ENROLLMENT INFORMATION

Once you have accessed your Student Self Service, follow the instructions below to manage your classes.

View **Enrollment Appointment**

You will be assigned a priority registration appointment time. This specific time designates when you can start registering online during priority registration. To determine your enrollment appointment time:

1. Locate the **Enrollment dates** blue box on the right side of the page.
2. Click **details**.
3. Select the term and click **Continue**.
4. Appointment date and time is listed under the column **Begins On**.

Search for a Class

1. Click the **Search for Classes** button on the right side of the Student Self Service page.
2. Select the term from the drop-down **Term** menu.
3. Select the course subject from the **Course Subject** drop down menu.
4. Click **Search**.

Enroll In/Add a Course

1. Select **Enroll** from the Academics menu.
2. Select the term and click **Continue**.
3. Select a course by using the **Class Search** option or by entering Class Number into the **Enter Class Nbr** Field.
4. Once the course is identified under **Select classes to add- Enrollment Preferences,** Click **Next.** The course has been added to your shopping cart and you may select additional courses, or click **Proceed to Step 2 of 3**.
5. Confirm your transaction by selecting **Finish Enrolling**. Select the **Previous** button if you wish to edit the courses in your Enrollment Shopping Cart.
6. The **View Results** page details transaction status.
   - A green check '✓' represents a successful transaction
   - A red ' **x** ' represents an error and is accompanied by a message detailing the problem
7. Select **My Class Schedule** to view your complete schedule or **Add Another Class** to perform another transaction.

View Your **Schedule**

Your class schedule for the current semester should be visible in your Student Center. To view a more printer friendly version or another term:

1. Select **Enroll** under the **Academics** menu.
2. Select **my class schedule** from the **Enroll** tabs.
3. Select the term.
4. To view your schedule in a calendar grid, select **weekly calendar view**.

Drop a Course

1. Select **Enroll** from the Academics menu.
2. Select **Drop** from the **Enroll** tabs.
3. Select the term and click **Continue**.
4. Select the box next to the course you wish to drop, and select the button labeled **Drop Selected Classes**.
5. Same as Steps 5, 6, & 7 under **Enroll In/Add** a Course.

Swap a Course

1. Select **Enroll** from the Academics menu.
2. Select **Swap** from the **Enroll** tabs.
3. Select the term and click **Continue**.
4. Select the course from your schedule that you wish to drop.
5. Select a replacement course by using the **Class Search** option or by entering Class Number into the **Enter Class Nbr** field. Refer to the View the Course Schedule section for search assistance.
6. Same as Steps 5, 6 & 7 under **Enroll In/Add** a Course.

View **Grades**

1. Select **Grades** from the **other academic…** drop down menu under the **Academics** section. Click the next '⊗' button.
2. Select the term and click **Continue**.

View Notes and Holds

Information about a hold or note placed on your account by a UST academic or non academic department will be detailed in this section. This information will include the nature of the note or hold (i.e Departmental Advising Hold
or Business Office Hold) and whom to contact.

1. Locate the **Enrollment dates** blue box on the right side of the page.
2. Click **details**.

Questions

1. Account set-up and login problems contact the **IT Services Support Desk at 713-525-6900 or ithelpdesk@stthom.edu.**
2. Assistance with registering or to schedule an advising appointment, contact:

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Houston, Texas 77006-4626
Tel: 713-942-5066
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