

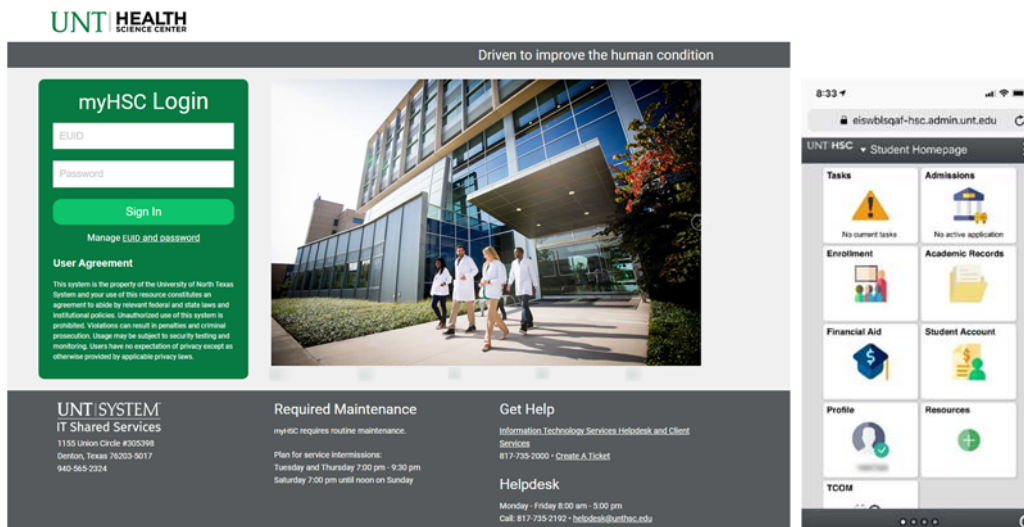
# Enrollment Guide

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## myHSC Sign On Page

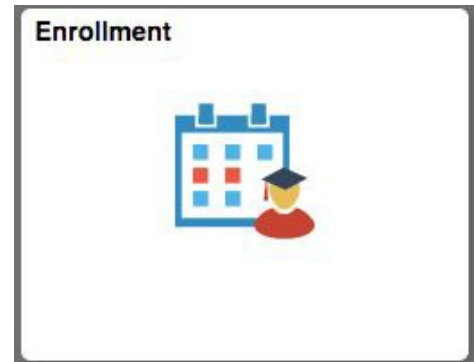
The myHSC Sign On page has been simplified. You will log in using your current EUID and password, there is no need to reset your password. However, it is very important you clear your browser cache the first time you log in after the upgrade is completed. Find assistance clearing your cache in our Clear Browsing Cache blog or by searching your browser's instructions for clearing cache.

**The first time you log into myHSC after the upgrade (estimated completion date 9/23/2019) you MUST clear your cache to ensure optimal system performance.**

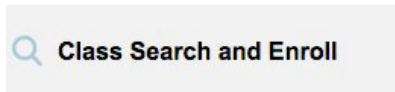
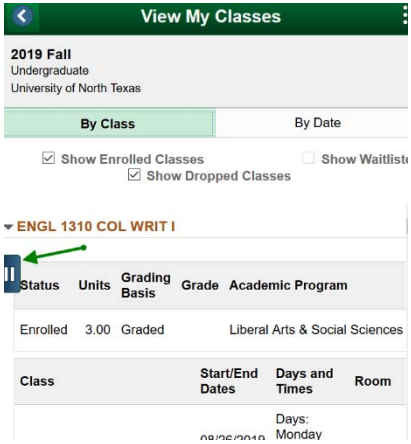



# Enrollment Tile

Your enrollment tile is where you can access everything you need to add, drop, swap and update course registration. Specifically, you will find your current class schedule, the class search, Visual Schedule Builder link to search for classes, enroll, your shopping cart, drop and swap, and Enrollment dates available for you. Finally, you will find the searchable catalog and class schedule under this tile. The following guide will walk you through Add, Drop, Swap, and Update.



## Class Search and Enroll - Adding Classes

<p>1</p>	<p>To add a class, select <b>Class Search and Enroll</b></p>	
	<p><b>Mobile Navigation:</b> the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.</p>	
<p>2</p>	<p>Your active terms will display, select the term for which you would like to register.</p>	

- 3 Once you select a term, you will be brought to a page where you can Search for Classes. You can search in several ways.
- Enter in the desired class in the Search for Classes field.

This will return a list of search results. You can scroll through the results and/or filter the search more using the options (like meeting academic session) on the left hand side.

