



**UHD**<sup>TM</sup>**MBA**  
**Marilyn Davies**  
**College of Business**

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Registration How-To Guide



# Important Calendar Dates

## Review Academic Session Calendar

- Find the [current academic session calendar for your semester of study here](#)
- The academic session calendar provides important dates such as the open registration date, enrollment periods and tuition payment dates.

## Important Reminders

- The MBA program moves in 8-week cycles for Spring & Fall and 6-week cycles for Summer
- When you are registering for classes, it is important to review academic calendars for given semester & year
  - Eight Week – First (Fall & Spring)
  - Eight Week – Second (Fall & Spring)
  - Six Week – First (Summer)
  - Six Week – Second (Summer)



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# Step 1

## Check your Gator Mail & Review Course Approvals

- Your Academic Advisor will send you an email with your course approvals for POT1 & POT2  
1 week before registration period opens
- **Important Reminders**
  - Students should follow recommended course approvals
    - Consult your advisor if you need to alter course approvals
  - Some courses are only available during certain semesters
  - International students need to enroll full-time to remain in compliance (9 Hours+)



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# Step 2

Once you have received course approvals from advisor, log into your myUHD account

The screenshot shows the myUHD login page. At the top, there is a navigation bar with the UHD logo and links for Request Info, Apply, myUHD, Give, and Social. Below this is a search bar. A secondary navigation bar contains links for QUICK LINKS, ABOUT UHD, ACADEMICS, ADMISSIONS & AID, CAMPUS LOCATIONS, STUDENT LIFE, and STUDENT RESOURCES. The main content area features a large banner image of students and a building. On the left, there is a sidebar titled 'STUDENT E-SERVICES LINKS' with a list of links including CLASS SCHEDULE & E-SYLLABI, PRE FALL 2019 CLASS SCHEDULE & E-SYLLABI, COURSE CATALOG, ADVISING CENTER, ACADEMIC CALENDAR, TRANSCRIPT INFORMATION, NAVIGATE STUDENT, and PASSWORD ASSISTANCE. The central focus is the 'myUHD Login' section, which includes the text 'UHD Username:' followed by an input field, 'Password:' followed by another input field, and a 'Sign in' button.

