. Click on the class you want to enroll in.	**my class schedule** **add** **drop** **term information** **Add Classes** 1—2—3 **Search by My Requirements** Summer 2011 | Undergraduate | UH-Clear Lake Return to 1. Select classes to add Select Display Option: ⦿ Hide Requirement Details ○ Show Requirement Details ✓ Taken ◆ In Progress ★ Planned **GENBUSBS TX Core-RG2562** **Not Satisfied** ▽ **BPAUG TX Core 010 – RQ 48** hide detail summer 2011 The following courses may be used to satisfy this requirement: Course Description Units When Grade Status PSOFT1234 Intro to PeopleSoft 3.00 Fall 2011 ◆ PSOFT1234 Intro to PeopleSoft 3.00 Fall 2016 ★ View All | First 1-2 of 2 Last ▷ **BPAUG TX Core 011 – RQ 49** show detail summer 2011
6. Click on **select** to chose the section you want to enroll in.	**Summer 2011 Course Schedule** **My Class Schedule** show all **Shopping Cart** PSOFT 1234 TuTh 12:00AM - 12:00AM Your shopping cart is empty. Room: TBA ● Open ☐ Closed **sections for Summer 2011** Section Session Status 01-LEC (18241) 1 ● select Days Start End Room Instructor Dates TuTh 12:00AM 12:00AM TBA Joe Test 03/29/2011 - 08/06/2011 View All 1 of 1 Last
7. Click on **Next**	**PSOFT 1234 - Intro to PeopleSoft** **Class Preferences** **PSOFT 1234-01** Lecture ● Open Permission Nbr **Session** Regular Academic Session **Grading** Graded **Career** Undergraduate **Units** 3.00 CANCEL NEXT Section Component Days & Times Room Instructor Start/End Date 01 Lecture TuTh 12:00AM - 12:00AM TBA Joe Test 06/06/2011 - 08/06/2011 **NOTES** Class Notes Special Fee: $45

8.	The class will appear in your **Shopping Cart.** Click on **Proceed to Step 2 Of 3** to complete the enrollment process.	
9.	Click on **Finish Enrolling**	
10.	The system will indicate if you have successfully added the class.	