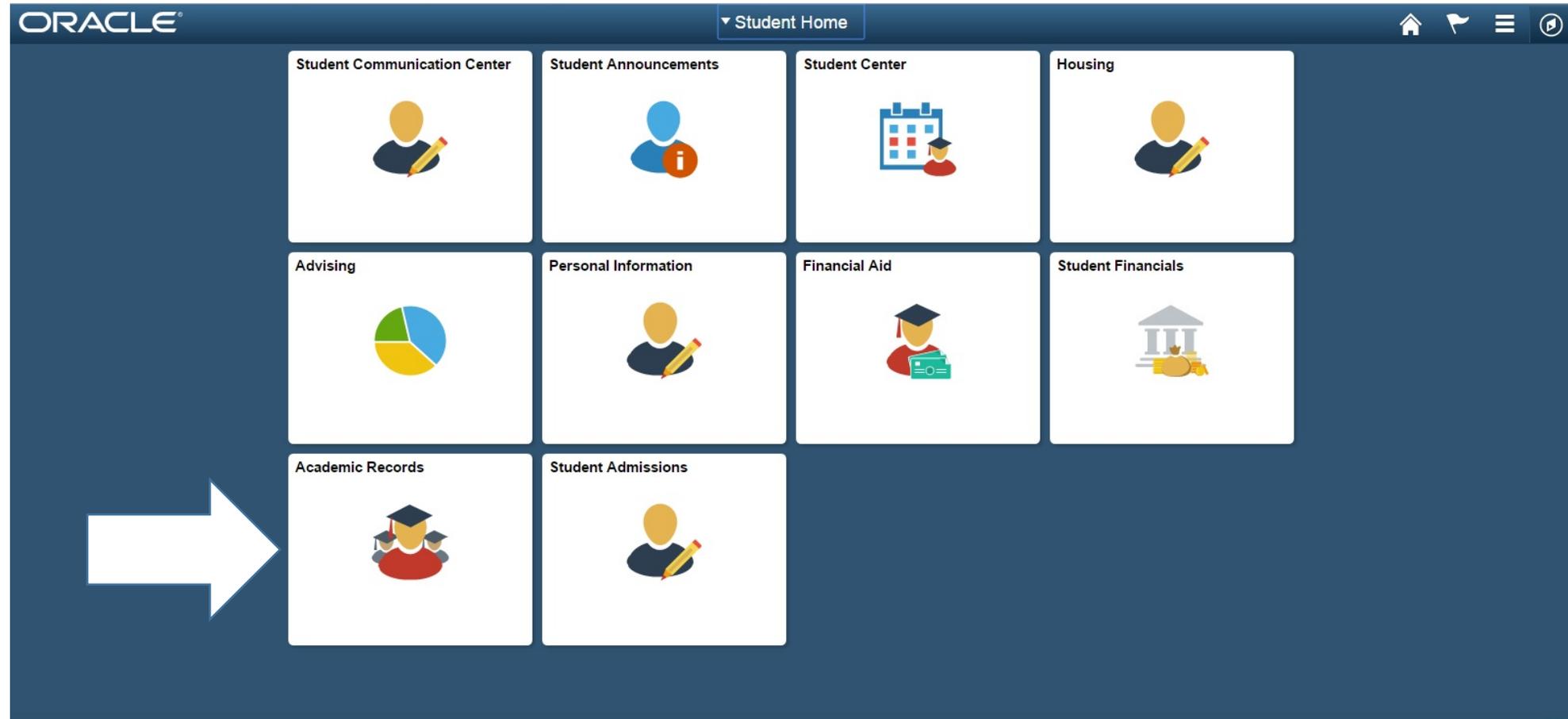


# How to Actually Add a Class



# How to Add a Class

**Student Home** Student Records Collection

View My Grades  
View Unofficial Transcript  
Request Enrollment Verification  
Enrollment Dates  
My Class Schedule  
**Enrollment: Add Classes**  
Enrollment: Drop Classes  
View My Weekly Schedule  
Class Search/Browse Catalog  
Request Term Withdrawal  
View Transfer Credit Report  
UH\_Official\_Transcript

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2017 | Undergraduate | University of Houston Change Term

Open Closed Wait List

Add to Cart  
Enter Class Nbr  Enter

Find Classes  
 Class Search  
 My Requirements  
 My Planner

Search Schedule Planner

#### Fall 2017 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	FINA 4330-02 (17243)	TuTh 10:00AM - 11:30AM	MH 110	K. Roshak	3.00	<input type="checkbox"/>
	INTB 3355-01 (18233)	We 11:30AM - 1:00PM	MH 160	A. Miljanic	3.00	<input type="checkbox"/>

