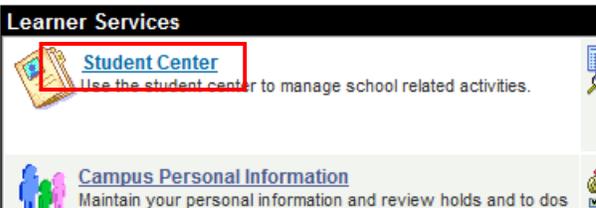
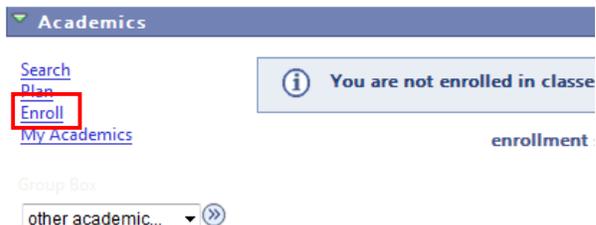
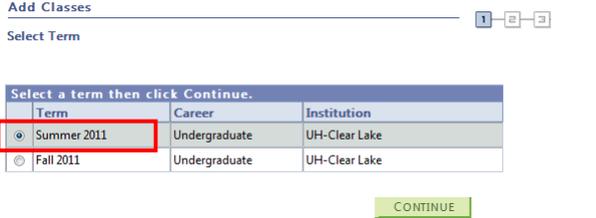
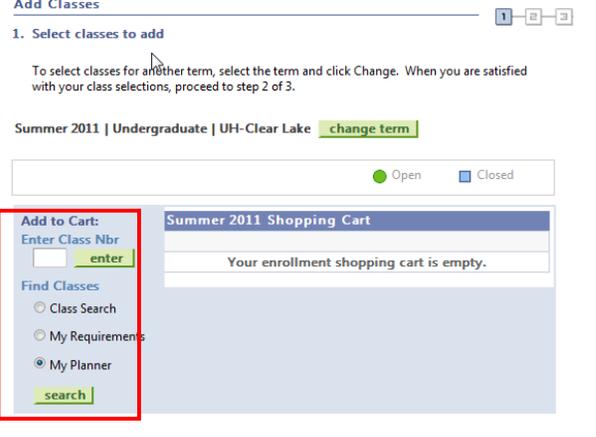


Enrolling in a Class Using My Requirements

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 Learner Services section, 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="841 1071 1344 1161"> <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 My Planner radio button under Find Classes and click on search.</p>											
<p>5. Courses that you have planned will appear in a grid. Click Select next to the course you want to enroll in.</p>	 <table border="1" data-bbox="841 1816 1377 1881"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Units</th> <th>Term Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>PSOFT 1234</td> <td>Intro to PeopleSoft</td> <td>3.00</td> <td>Classes available this term.</td> <td><input checked="" type="checkbox"/> select</td> </tr> </tbody> </table>	Course	Description	Units	Term Status	Select	PSOFT 1234	Intro to PeopleSoft	3.00	Classes available this term.	<input checked="" type="checkbox"/> select
Course	Description	Units	Term Status	Select							
PSOFT 1234	Intro to PeopleSoft	3.00	Classes available this term.	<input checked="" type="checkbox"/> select							

6. Click on **select** to chose the section you want to enroll in.

Summer 2011 Course Schedule

My Class Schedule Shopping Cart
Your shopping cart is empty.

PSOFT 1234 TuTh 12:00AM - 12:00AM
Room: TBA

Open Closed

sections for Summer 2011

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

Days	Start	End	Room	Instructor	Dates
TuTh	12:00AM	12:00AM	TBA	Joe Test	03/29/2011 - 08/06/2011

7. Click on **Next**

PSOFT 1234 - Intro to PeopleSoft

Class Preferences

PSOFT 1234-01 Lecture Open Permission Nbr
Grading Graded
Career Undergraduate Units 3.00

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.

PSOFT 1234 has been added to your Shopping Cart.

Summer 2011 | Undergraduate | UH-Clear Lake

Open Closed

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search
 My Requirements
 My Planner

Summer 2011 Shopping Cart

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

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="radio"/>

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	Success: This class has been added to your schedule.	Success

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