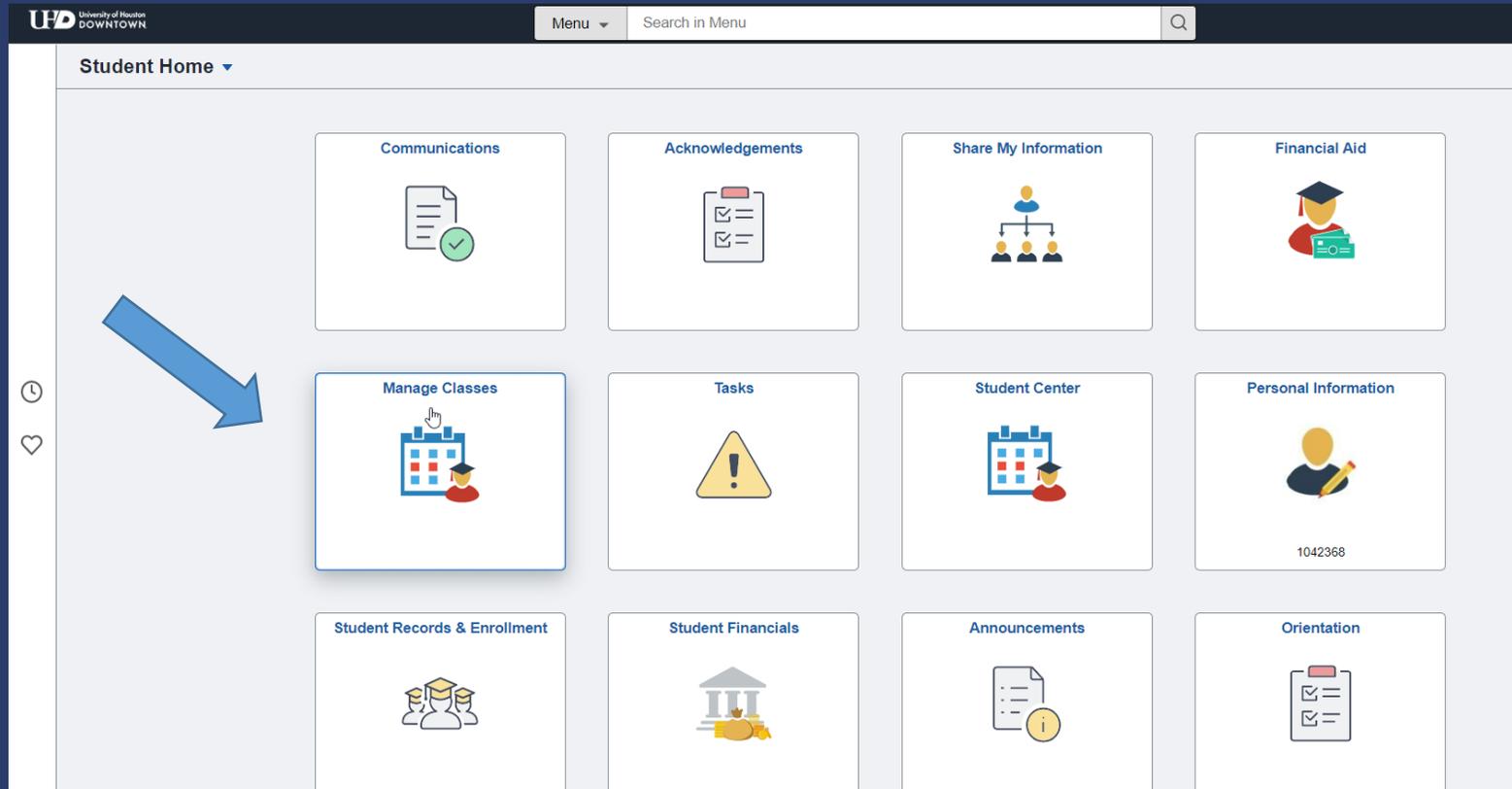


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# Step 2.1

Once you have logged in, select manage classes tile



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# Step 3 – Select your Classes

Using your course approvals list, click on class search and enroll

The screenshot displays the 'View My Classes' interface for Spring 2023 Graduate students at the University of Houston-Downtown. The page features a navigation menu on the left with the following items: View My Classes, My Enrollment Periods, Shopping Cart, Class Search and Enroll (highlighted with a blue arrow), Course History, Drop Classes, Swap Classes, Browse Course Catalog, Planner, and Enroll by My Requirements. The main content area is titled 'View My Classes' and includes a 'By Class' tab, a 'Printable Page' button, a 'View/Purchase Textbook Information' button, and three checkboxes: 'Show Enrolled Classes' (checked), 'Show Waitlisted Classes' (unchecked), and 'Show Dropped Classes' (checked). The top navigation bar includes a 'Student Home' link, the page title 'View My Classes', and icons for home, search, and menu.

# Step 3.1 – Select Your Semester

Click on the semester you wish to enroll in to see available classes

The screenshot shows a student portal interface. On the left is a navigation menu with the following items: 'View My Classes', 'My Enrollment Periods', 'Shopping Cart', 'Class Search and Enroll' (highlighted in green), 'Course History', 'Drop Classes', 'Swap Classes', 'Browse Course Catalog', 'Planner', and 'Enroll by My Requirements'. The main content area has a dark header with 'Student Home', 'Select a Value', and navigation icons. Below the header is a dropdown menu with three options: 'Terms prior to Spring 2023', 'Terms on or after Spring 2023', and 'Spring 2023'. The 'Spring 2023' option is selected and highlighted in blue, with a large blue arrow pointing to it from the right. Below the dropdown, the text 'University of Houston-Downtown' is visible.