Proceed to Step 2 of 3

**My Fall 2017 Class Schedule**

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
-------	-------------	------------	------	------------	-------	--------

# How to Add a Class

**Student Home** Student Records Collection Home Flag Menu Play

- View My Grades
- View Unofficial Transcript
- Request Enrollment Verification
- Enrollment Dates
- My Class Schedule
- Enrollment: Add Classes**
- Enrollment: Drop Classes
- View My Weekly Schedule
- Class Search/Browse Catalog
- Request Term Withdrawal
- View Transfer Credit Report
- UH\_Official\_Transcript

### Search for Classes

University of Houston | Fall 2017

Select at least 2 search criteria. Specifying as many values as possible will return quicker results.

**Class Search**

Session: Regular Academic Session  
Subject: ENGL (English)  
Course Number: is exactly 1303  
Course Career:   
 Show Open Classes Only

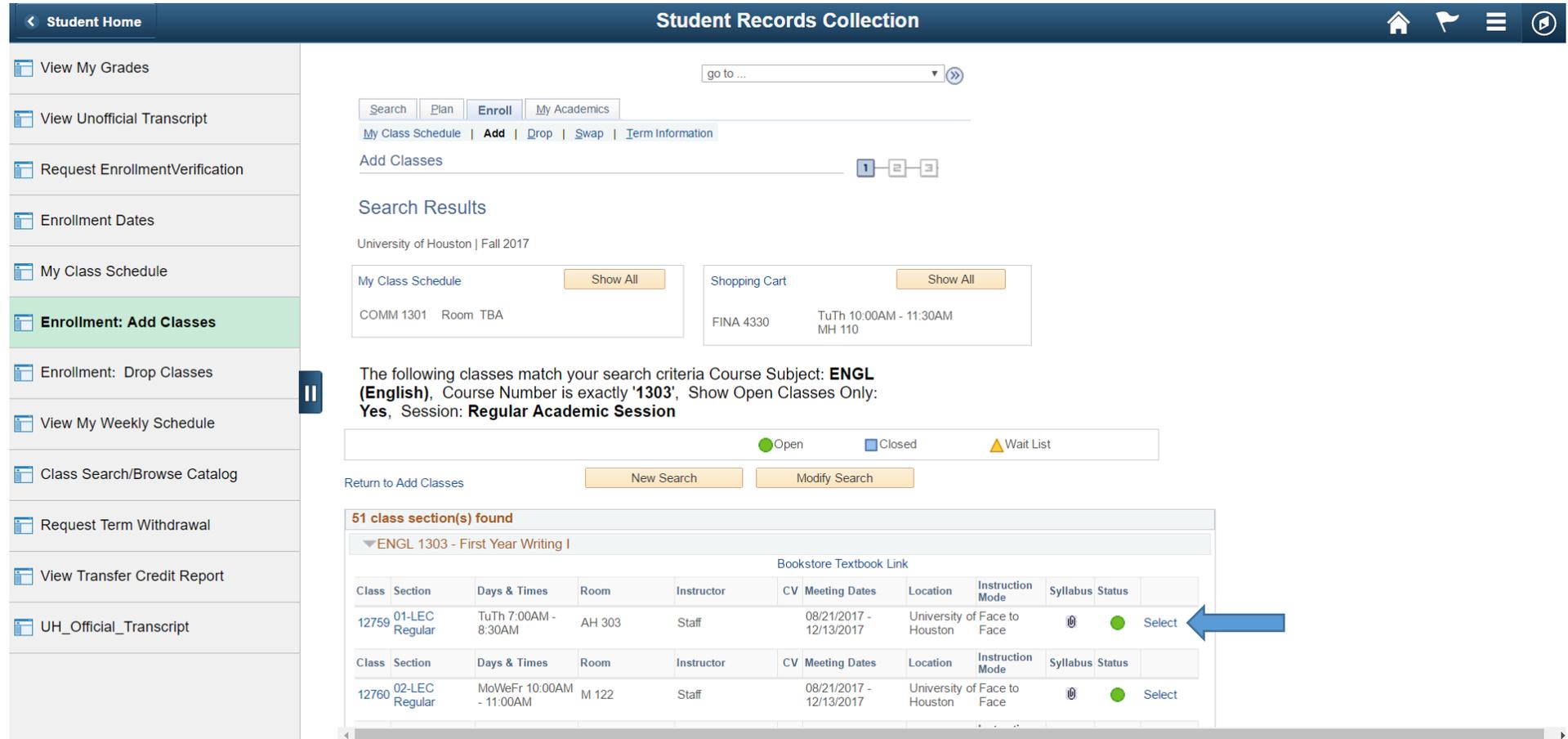
**Additional Search Criteria**

Location:   
Meeting Start Time: greater than or equal to   
Meeting End Time: less than or equal to   
Days of Week: include only these days  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: begins with   
Class Nbr:   
Course Keyword:   
Minimum Units: greater than or equal to   
Maximum Units: less than or equal to   
Course Component:   
Mode of Instruction:   
Campus:

[Return to Add Classes](#) [Clear](#) [Search](#)

# How to Add a Class



**Student Home** Student Records Collection

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Enrollment: Drop Classes  
View My Weekly Schedule  
Class Search/Browse Catalog  
Request Term Withdrawal  
View Transfer Credit Report  
UH\_Official\_Transcript

go to ...

Search Plan **Enroll** My Academics

My Class Schedule Add Drop Swap Term Information

Add Classes

Search Results

University of Houston | Fall 2017

My Class Schedule Show All Shopping Cart Show All

COMM 1301 Room TBA FINA 4330 TuTh 10:00AM - 11:30AM MH 110

The following classes match your search criteria Course Subject: **ENGL (English)**, Course Number is exactly '**1303**', Show Open Classes Only: **Yes**, Session: **Regular Academic Session**

Open Closed Wait List

Return to Add Classes New Search Modify Search

**51 class section(s) found**

ENGL 1303 - First Year Writing I

Bookstore Textbook Link

Class	Section	Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode	Syllabus	Status	
12759	01-LEC Regular	TuTh 7:00AM - 8:30AM	AH 303	Staff		08/21/2017 - 12/13/2017	University of Houston	Face to Face		Open	Select
12760	02-LEC Regular	MoWeFr 10:00AM - 11:00AM	M 122	Staff		08/21/2017 - 12/13/2017	University of Houston	Face to Face		Open	Select

