

REGISTRATION AND SCHEDULE CHANGES

Former Students

If you are a former UHD student and were not enrolled for the previous long semester, you will need to apply for readmission before registering. Apply online by checking your admission and enrollment status on e-services at www.uhd.edu/eservices.

If you are a graduate student seeking readmission, see your graduate program coordinator. You will need to submit the Graduate Application for Readmission to the Office of Admissions. The application form may be found on the UHD web site, www.uhd.edu/admissions/graduate.

Register Early

In order for valuable services (like financial aid availability and transfer credit evaluation) to be completed for your enrollment and to take advantage of greater class selection, take note of deadlines and apply for admission and register for classes as early as you can.

Online Registration & Self-Advising

You are eligible to register online as long as you meet the eligibility criteria for registration in general. Undeclared majors and those not eligible for self-advising, however, must be advised by an academic advisor in the Academic Advising Center before registering for classes. Once advised, you may only register for the classes for which you have obtained approval. You will be given your course approval form at your advising session. You may also access course approvals online by visiting e-services and choosing **My Registration & Schedule**, then **View My Advising Information**.

Once you have obtained advising and course approval, you may access online registration through e-services by choosing **My Registration & Schedule**.

IMPORTANT - Always verify your final schedule by printing a copy of your class schedule.

NOTE: Online registration and payment deadlines are at 6pm Monday-Thursday, 5pm Friday and 2pm on Saturday, unless otherwise noted.

Registration and Payment Dates

Semester	Priority Registration Begins for Declared Majors	Regular Registration Begins for all students	Payment Deadline for Regular Registration	Late Registration*	Payment Deadline* Late Registration
Summer I	April 10	April 17	May 25, 6pm	May 26	June 7, 6pm
Summer 9-week	April 10	April 17	May 25, 6pm	May 26	June 13, 6pm
Summer II	April 10	April 17	June 29, 6pm	June 30	July 13, 6pm

*Late registration carries an additional fee of \$50.

*Payment or payment arrangements for late registration and schedule changes must be made through e-services or the Cashier's Office, S310, by the date listed. Payment not received by this date will result in cancellation of classes.

Saturday/Weekend College Registration

During **Fall and Spring semesters only** UHD offers one Saturday registration. See the **Academic Calendar** for the Fall or Spring semester for which you are registering for the date and time. **If you require testing prior to registration please come to UHD between the hours of 8am and 12noon.** Though Saturday registration is available, it is usually late in the registration process. It is recommended that you register as early in the registration cycle as you are allowed as classes fill quickly and may be closed by this date.

Copy of your schedule

You should obtain a copy of your schedule by visiting UHD's e-services website at www.uhd.edu/eservices. It is your responsibility to make sure your schedule accurately reflects your registration.

REGISTRATION AND SCHEDULE CHANGES *(continued)*

Schedule Changes

Once you have registered, you may change your schedule or add a class through the first day of classes during a summer semester or first week of classes during a Spring or Fall. You may register, change your schedule and make payment online.

If you are a new student or are not eligible for self-advising, you must see an academic advisor if you are adding any course for which you have not been previously advised. Your advising approval form must be presented when you add the new course.

IMPORTANT

Once you have made initial payment of tuition and fees, any class you add will be saved and you will remain financially obligated for the class even if you do not attend it. If you do not want to keep the class, you must drop it by the Day of Record in order to lose the financial obligation.

Withdrawing

If you wish to drop any or all of your classes, you are responsible for doing so online by the deadlines published in the Academic Calendar. A class dropped through the published **Day of Record*** will not appear on your transcript; one dropped after the **Day of Record*** and through the published **drop deadline*** will appear with a grade of W. (*See the Academic Calendar at the front of this schedule for these dates.)

Please see the **Refunds** section for information concerning refunds of tuitions and fees.

How to read the Online Class Schedule (www.uhd.edu/eservices)

CRN	SUBJ	CRSE#	COURSE TITLE	BEGIN TIME	END TIME	DAYS	LOC	ROOM	INSTRUCTOR	DELIVERY MODE	STATUS	FEE	EXAM
10695	CJ	1301	Crime, Law, and Society	10:00am	11:15am	MW	D	C120	Engram, P	F	Open	N/A	Details

<p>SUBJECT The letters identify the subject area.</p>	<p>COURSE NUMBER The first digit indicates the academic level. The second digit indicates the number of semester credit hours which the course carries.</p>	<p>MEETING DAYS M Monday T Tuesday W Wednesday R Thursday F Friday S Saturday</p>	<p>LOCATION 9 Online A Aldine ISD D Downtown E Alief ISD F UHS @ Sugar Land G Stafford ISD H UH TAP Tape U TUC @ the Woodlands W UHS @ Cinco Ranch X Houston ISD Y FT Bend ISD</p>	<p>INSTRUCTOR Subject to change. When "STAFF" appears in place of an instructor, the instructor has not yet been assigned.</p>	<p>STATUS Course availability for registration.</p>	<p>FEE Additional course fee.</p>
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<p>COURSE REFERENCE NUMBER A unique 5-digit number that corresponds to a specific section of a class and that you use to select the correct class when registering.</p>	<p>COURSE TITLE Describes the class.</p>	<p>MEETING TIME Most classes meet three times a week for an hour, two times a week for an hour and a half, or once a week for three hours.</p>	<p>ROOM The letters identify the building. The first digit indicates the floor number. A Academic Building C Commerce Building N Main Building North Side S Main Building South Side</p>	<p>DELIVERY MODE C Computer/Online F Face-to-Face I Interactive TV (ITV) T Tape</p>	<p>EXAM Final exam date.</p>
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