

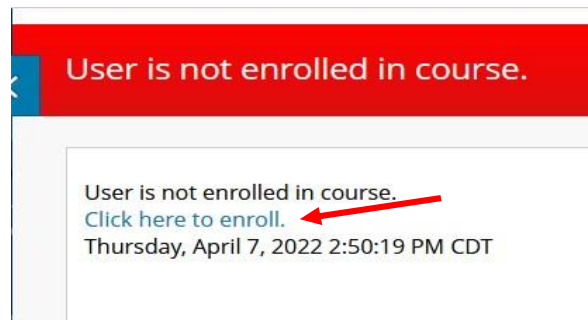
How to Self-enroll in the Registered Student Organization Registration Course

This tutorial will demonstrate how to add yourself as a student to the Registered Student Organization Registration course. NOTE: Self-enroll is NOT used for any "regular" credit courses.

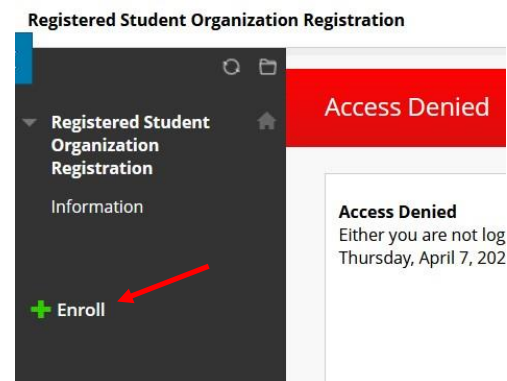
1. Log into Blackboard with your UHCL username and password.
2. At the Blackboard Courses screen (see example below), paste the following URL into the web address: https://uhcl.blackboard.com/ultra/courses/_31548_1/cl/outline.



3. You should then see a page that says "User is not enrolled in course" at the top. Click "Click here to enroll."



4. You will then be taken to what looks like a course page but will be told you don't have access. On the left side where the Course menu would normally be, you will see a button with a plus sign that says Enroll. Click "Enroll".



5. After clicking enroll, you will be taken to the Self Enrollment page. Confirm that it says you are enrolling in Registered Student Organization Registration. Click Submit, and the OK.

Self Enrollment

ENROLL IN COURSE: REGISTERED STUDENT ORGANIZATION REGISTRATION (WRKGRP.STUDENTINVOLVEMENTANDLEADERSHIP.KUEPKER)

Instructor: Shelby Kuepker, Erica Njoku

Description:

Categories: Education:Higher Education

Click **Submit** to proceed.

Cancel Submit

Self Enrollment

Success: houstons737 enrolled in Registered Student Organization Registration (wrkgrp.StudentInvolvementandLeadership.kuepker). Select **OK** to continue to the course.

Thursday, April 7, 2022 2:53:51 PM CDT

← OK

6. You will then be logged into the course and can begin!

Registered Student Organization Registration Information

Registered Student Organization Registration

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Student Organization Registration 2022-2023

Greetings!

Registration is an annual process that student organizations must complete to maintain their status as a Registered Student Organization (RSO) at UHCL. Primary and Secondary officers of each organization should complete the following modules to learn about UHCL procedures and policies. We hope the information equips you to lead your RSO to great heights for the 2022-2023 academic year.