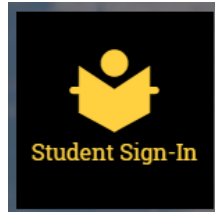


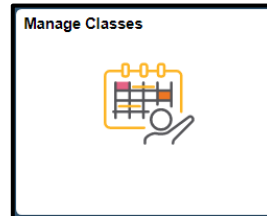
HOW TO SEARCH & ENROLL IN CLASSES

1 Log into myeagle.hccs.edu, using your username and password, select the "Student Sign-In" tile.



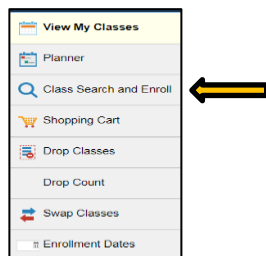
Note: Your User ID is your W number.

2 From the Student Homepage, click on the "Manage Classes" tile.

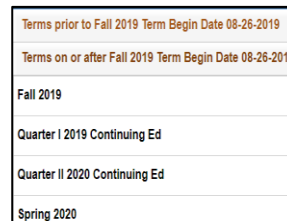


Note: Checklist items must be completed for this tile to be active.

3 Select "Class Search and Enroll" from the left pane.



4 Select "Enrollment" term.

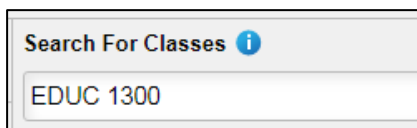


Note: If the enrollment term (Spring, Summer or Fall) is not listed, please contact your Admissions Office for assistance.

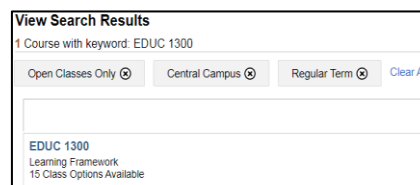
*****ATTENTION*****

You must enroll in courses that are part of your degree plan (major). If you would like to enroll for classes outside your degree plan, you must meet with your academic advisor. Enrolling in classes outside of your degree plan will affect your financial aid.

5 Enter course information into the "Search For Classes" and "Enter" or the "Go" button >>.



6 The "Class Search Results" will open to display open classes, location, campus, session, etc.



Change the display options by turning off the filter (click "x") at the top of the page or by changing options in the left pane.

7

Select the "class section" you want.

Option	Textbook Savings	Class-Catg	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1		Open	000-LEC-Regular Term	Class No. 1300 -Component LEC	-	To be announced	To be announced	Staff	Open Seats 25 of 25	
2		Open	000-LEC-Regular Term	Class No. 11808 -Component LEC	-	To be announced	To be announced	Staff	Open Seats 25 of 25	
3		Open	000-LEC-Regular Term	Class No. 13603 -Component LEC	-	To be announced	To be announced	Staff	Open Seats 21 of 32	
4		Open	000-LEC-Regular Term	Class No. 13605 -Component LEC	-	To be announced	To be announced	Staff	Open Seats 32 of 32	

Note: If you are not able to select a class, please contact your Admission Office for assistance.

8

To view more information about the course you have chosen, click the "blue hyperlink".

Class Information				
Meeting Information	Enrollment Information	Class Details	Class Availability	
EDUC 1300 Learning Framework Class No. 11808 -Component LEC				
				Status : Open
Meeting Dates	Days	Times	Room	Instructor
01/21/2020 - 05/17/2020	Monday Wednesday	12:30PM to 1:50PM	To Be Announced	Ola George

Click on the "x" to close "Class Information" box

9

"Review Class Selection" and click the **Next >** button in the upper-right corner of the screen.

Spring 2020	
Review Class Selection	
1	Review Class Selection You have selected
2	Add to Shopping Cart You have selected

Class	Session	Meeting Dates	Days and Times
Class No. 13605 -Component LEC	Regular Term	01/21/2020 - 05/17/2020	Monday Wednesday 8:00AM to 9:20AM

10

Review the class you have selected to "Add to the Shopping Cart"

Click the **Submit** button in the upper-right corner of the screen.

Click "Yes" or "No" if you are sure you want to submit?

11

Click on "Shopping Cart" and Review the class you have selected to "Add to Shopping Cart"

If you have a **permission number**, click on "Change Preferences" associated with the class to the right and enter the number then click "Save"

Preferences

The following class information can be amended

EDUC 1300 Learning Framework

▼ **Class Preferences**

Class No. 11808 -Component LEC - Open

Permission Number ?

12

Select the appropriate box to "Enroll"

Select	Availability	Class	Description
<input checked="" type="checkbox"/>	Open	Class No. 13935 -Component LEC	EDUC 1300 Learning Framework

Click the **Submit** button in the upper-right corner of the screen.

Click "Yes" or "No" if you are sure you want to submit?

13

Click on "View My Classes"

Show Enrolled Classes Show Dropped Classes

EDUC 1300 Learning Framework

Status	Units	Grading Basis	Grade	Academic Program
Enrolled	3.00	Graded		Health & Medical Sciences

Class	Start/End Dates	Days and Times
Class No: 13695 - Component LEC	01/21/2020 - 05/17/2020	Days: Monday/Wednesday Times: 8:00AM to 9:25AM

14

From the Student Homepage, click on the "Financial Account" tile to view "What I Owe"

<p>Account Balance</p> <p>You owe 663.00</p> <p><small>Currency used is US Dollar</small></p>	<p>What I Owe</p> <table border="1"> <thead> <tr> <th>Term</th> </tr> </thead> <tbody> <tr> <td>Spring 2020</td> </tr> <tr> <td>Total</td> </tr> </tbody> </table>	Term	Spring 2020	Total	<table border="1"> <thead> <tr> <th>Total Due</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>663.00</td> <td>10/22/2019</td> </tr> <tr> <td>663.00</td> <td></td> </tr> </tbody> </table>	Total Due	Due Date	663.00	10/22/2019	663.00	
Term											
Spring 2020											
Total											
Total Due	Due Date										
663.00	10/22/2019										
663.00											
<p>Student Account by Term</p> <p>Make a Pymnt/Set up Pymnt Plan</p>											

Congratulations! You have successfully enrolled.