- 3 b. Click the Additional ways to search link that will give you options to search available subjects, catalog number, and instructor last name.

This will return a list of search results, which you can filter using the options to the left.

4

c. You may also see classes saved in Favorites or Recently Searched.

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic

Additional ways to search

▼ Favorites

**MATH 1100**

Algebra

14 class options available

[Delete All](#)

▼ Recently Viewed

**EDBE 5560**

Fundamentals of Bilingual and English as a Second Language

2 class options available

5

Once you select the class to which you would like to register, click on the section and you will be taken to the registration steps.

Step 1 - Review Class Section. To review the full class information including the meeting information, enrollment requirements and notes, class details, and number of students enrolled click on the linked class number.

Class Information

Class Details Meeting Information Enrollment Information Class Availa

ENGL 1310 College Writing I  
Section 016 - Class Nbr 2891

Meeting Dates	Days	Times
08/26/2019 - 12/13/2019	Monday Wednesday Friday	9:00AM to 9:50AM

Next >

4

Step 2 – ENTER A PERMISSION NUMBER ONLY IF YOU WERE GIVEN ONE BY YOUR ADVISOR OR ACADEMIC DEPARTMENT. Not all classes require a permission number so if it is not required for your selected class just click Accept to continue.

Click the **Accept** button in the upper right of your screen or the **Review and Submit** option on the left navigation.

Step 2 of 3: Review Class Preferences

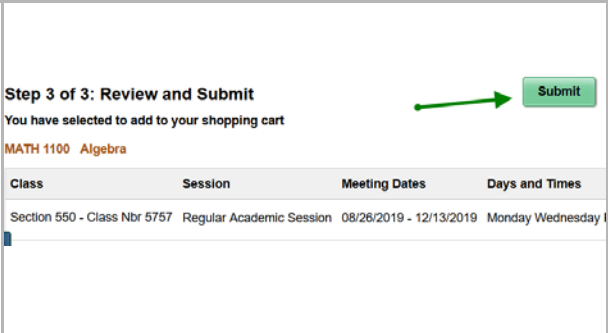
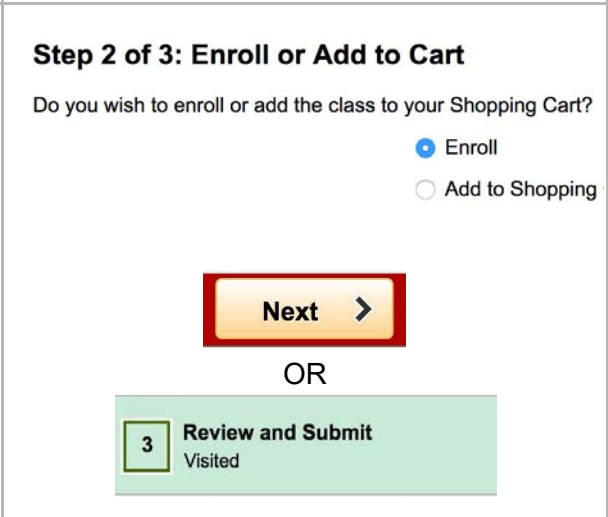
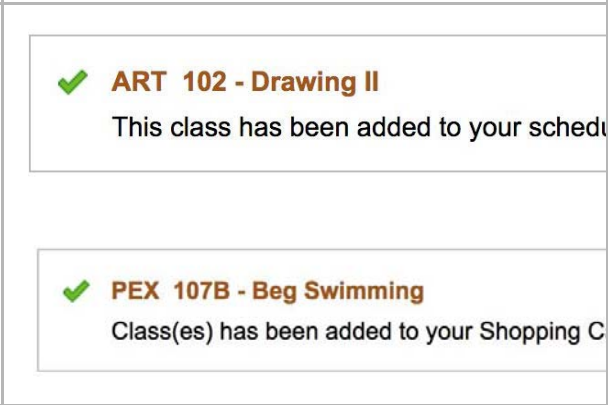
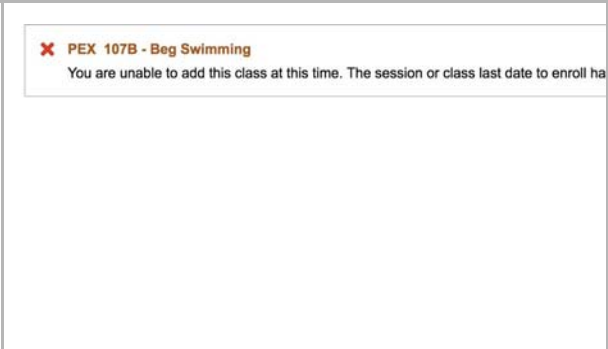
Accept

