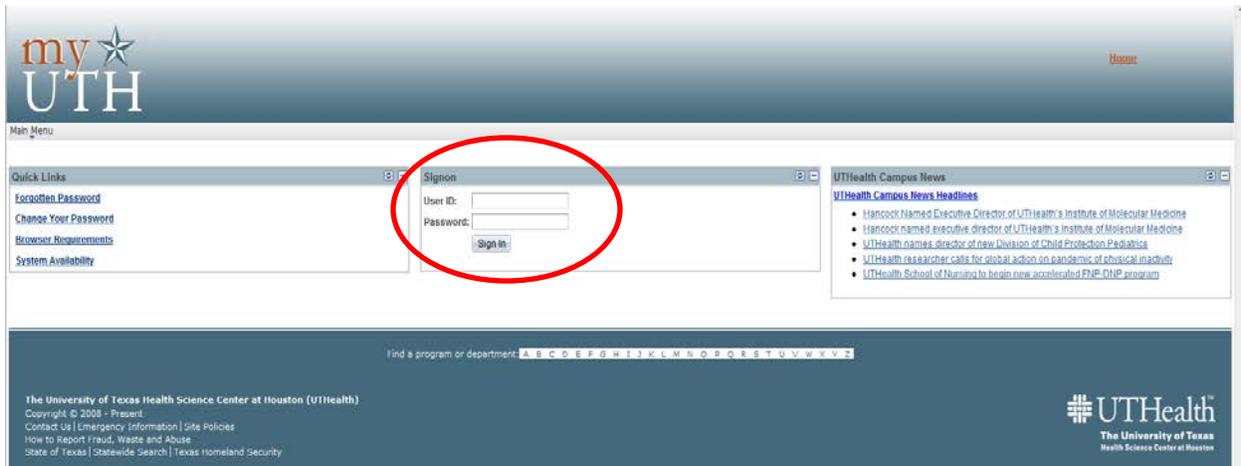
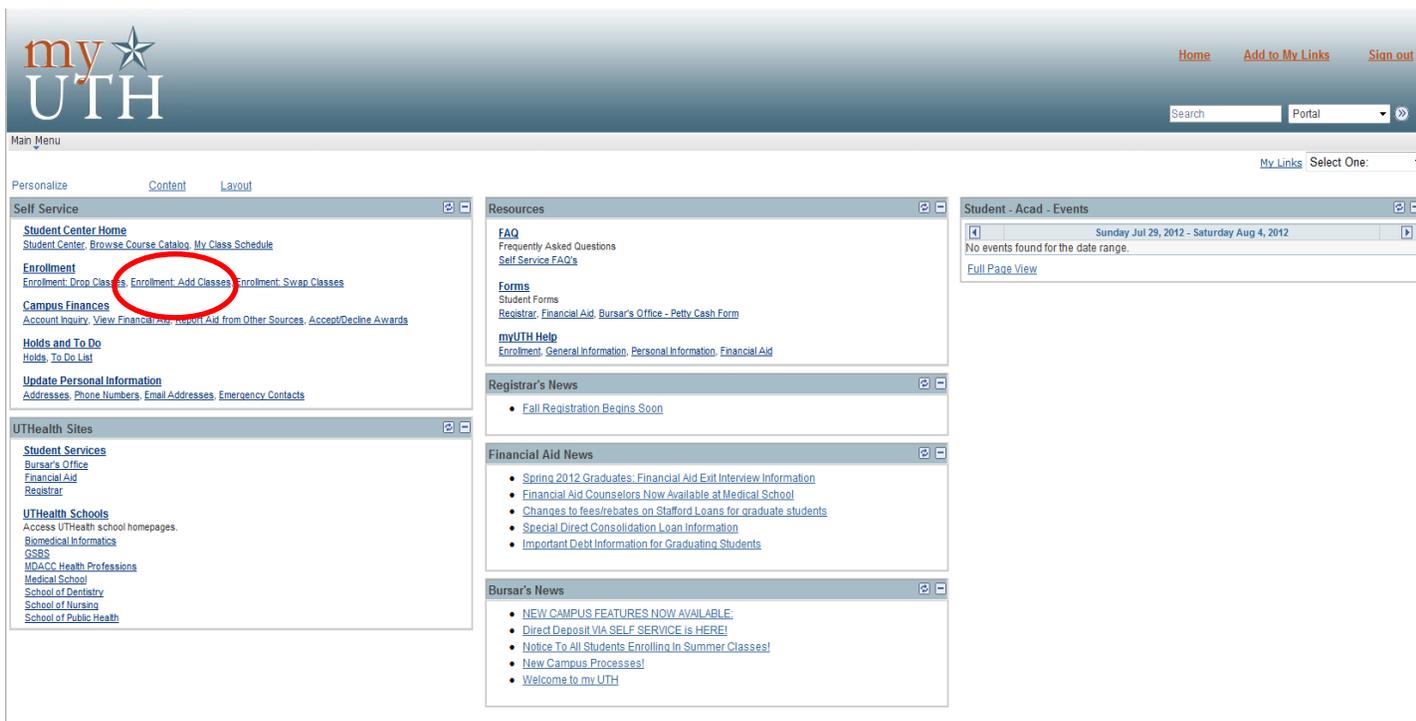


Screen by Screen Guide to Course Enrollment

1. Go to myUTH at <https://my.uth.tmc.edu> and log in using your UT ID and password.



2. Click on Enrollment: Add Classes



3. Select a term, then click Continue

my UTH

Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Your name [] go to ... []

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes [] [] []

Select Term

Term	Career	Institution
<input type="radio"/> 2012 Summer	Graduate Public Health	Univ. of Texas HSC at Houston
<input checked="" type="radio"/> 2012 Fall	Graduate Public Health	Univ. of Texas HSC at Houston

CONTINUE []

4. Enter the class number and click ENTER.

You can find the CLASS number (these are different than the course number) [here](#)

my UTH

Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Your name [] go to ... []

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes [] [] []

1. Select classes to add

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

2012 Fall | Graduate Public Health | Univ. of Texas HSC at Houston [change term]

Open Closed Wait List

2012 Fall Shopping Cart

Add to Cart:

Enter Class Nbr [] [enter]

Your enrollment shopping cart is empty.

