# Adding a Class

<table>
<thead>
<tr>
<th>Steps</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a>. Enter your UHCL network ID and password or your 7 digit ID and password.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on the <strong>Student Center</strong> tile</td>
</tr>
<tr>
<td>3.</td>
<td>In <strong>Academics</strong> section, click on <strong>Enroll</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the appropriate term. Click on <strong>Continue</strong>.</td>
</tr>
<tr>
<td>5.</td>
<td>You can add classes by entering the Class Nbr or by finding classes using Class Search, My Requirements, and My Planner.</td>
</tr>
</tbody>
</table>
6. **Option 1: Enter Class Nbr**
   1. Enter Class number.
   2. Click on **Enter**.

   ![Enter Class Nbr](image)

3. Click on **Next**.

   ![Class Preferences](image)

4. A confirmation message will display.

   ![Confirmation Message](image)
Option 2: Class Search

1. Select Class Search.
2. Click on Search. It will take you to the class search.

3. Select the appropriate Course Subject and other search criteria.
4. Click on Search.

5. Click on Select for the section you want to add or Start a New Search to go back to the search criteria.

6. Click on Next to add the class into the shopping cart.

7. A confirmation message will display.

✅ ACCT 1234 has been added to your Shopping Cart.
Option 3: My Requirements

1. Select My Requirements.
2. Click on Search. It will take you to the unsatisfied requirements.

3. Click on show detail.

4. Select the course you want to add to your shopping cart from the requirements.

5. Click on Select for the section you want to add to your shopping cart.

6. Click on Next.

7. A confirmation message will display.

✅ ACCT 1234 has been added to your Shopping Cart.
**Option 4: My Planner** (assuming you have planned some courses in your planner)

1. Select **My Planner**.
2. Click on **Search**.

3. Click on **Select** for the course you want to add.

   ![Unassigned Courses](image)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Term Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1234</td>
<td>TEST ACCT</td>
<td>4.00</td>
<td>Classes available this term.</td>
<td>Select</td>
</tr>
</tbody>
</table>

4. Click on **Select** for the section you want to add.

   ![Section Details](image)

5. Click on **Next**.

6. A confirmation message will display.

   ![Confirmation](image)

   - ACCT 1234 has been added to your Shopping Cart.
7. After adding classes to the Shopping Cart, click on **Proceed to Step 2 of 3**.

8. Click on **Finish Enrolling**.  
   2. **Confirm classes**
      
      Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

9. A confirmation message will display.

10. Click on **Home** or **Student Home** to return to the Home Page.