# Step 4 – Search for Available Classes

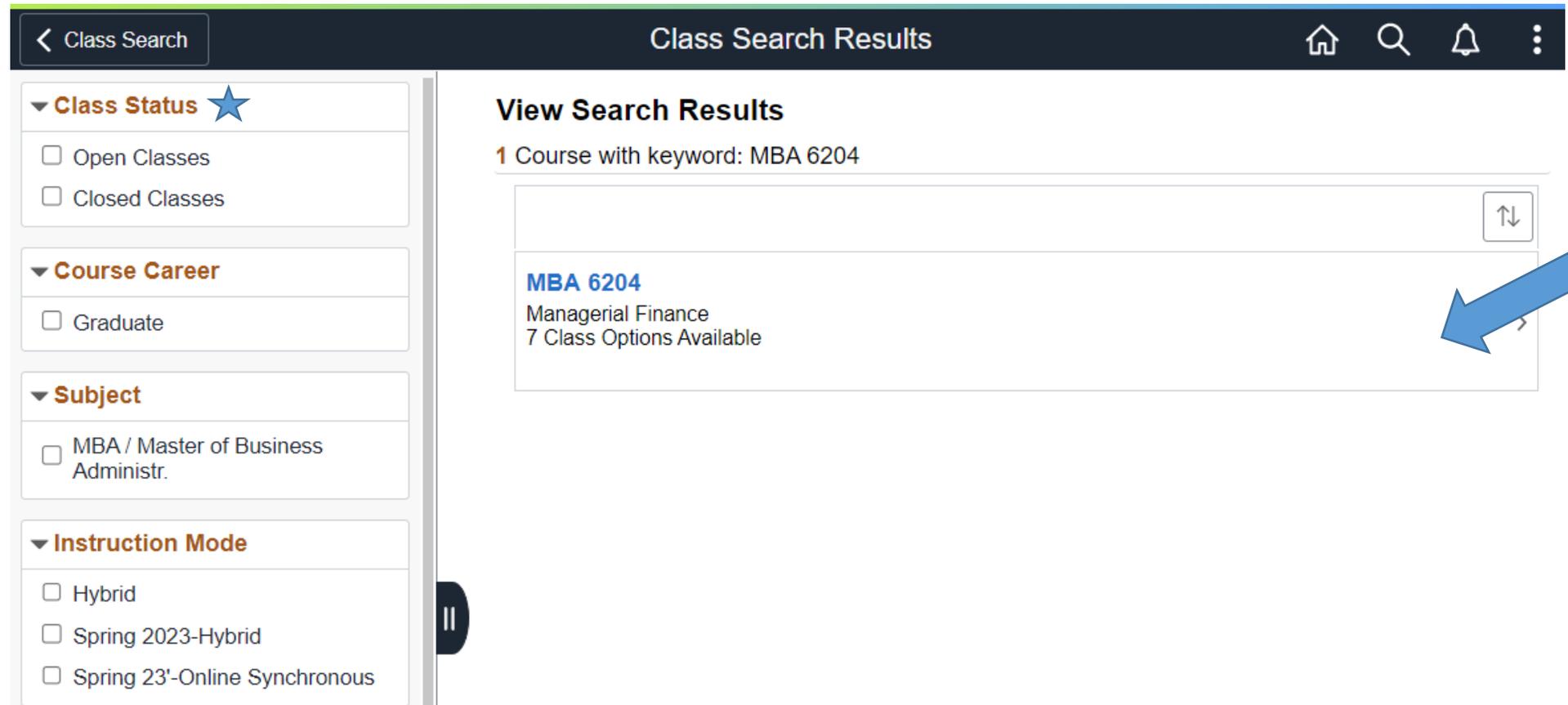
Type-in the name of your course from your course approvals list and click the search arrow to find available sections

The screenshot shows the 'Class Search and Enroll' page. At the top, there is a navigation bar with 'Student Home', 'Class Search and Enroll', and icons for home, search, and menu. Below the navigation bar, the current semester is 'Spring 2023' at the 'University of Houston-Downtown', with a 'Change' button. The left sidebar contains a menu with options: 'View My Classes', 'My Enrollment Periods', 'Shopping Cart', 'Class Search and Enroll' (highlighted), 'Course History', 'Drop Classes', and 'Swap Classes'. The main content area has a search bar labeled 'Search For Classes' with an information icon. The search bar contains the text 'MBA 6204' and a search arrow button. A blue arrow points to this search arrow button. Below the search bar, there is a section titled 'Additional ways to search' with two expandable categories: 'Favorites' and 'Recently Viewed'.