Find Classes

Class Search My Requirements My Planner

[search]

5. Verify the course and check for any important enrollment information. For example, this course requires instructor consent (which means you need a permission number). To get the permission number, you will need to email the instructor. Permission numbers can only be used once, so there is no sharing of numbers! If you have the number, enter it in and click NEXT. If the consent requirement is not noted in the enrollment information, do not enter anything next to permission number, just click NEXT.

my UTH

Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Your name [] go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add - Enrollment Preferences

2012 Fall | Graduate Public Health | Univ. of Texas HSC at Houston

PH 1700L - Intermediate Biostats

Class Preferences

PH 1700L-500 Lecture ● Open

Grading Letter Graded

Units 4.00

Session Regular Academic Session

Career Graduate - Public Health

Enrollment Information

- Instructor Consent Required to enroll in this class

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
500	Lecture	TuTh 8:00AM - 9:50AM	School of Public Health E-705	Hui Zhao	08/27/2012 - 12/14/2012

NOTES

Class Notes ITV broadcast from Houston.

6. The course will be listed in your shopping cart. Notice that there is a green dot indicating that the class is open for enrollment. If the course has a blue square, indicating it is closed, or a yellow triangle, indicating there is a waiting list, you may need to contact the instructor to check on availability.

To add more courses, just enter the class number in and click enter (following steps 5-7). When you are finished adding courses, click PROCEED TO STEP 2 OF 3.

If you no chose the wrong course or no longer wish to enroll, click on the trashcan icon to delete it from your shopping cart.

my UTH

Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Your name

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add

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

2012 Fall | Graduate Public Health | Univ. of Texas HSC at Houston [change term](#)

Open Closed Wait List

2012 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	PH 1690L-500 (6138)	MoWe 10:00AM - 11:50AM	School of Public Health W- 608	A. Perez	4.00	●

Find Classes

Class Search

My Requirements

My Planner

[search](#)

[PROCEED TO STEP 2 OF 3](#)

7. Confirm that these are the courses you wish to enroll in and click “FINISH ENROLLING”



The screenshot shows the 'my UTH' enrollment interface. At the top, the navigation path is 'Main Menu > Self Service > Enrollment > Enrollment: Add Classes'. Below the navigation is a search bar with 'Your name' and a 'go to ...' dropdown. There are four main tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under 'Enroll', there are sub-links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'Add Classes' section is titled '2. Confirm classes' and includes instructions: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' Below this, the session is identified as '2012 Fall | Graduate Public Health | Univ. of Texas HSC at Houston'. A legend indicates class status: a green circle for 'Open', a blue square for 'Closed', and a yellow triangle for 'Wait List'. A table lists two classes, both with 'Open' status. At the bottom, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING', with a red arrow pointing to the 'FINISH ENROLLING' button.

my UTH

Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Your name go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2012 Fall | Graduate Public Health | Univ. of Texas HSC at Houston

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PH 1690L-500 (6138)	Foundations of Biostatist (Lecture)	MoWe 10:00AM - 11:50AM	School of Public Health W-608	A. Perez	4.00	<input checked="" type="radio"/>
PH 3998L-650 (7194)	Spcl Top Mgt/Policy Sci (Lecture)	We 5:00PM - 7:50PM	School of Public Health W-608	Staff	3.00	<input checked="" type="radio"/>



8. View the results. Note that I was not able to enroll in 3998 because I needed consent from the instructor. After obtaining the permission code, I can come back to myUTH and this course will still be in my shopping cart so that I can easily add the course to my schedule.

You can check you class schedule, pay your fee, etc using the buttons at the bottom of the page.

The screenshot shows the myUTH website interface. At the top, there is a navigation bar with the myUTH logo and a breadcrumb trail: Main Menu > Self Service > Enrollment > Enrollment: Add Classes. Below the navigation bar, there is a search bar with the text "Your name" and a "go to ..." dropdown menu. There are four main tabs: Search, Plan, Enroll, and My Academics. Under the Search tab, there are links for "my class schedule", "add", "drop", "swap", "edit", and "term information". Below the tabs, there is a section titled "Add Classes" with a "1" in a box and a "2" in a box. The main content area is titled "3. View results" and contains the text "View the following status report for enrollment confirmations and errors:". Below this, there is a status report for the 2012 Fall semester, Graduate Public Health, at the Univ. of Texas HSC at Houston. The report shows two classes: PH 1690L and PH 3998L. PH 1690L has a "Success" status, while PH 3998L has an "Error" status. The error message for PH 3998L is "Error: Instructor Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit." Below the table, there are three buttons: "MAKE A PAYMENT", "MY CLASS SCHEDULE", and "ADD ANOTHER CLASS". At the bottom of the page, there is a navigation bar with the same tabs as above and a "go to ..." dropdown menu.

myUTH

Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Your name

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2012 Fall | Graduate Public Health | Univ. of Texas HSC at Houston

Class	Message	Status
PH 1690L	Success: This class has been added to your schedule.	✓
PH 3998L	Error: Instructor Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✗

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...