# How to Add a Class

**Student Home** **Student Records Collection**

View My Grades  
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**Enrollment: Add Classes**  
Enrollment: Drop Classes  
View My Weekly Schedule  
Class Search/Browse Catalog  
Request Term Withdrawal  
View Transfer Credit Report  
UH\_Official\_Transcript

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Term Information

Add Classes

### 1. Select classes to add - Enrollment Preferences

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ENGL 1303 - First Year Writing I

#### Class Preferences

ENGL 1303-01    Lecture    ● Open

Wait List  Wait list if class is full

Session Regular Academic Session    Permission Nbr

Career Undergraduate    Grading Letter Grade

#### Enrollment Information

Units 3.00

- Credit for or concurrent enrollment in ENGL 1300 is required for enrollment in this course.
- (10) Core-Communication

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 7:00AM - 8:30AM	AH 303	Staff	08/21/2017 - 12/13/2017

#### NOTES

**Class Notes** Course or section requires additional fee.

Go to top

# How to Add a Class

Student Home Student Records Collection

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Request Term Withdrawal  
View Transfer Credit Report  
UH\_Official\_Transcript

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ ENGL 1303 has been added to your Shopping Cart.

Fall 2017 | Undergraduate | University of Houston Change Term

Open Closed Wait List

Add to Cart  
Enter Class Nbr  Enter

Find Classes  
 Class Search  
 My Requirements  
 My Planner  
Search

Schedule Planner

Fall 2017 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGL 1303-01 (12759)	TuTh 7:00AM - 8:30AM	AH 303	Staff	3.00	
	FINA 4330-02 (17243)	TuTh 10:00AM - 11:30AM	MH 110	K. Roshak	3.00	
	INTB 3355-01 (18233)	We 11:30AM - 1:00PM	MH 160	A. Miljanic	3.00	

Proceed to Step 2 of 3

# How to Add a Class

Student Home | Student Records Collection

go to ...

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Term Information

Add Classes

## 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2017 | Undergraduate | University of Houston

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL 1303-01 (12759)	First Year Writing I (Lecture)	TuTh 7:00AM - 8:30AM	AH 303	Staff	3.00	●
FINA 4330-02 (17243)	Corporate Finance (Lecture)	TuTh 10:00AM - 11:30AM	MH 110	K. Roshak	3.00	■
INTB 3355-01 (18233)	Global Environment of Business (Lecture)	We 11:30AM - 1:00PM	MH 160	A. Miljanic	3.00	■

Cancel    Previous    **Finish Enrolling**

Go to top

go to ...

