Adding a Class – Shopping Cart (Manage Classes tile)

The choice is clear.

UHCL

Steps	Descriptions					
1.	Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .					
	Enter your UHCL network ID and password or your 7 digit ID and password.					
2.	Click on the Manage Classes tile.					
3.	On the left side menu bar, select Class Search and Enroll .					
	Q Class Search and Enroll					
4.	Enter any keyword in Search For Classes or clic	k on Additional ways to search to select specific filters.				
	Search For Classes ()					
	Enter keyword e.g. course, subject, class, topic					
	Additional ways to search					
	▶ Favorites					
	✓ Recently Viewed					
	ACCT 2301					
	3 class options available	Additional ways to search				
	DSCI 3321	Available Subjects				
	Statistics I	✓				
	9 class options available	Catalan Number				
	ADTS 1204					
	World Art Suprey II	contains value 🗸				
	1 aloss artics survey in					
	r class option available					
	Delete All					
		contains word 🗸				
		Search Cancel				

E-Services

The choice

is clear.

5. By defaults, only Open Classes are shown on the initial search results. More filters are available on the left side after the initial search. Select additional filters as needed or unselect Open Classes to view classes in different status. Class Search Class Status View Search Results Open Classes 32 Courses with keyword: acct Wait List Classes Open Classes 🛞 Closed Classes Course Career Graduate ACCT 2301 Principles of Accounting I - Finan Undergraduate 2 Class Options Available Subject ACCT 2302 ACCT / ACCT-Accounting Principles of Accounting II - Mana 3 Class Options Available Instruction Mode ACCT 3332 100% Online Financial Reporting & Analysis 100% online w/F2F 2 Class Options Available 2 ? 50% online Face to Face ACCT 3333 Cost Accounting Ш 3 Class Options Available Number of Units 1 - 3 Units ACCT 3341 Intermediate Accounting I 6. Click on the class from the search Results. View Search Results 32 Courses with keyword: acct $\uparrow \downarrow$ ACCT 2301 Principles of Accounting I - Financial > 3 Class Options Availab 7. Click on section you would want to enroll. ACCT 2301 Principles of Accounting I - Financial * Add to favorite courses Course Information - Class Selection Select a class option (1) Selected Filters 3 options Option Status Session Days and Times Class Meeting Dates Room Instructor Seats Location Lecture - 10032 01/17/2023 - 05/08/2023 Bayou Building 2311 Open Seats 24 of 50 UH - Clear Lake Open Regular Academic Session Tuesday Thursday 2:30PM to 3:50PM Monday Wednesday Friday 10:00AM to 10:50AM 2 Lecture - 10033 01/17/2023 - 05/08/2023 Bayou Building 1313 UH - Clear Lake Regular Academic Session Open Seats 36 of 50 Open Wait List Regular Academic Session Lecture - 10034 01/17/2023 - 05/08/2023 Bayou Building 2122 Waitlist Available Places 99 of 99 UH - Clear Lake Thursday 7:00PM to 9:50PM Note: If you have already enrolled in the class, ">" will not be displayed on the search result. You can click on the clickable Class link to view class information.

The choice is clear.

		E	-Services	UHC	The choice is clear.			
8.	Click on the	section and click on N	Vext on the top.		Next >			
	Step 1 of 4: Revie You have selected ACCT 2301 Principles Option Status Open	ew Class Selection						
	Class Lecture - 10032	Session Regular Academic Session	Meeting Dates 01/17/2023 - 05/08/2023	Days and Times Tuesday Thursday 2:30PM to 3:50PM	Seats Open Seats 24 of 50			
9.	If class is clo If permssion Click on Acc Step 2 of 4: Revie ACCT 2301 Principles Lecture - 10032 - Open Add to waitist if class is fo Permission Number () Not required unless depa Instructor	sed and has a waitlist is required, enter the ept. w Class Preferences of Accounting I - Financial ul? artment/instructor consent is required	, select Yes for Add to Permission Nbr in the	waitlist if class is full. Permission Number field.	Accept			
10.	Select "Add Step 3 of 4: Enroll Do you wish to enroll or a	to Shopping Cart and I or Add to Cart dd the class to your Shopping Cart? O Enroll @ Add to Shopping Ca	nd click on Next .		✓ Previous Next >			
11.	Click on Sub Step 4 of 4: Revie You have selected to ad DSCI 3321 Statistics I Option Status Open	Click on Submit. Step 4 of 4: Review and Submit You have selected to add to your shopping cart DSCI 3321 Statistics I Option Status Open						
	Class	Session	Meeting Dates	Days and Times	Seats			
	Lecture - 10128 Class Preferences	Regular Academic Session	01/17/2023 - 05/08/2023	Tuesday Thursday 10:00AM to 11:20AM	Open Seats 23 of 50			

E-Services

UHCL	The choice is clear.

	Click on Yes .								
	Are you sure you want to submit?								
	Yes No								
12.	The system will indicate if you have successfully added the class to the shopping cart.								
	Note: Adding classes to shopping cart does not guarantee enrollment.								
	SCI 3321 - Statistics I								
	Class has been added to your Shopping Cart.								
13.	To enroll class	ses in the	e shopping cart, clic	k on Shopping	Cart.				
	🧤 Shoppi	ing Cart	:						
14.	Select the clas	sses you	want to enroll. Click	c on Enroll .					
							Enroll	Delet	e Validate
	Your Shopping Cart Select Availability C	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats
	Open L	Lecture - 10128	DSCI 3321 Statistics I	Regular Academic Session	Tuesday Thursday 10:00AM to 11:20AM	Bayou Building 1313		3.00	Open Seats 23 of 50
	Open L	Lecture - 10131	DSCI 3321 Statistics I	Regular Academic Session	To be Announced 1:00AM to 1:00AM	To be Announced	Ĵ	3.00	Open Seats 9 of 30
	Closed L	Lecture - 10139	DSCI 3331 Quant Method for Mgmt	Regular Academic Session	To be Announced 1:00AM to 1:00AM	To be Announced	T 1	3.00	Closed
	🖬 Open L	Lecture - 10162	LEGL 3301 Business Law	Regular Academic Session	To be Announced 1:00AM to 1:00AM	To be Announced		3.00	Open Seats 5 of 40
	Click on Yes .								
	Are	you sure	you want to enroll?						
	ſ								
	l	res							
15	The system wi	illindicat	to if you have succe	cefully added the	a class or an orror mass	ago will bo c	hown		
15.	The system wi		te il you have succe	ssiully added the		age will be s	nown.		
	X DSCI	3321 - 5	Statistics I						
	Unable to add this class - requisites have not been met. Pre-requisite: MATH 1324								
10									
16.	Click on	Â	 Student 	Home	to roturn to the lloses				
			or E		to return to the Home H	age.			