ENGL 1310 College Writing I


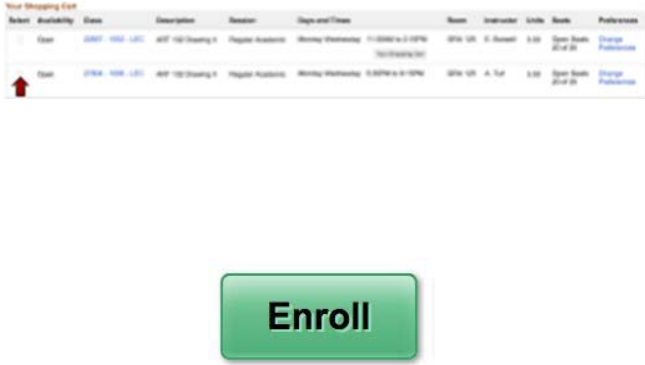

Section 016 - Class Nbr 2891 - Open

Permission Number ⓘ







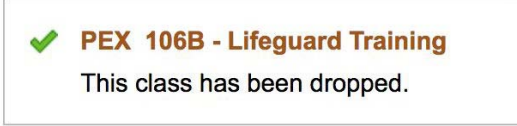
<p>Step 3 - Once you have reviewed the class information, click the Submit button and answer Yes you are sure you want to submit?</p>	
<p><b>4</b> Step 3 – You are now given the option to enroll in this single class or add the class to your shopping cart and continue to build your schedule.</p> <p>Click the <b>Next</b> button in the upper right of your screen or the <b>Review and Submit</b> option on the left navigation.</p>	
<p><b>5</b> You will be asked if you are sure, if you click Yes you will be taken to a screen that will indicate if you have added your class to your shopping cart OR if you have been registered for the class.</p> <p><b>Please note</b> - if you add the class to your shopping cart, you are simply saving the class to add it later. Your seat is not saved and the class can continue to fill.</p>	
<p>If you are unable to register for a class for any number of reasons including time conflicts, registration periods passing, not meeting requirements, and more - you will see a detailed message indicating why you were not enrolled in the course.</p> <p>Address the reason and you can return to myHSC and enroll in the course.</p>	

## Enrolling from the Shopping Cart

<p><b>1</b></p>	<p>To enroll in classes that have been added to your Shopping Cart, select the <b>Shopping Cart</b> on the left hand navigation.</p>	
<p><b>2</b></p>	<p>You will be taken to a list of the classes you have added to your shopping cart.</p> <p>You may change class preferences, like the number of credits on a variable credit class, by clicking the link to the far right.</p> <p>Click the check mark to the left of the class. Mark the class(es) to which you would like to enroll.</p> <p>Then click <b>Enroll</b>.</p>	
<p><b>3</b></p>	<p>You will be asked if you are sure, if you click Yes you will be taken to a screen that will indicate if you have been successfully registered for your class(es).</p> <p>If you are unable to register for a class for any number of reasons including time conflicts, registration periods passing, not meeting requirements, and more - you will see a detailed message indicating why you were not enrolled in the course.</p> <p>Address the reason and you can return to myHSC and enroll in the course.</p>	



## Dropping Classes


<p><b>1</b></p>	<p>To drop one more class, select the <b>Drop Classes</b> option in the left hand navigation.</p>																
	<p><b>Mobile Navigation:</b> the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.</p>																
<p><b>2</b></p>	<p>Terms in which you are registered will display, select the term in which you would like to drop a class.</p>																
<p><b>3</b></p>	<p>Once you select the term, you will be shown a list of all the courses you are currently enrolled in for that term.</p> <p>Click the checkbox next to the class(es) you would like to drop.</p> <p>Click the <b>Next</b> button in the upper right of your screen or the <b>Review and Submit</b> option on the left navigation.</p>	<p><b>Step 1 of 2: Select Classes to Drop</b></p> <table border="1" data-bbox="857 1304 1425 1539"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>81868 - 1001 - LEC</td> <td>ECON 262 Principle Statistics II</td> </tr> <tr> <td><input type="checkbox"/></td> <td>85692 - 1002 - LEC</td> <td>IS 101 Intro to Info Systems</td> </tr> <tr> <td><input type="checkbox"/></td> <td>87093 - 1016 - DIS</td> <td>MATH 132 Finite Mathematics</td> </tr> <tr> <td></td> <td>87092 - 1015 - LEC</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Next</b> &gt;</p> <p><b>2</b> Review Classes to Drop Visited</p>	Select	Class	Description	<input checked="" type="checkbox"/>	81868 - 1001 - LEC	ECON 262 Principle Statistics II	<input type="checkbox"/>	85692 - 1002 - LEC	IS 101 Intro to Info Systems	<input type="checkbox"/>	87093 - 1016 - DIS	MATH 132 Finite Mathematics		87092 - 1015 - LEC	
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	87092 - 1015 - LEC																

