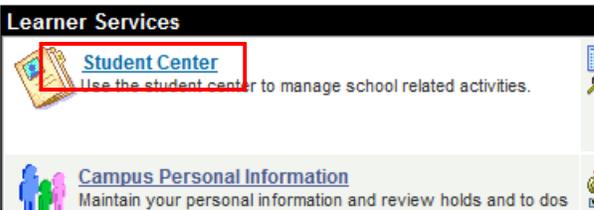
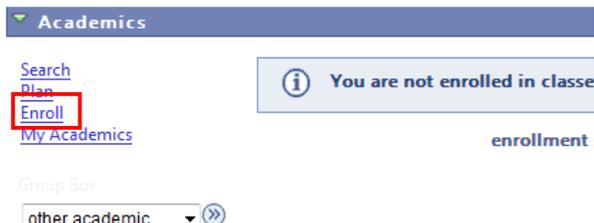
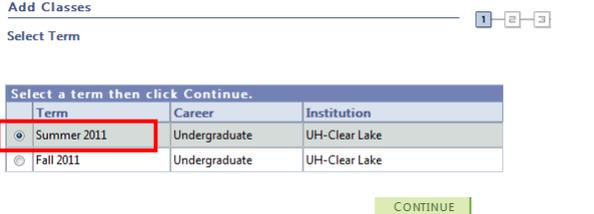
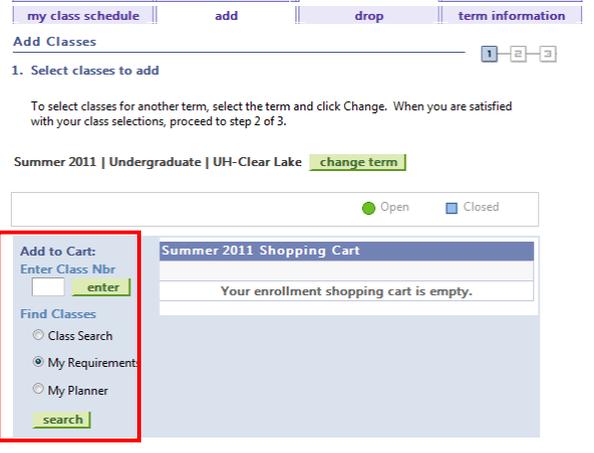


## Enrolling in a Class Using My Requirements

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

Steps	Illustrations									
<p>1. Under the <b>Learner Services</b> section, Click on <b>Student Center</b></p>										
<p>2. Under <b>Academics</b>, click on <b>Enroll</b> link.</p>										
<p>3. Select a term to enroll, if applicable. Click on <b>Continue</b></p>	 <table border="1" data-bbox="841 1071 1344 1159"> <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. Click on the <b>My Requirements</b> radio button under <b>Find Classes</b> and click on <b>search</b>.</p>										

5. Your 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

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-RQ2562

GENBUSBS TX Core-RQ2562 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	<b>Intro to PeopleSoft</b>	3.00	Fall 2011		<input type="checkbox"/>
PSOFT1234	Intro to PeopleSoft	3.00	Fall 2016		<input checked="" type="checkbox"/>

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 Room: TBA

Your shopping cart is empty.

Open  Closed

sections for Summer 2011

Section	Session	Status	
<a href="#">01-LEC (18241)</a>	1	<input checked="" type="radio"/>	<a href="#">select</a>

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/Fnd 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.

✓ 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="checkbox"/>

[PROCEED TO STEP 2 OF 3](#)

9. 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="checkbox"/>

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

10. 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	<b>Success:</b> This class has been added to your schedule.	<input checked="" type="checkbox"/>

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)