# Step 5 – Review Results and Select Course

Select course to see available times and instructors for your preferred section

★ **Note:** Search Results will default to open classes, to view all classes, un-check open classes box to see all sections



The screenshot displays the 'Class Search Results' interface. On the left, there are four filter sections: 'Class Status' with 'Open Classes' and 'Closed Classes' checkboxes; 'Course Career' with a 'Graduate' checkbox; 'Subject' with 'MBA / Master of Business Administr.' checkbox; and 'Instruction Mode' with 'Hybrid', 'Spring 2023-Hybrid', and 'Spring 23'-Online Synchronous' checkboxes. The main area shows 'View Search Results' for the keyword 'MBA 6204', listing one course: 'MBA 6204 Managerial Finance' with '7 Class Options Available'. A blue arrow points to the course entry. The top navigation bar includes a back arrow, 'Class Search', 'Class Search Results', and icons for home, search, notifications, and a menu.

# Step 6 – Select Course and add to Shopping Cart

Review available sections and select time. Select a class section time and date that works best for you

**Note:** Classes are offered online (synchronous and asynchronous) and hybrid in-person; Please review before selecting class

< Class Search Results
Course Information
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**Spring 2023**  
University of Houston-Downtown

- View My Classes
- My Enrollment Periods
- Shopping Cart
- Class Search and Enroll
- Course History
- Drop Classes
- Swap Classes
- Browse Course Catalog
- Planner
- Enroll by My Requirements

**MBA 6204**  
Managerial Finance

★ [Add to favorite courses](#)

▶ **Course Information**

▼ **Class Selection**

Select a class option i Selected Filters 7 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Location
1	Open	Eight Week - First	<a href="#">Lecture - 22045</a>	01/17/2023 - 03/11/2023	Monday 8:00PM to 9:50PM	SSB- 117	Joseph Bentley, Rahul Verma	Open Seats 5 of 17	UH - Downtown
2	Open	Eight Week - First	<a href="#">Lecture - 22044</a>	01/17/2023 - 03/11/2023	Monday 6:00PM to 7:50PM	SSB- 117	Keenan Oscar Carstens, Esther Eunice Castro	Open Seats 10 of 17	UH - Downtown
3	Open	Eight Week - First	<a href="#">Lecture - 22046</a>	01/17/2023 - 03/11/2023	Wednesday 6:00PM to 7:50PM	To be announced	Keenan Oscar Carstens, Esther Eunice Castro	Open Seats 8 of 17	UH - Downtown
4	Open	Eight Week - First	<a href="#">Lecture - 22047</a>	01/17/2023 - 03/11/2023	Wednesday 8:00PM to 9:50PM	To be announced	Robert Doyle Thomas, Sylvia Kathleen Bennett	Open Seats 6 of 17	UH - Downtown
5	Open	Eight Week - First	<a href="#">Lecture - 22649</a>	01/17/2023 - 03/11/2023	Thursday 6:00PM to 7:50PM	To be announced	Joseph Bentley, Rahul Verma	Open Seats 14 of 17	UH - Downtown
6	Open	Eight Week - First	<a href="#">Lecture - 23746</a>	01/17/2023 - 03/11/2023	Monday 6:00PM to 7:50PM	To be announced	Keenan Oscar Carstens, Esther Eunice Castro	Open Seats 4 of 17	UH - Downtown
7	Closed	Eight Week - First	<a href="#">Lecture - 23747</a>	01/17/2023 - 03/11/2023	Monday 8:00PM to 9:50PM	To be announced	Joseph Bentley, Rahul Verma	Closed	UH - Downtown