# How to Add a Class

Student Home Student Records Collection

View My Grades  
View Unofficial Transcript  
Request Enrollment Verification  
Enrollment Dates  
My Class Schedule  
**Enrollment: Add Classes**  
Enrollment: Drop Classes  
View My Weekly Schedule  
Class Search/Browse Catalog  
Request Term Withdrawal  
View Transfer Credit Report  
UH\_Official\_Transcript

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors

Fall 2017 | Undergraduate | University of Houston

Success: enrolled Error: unable to add class

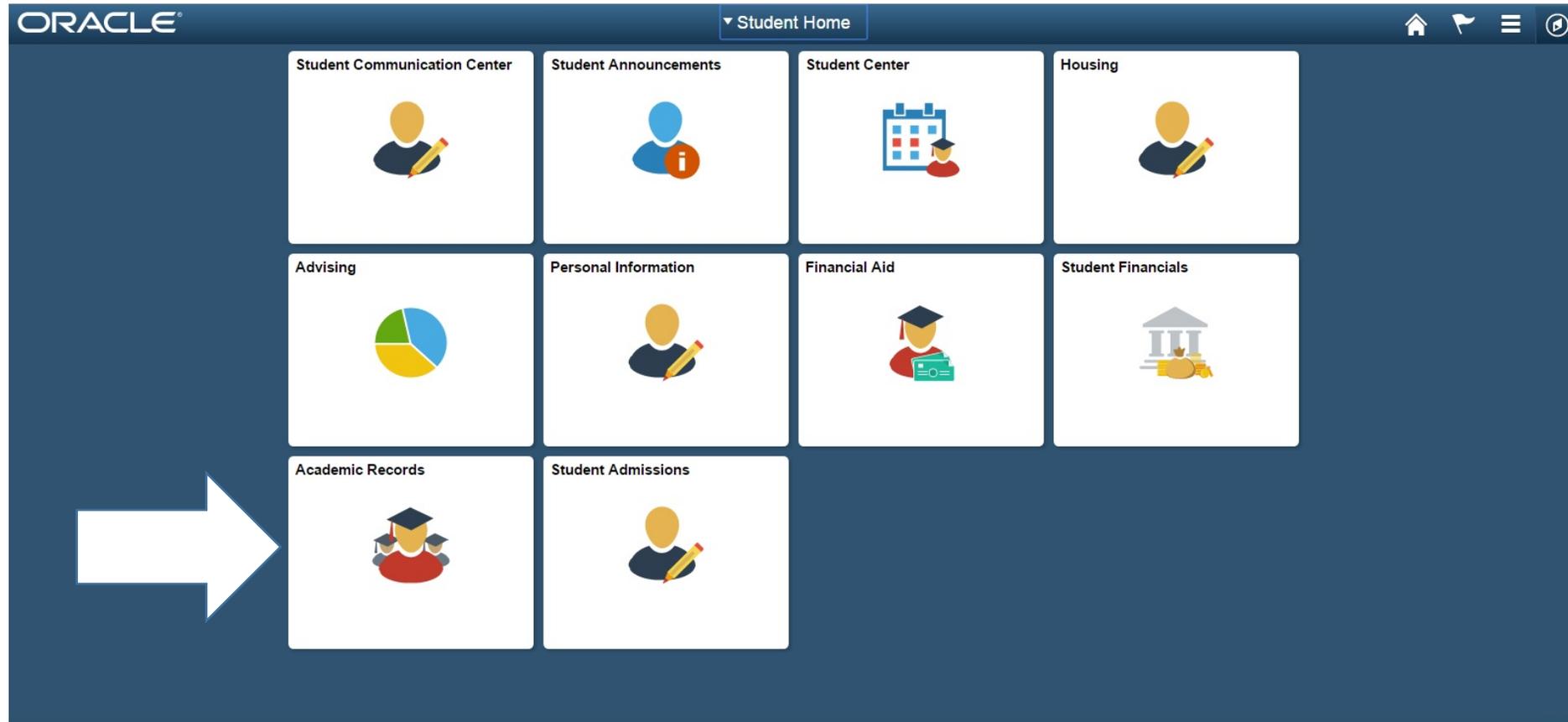
Class	Message	Status
ENGL 1303	<b>Message:</b> You have already taken this class. Verify the class will apply toward your course of study. Additional fees may be applied. When graded this class may be subject to repeat rules.	✓
FINA 4330	<b>Error:</b> Class 17243 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✗
INTB 3355	<b>Error:</b> Class 18233 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✗

My Class Schedule Add Another Class

Go to top

go to ...

