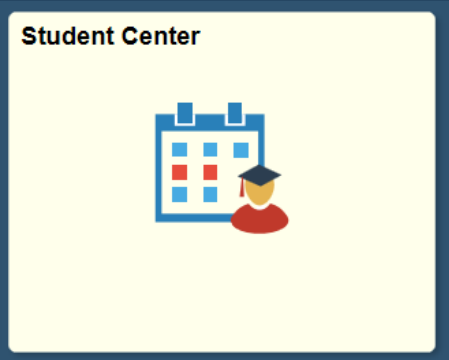

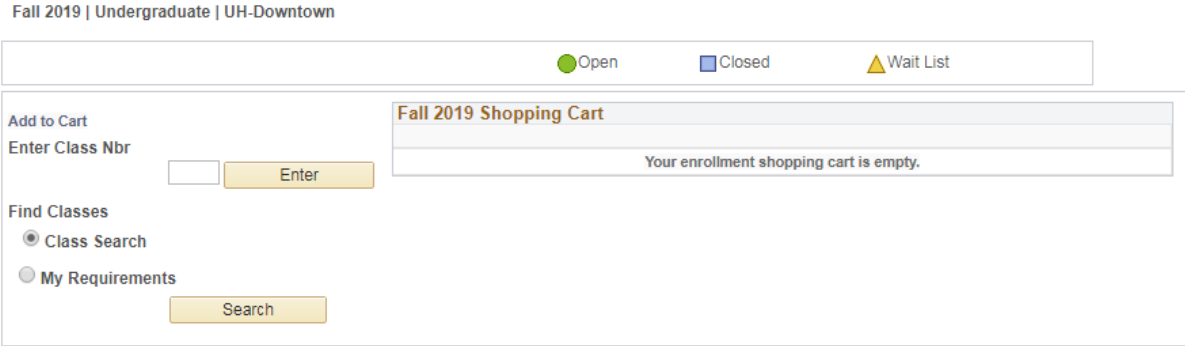


Steps	Descriptions
1.	Access the UHD myUHD 2.0 page at myuhd.uhd.edu Enter your UHD Network ID and password.
2.	Click on the Student Center tile 
3.	In Academics section, click on Enroll link. 
4.	You can add classes by entering the Class Nbr or by finding classes using Class Search. 

5.

Option 1: Enter Class Nbr

1. Enter Class number.
2. Click on **Enter**.

Add to Cart
Enter Class Nbr

12966

3. Click on Next.

1. Select classes to add - Enrollment Preferences

Fall 2019 | Undergraduate | UH-Downtown
UHD 2301 - University Seminar-Commun

Class Preferences

UHD 2301-01 Lecture ● Open

Wait List Wait list if class is full

Session Regular Academic Session

Grading Graded

Career Undergraduate

Units 3.00

Enrollment Information

- Prerequisite(s): ENG 1301 or 010 core complete; sophomore standing or departmental approval.
- (90) Core-Component Area Option

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture		TBA	Utpal Bose	08/19/2019 - 12/11/2019

4. A confirmation message will display.

✓ UHD 2301 has been added to your Shopping Cart.

Fall 2019 | Undergraduate | UH-Downtown

● Open Closed ▲ Wait List

Add to Cart
Enter Class Nbr

Fall 2019 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	UHD 2301-01 (12966)		TBA	U. Bose	3.00	●

Option 2: Class Search

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

Find Classes

- Class Search**
- My Requirements**
- My Planner**

Search

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

Session: Regular Academic Session
Subject: Accounting
Course Number: is exactly
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](#)

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

Class	Section	Days & Times	Room	Instructor	CV	Meeting Dates	Location	Instruction Mode	Syllabus	Status	
10857	01-PRA Regular	TBA	TBA	Staff		08/19/2019 - 12/11/2019	UH - Downtown	Face to Face			<input checked="" type="button" value="Select"/>

[Return to Add Classes](#)

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

ACC 4380-01 Practicum Open

Session: Regular Academic Session
Career: Undergraduate

Enrollment Information

- Department Consent Required to enroll in this class
- Business
- Internship
- Research

Wait List Wait list if class is full
Grading: Satisfactory/Unsatisfactory
Units: 3.00

7. A confirmation message will display.

ACC 4380 has been added to your Shopping Cart.

6. After adding classes to the Shopping Cart, click on **Proceed to Step 2 of 3**.

Fall 2019 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACC 4380-01 (10857)		TBA	Staff	3.00	
	UHD 2301-01 (12966)		TBA	U. Bose	3.00	

Proceed to Step 2 of 3

7. 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.

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 4380-01 (10857)	Field Experience in Accounting (Practicum)		TBA	Staff	3.00	
UHD 2301-01 (12966)	University Seminar-Commun (Lecture)		TBA	U. Bose	3.00	

Cancel Previous **Finish Enrolling**

8. A confirmation message will display. Please note: if you do not meet the course requirements you will not be able to register for the course.

3. View results

View the following status report for enrollment confirmations and errors

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Success: enrolled Error: unable to add class

Class	Message	Status
ACC 4380	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit.	
UHD 2301	Success: This class has been added to your schedule.	

My Class Schedule Add Another Class

9.

Click on to return to the Home Page.