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# Step 7 – Select Section and add to Shopping Cart

Once you have selected your section time and date, review details and add to cart or enroll

× Exit Class Search and Enroll 🔔 ⋮

Student id Your Student ID Next >

**Spring 2023**  
Graduate  
University of Houston-Downtown

**1** Review Class Selection  
Visited

**2** Enroll or Add to Cart  
Visited

**3** Review and Submit  
Not Started

**Step 1 of 3: Review Class Selection**

You have selected  
**MBA 6204 Managerial Finance**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
<a href="#">Lecture - 22062</a>	Eight Week - Second	03/20/2023 - 05/13/2023	Wednesday 6:00PM to 7:50PM	Open Seats 1 of 17

# Step 8 – Go to Shopping Cart and Enroll

Once you have added a class to your shopping cart, click the shopping cart and select the course you want to enroll in and select enroll, it will ask you to confirm, and you click yes. You are now enrolled in the course!

**NOTE: Courses fill up fast, make sure you enroll for POT1 and POT2 at the same time to secure your spot in your classes with the class day/time that works best for you.**

Spring 2023  
Graduate  
University of Houston-Downtown

View My Classes  
My Enrollment Periods  
**Shopping Cart**  
Class Search and Enroll  
Course History  
Drop Classes

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats
<input checked="" type="checkbox"/>	Open	Lecture - 22063	MBA 6204 Managerial Finance	Eight Week - Second	Wednesday 8:00PM to 9:50PM	SSB- 306	E. Castro K. Carstens	2.00	Open Seats 1 of 17

Enroll Delete Validate

# Step 9 - Pay for Your Classes

- Once you have enrolled, you are not done yet! You must finish by paying for classes to secure your spot. If you don't pay or set-up a payment plan by tuition due date, you will be dropped from your courses. \*
- **Payment Options**
  - Financial Aid
    - Consult with Financial Aid office for requirements
    - \*If you are waiting for aid disbursement you are protected from being dropped from your courses
  - Payment Plans - click to learn more
    - [Emergency Deferment Plan \(Texas Residents\)](#)
    - [Four Payment Installment Plan \(All Student\)](#)
    - [Short Term Deferment \(Non-Resident & International Students\)](#)
  - [MDCOB Scholarships](#)
  - Ask if your employer if they offer a Tuition Reimbursement program
  - Pay-in-full



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# FAQ – Trouble Shooting

## Problem

## Solution

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Why won't the system allow me to enroll if I have a hold?</li><li>2. I was accepted in early spring/fall to the MBA program, and I want to register for the spring/fall semester, but the system won't let me?</li><li>3. I was just accepted into the MBA program and I got my course approvals today but why won't the system won't let me enroll?</li><li>4. I have no holds or any restrictions, but the system won't allow me to enroll in this class.</li><li>5. I have an enrollment error message not listed here</li></ol> | <ol style="list-style-type: none"><li>1. You must check &amp; clear holds with department who placed hold on your student account (ex. Cashiers office)</li><li>2. You can only register for classes during the enrollment period – check appropriate academic session calendar.</li><li>3. Once accepted into the program it take 2-3 days to populate and term activate your account in the system.</li><li>4. Some courses require course approval from your academic advisor, please make an appointment to get course approvals</li><li>5. Take a screenshot of enrollment error message and send an email to your academic advisor</li></ol> |
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# Tips To Have A Good Semester

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- Do your research and weigh the pros and cons of Hybrid (face-to-face) or Online modality to see which is the best fit for your learning style.
- Blackboard opens on the first day of classes for a semester.
  - If you wish to receive syllabus or prepare for your coursework ahead of time; take the initiative, be proactive and introduce yourself to your future instructor.
- Review course section times and meeting dates to make sure they align with your calendar.
- Schedules can unexpectedly change, review your class schedule before the start of each part-of-term (POT1 & POT2) to see if they are still a good fit or if you need to make changes.



# THANK YOU

If you have any questions or need assistance, please reach our office

**Marilyn Davies College of Business Graduate Office**

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**Student Advising Information:**

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