# How to Drop a Class



# How to Drop a Class

Student Home

Student Records Collection

View My Grades

View Unofficial Transcript

Request Enrollment Verification

Enrollment Dates

My Class Schedule

Enrollment: Add Classes

**Enrollment: Drop Classes**

View My Weekly Schedule

Class Search/Browse Catalog

Request Term Withdrawal

View Transfer Credit Report

UH\_Official\_Transcript

go to ...

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | **Drop** | Swap | Term Information

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Fall 2017 | Undergraduate | University of Houston

Change Term

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COMM 1301-02 (21913)	Media and Society (Lecture)		TBA	B. Olson	3.00	✓
<input type="checkbox"/>	COMM 2320-01 (19906)	Fundamentals Media Production (Lecture)		TBA	C. Crowe	3.00	✓
<input checked="" type="checkbox"/>	ENGL 1303-01 (12759)	First Year Writing I (Lecture)	TuTh 7:00AM - 8:30AM	AH 303	Staff	3.00	✓
<input type="checkbox"/>	FINA 4330-04 (17244)	Corporate Finance (Lecture)	TuTh 2:30PM - 4:00PM	MH 128	K. Roshak	3.00	✓
<input type="checkbox"/>	INTB 3355-02 (18234)	Global Environment of Business (Lecture)	We 10:00AM - 11:30AM	MH 160	A. Miljanic	3.00	✓

Drop Selected Classes

My Fall 2017 Class Schedule

Go to top

# How to Drop a Class

The screenshot shows a student portal interface. On the left is a navigation menu with options like 'View My Grades', 'View Unofficial Transcript', and 'Enrollment: Drop Classes'. The main content area is titled 'Student Records Collection' and includes a search bar and navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Drop Classes' section is active, showing a list of classes. A red-bordered dialog box is overlaid on the screen, containing the following text:

**UH Drop Warning (24000,30)**

Students are responsible for verifying that they have dropped from a course by the deadlines for any term or session.

In a timely manner, before the deadline to drop classes:

Financial Aid recipients must see a Financial Aid Advisor.

All F-1 and J-1 international students must see the International Student and Scholar Services Office before dropping courses.

Athletes must see the Assistant Director of Athletics before dropping courses.

By submitting this request to drop; you are confirming that you have complied with these requirements. Click OK or Cancel.

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons. A blue arrow points to the 'OK' button.

Below the dialog box, a table lists a class: INTB 3355-02 (18234), Global Environment of Business (Lecture), We 10:00AM - 11:30AM, MH 160, A. Miljanic, 3.00, and a green checkmark. A 'Drop Selected Classes' button is located below the table.

At the bottom of the page, there is a 'Go to top' link.

# How to Drop a Class

Student Home

Student Records Collection

View My Grades

View Unofficial Transcript

Request Enrollment Verification

Enrollment Dates

My Class Schedule

Enrollment: Add Classes

**Enrollment: Drop Classes**

View My Weekly Schedule

Class Search/Browse Catalog

Request Term Withdrawal

View Transfer Credit Report

UH\_Official\_Transcript

go to ...

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Term Information

Drop Classes

## 2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

Fall 2017 | Undergraduate | University of Houston

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL 1303-01 (12759)	First Year Writing I (Lecture)	TuTh 7:00AM - 8:30AM	AH 303	Staff	3.00	Enrolled

Cancel Previous Finish Dropping

Go to top

go to ...

# How to Drop a Class

**Student Home** Student Records Collection

View My Grades  
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Request Enrollment Verification  
Enrollment Dates  
My Class Schedule  
Enrollment: Add Classes  
**Enrollment: Drop Classes**  
View My Weekly Schedule  
Class Search/Browse Catalog  
Request Term Withdrawal  
View Transfer Credit Report  
UH\_Official\_Transcript

Search Plan **Enroll** My Academics  
My Class Schedule | Add | **Drop** | Swap | Term Information

Drop Classes 1 2 3

### 3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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Success: dropped Error: unable to drop class

Class	Message	Status
ENGL 1303	Success: This class has been removed from your schedule.	Success

My Class Schedule

Go to top

go to ...