4	Click <b>Drop Classes</b> .	
5	You will be asked to confirm. If you are ready to drop, click Yes. Once the class is dropped, you will see a message confirming the class has been dropped.	

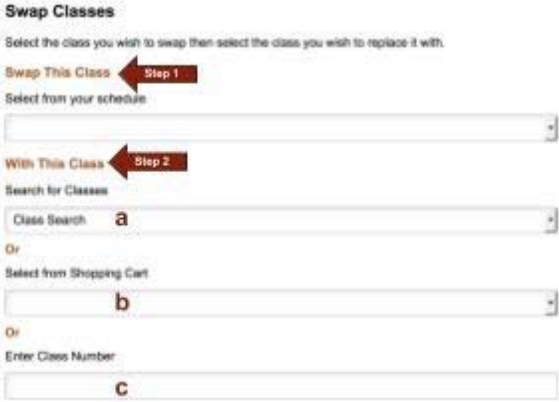
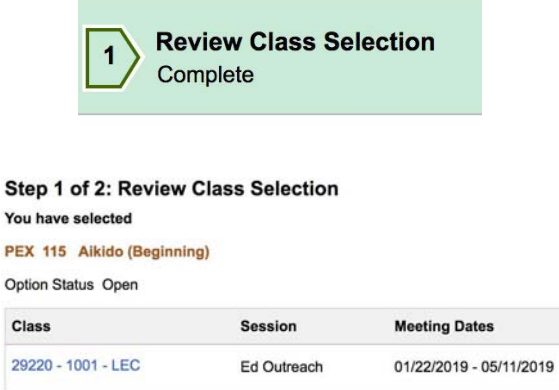


## Swapping Classes

When you swap a class, you will be simultaneously Dropped from one class and Added another. By doing this transaction as a Swap, the system will not Drop you from the selected class, unless the Add will also be successful. If the system finds that you cannot successfully Drop the selected class and Add the selected class, then neither part of the transaction will be performed.

1	To drop Swap classes, select the <b>Swap Classes</b> option on the left navigation menu.	
	<p><b>Mobile Navigation:</b> the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.</p>	

2	Terms in which you are registered will display, select the term in which you would like to drop a class.	
3	Once you select a term, you will be brought	



	<p>to a page where you will set up the Swap process.</p> <p>Step 1 - select the class that you wish to swap <i>from</i> the <b>Swap This Class</b> dropdown menu.</p> <p>Step 2 - identify the class you swap <i>intoby</i> either:</p> <ol style="list-style-type: none"> <li>Searching for classes</li> <li>Selecting a class from the Shopping Cart</li> <li>Entering a Class Number</li> </ol>	
<p><b>4</b></p>	<p>Once you select a class, you will be able to <b>Review Class Selection</b>.</p>	
<p><b>5</b></p>	<p>Next, <b>Confirm Class Swap</b> and click <b>Submit</b>.</p>	
<p><b>6</b></p>	<p>You will be asked to confirm. If you are ready to swap, click Yes. Once the classes are swapped, you will see a message confirming the class has been added to your schedule.</p>	

## Update Classes

The update class option allows you to change the preferences on the classes in which you are enrolled. You will use the update option to change the selection of units if the class is a variable unit class or change a lab or discussion section associated with a lecture you are registered in.

## Reviewing Enrollment Transactions

Once you have finished your enrollment transactions; add, drop, swap, or update, you will see all of the changes reflected in your Class Schedule which can be viewed by clicking **View My Classes**.

**View My Classes**

Fall 2019  
School of Public Health  
University of North Texas Health Science Center

**View My Classes** (indicated by a red arrow)

Class Search and Enroll

Shopping Cart

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

**View My Classes** (By Class / By Date)

Show Enrolled Classes  Show Waitlisted Classes  Show Dropped Classes

**HMAP 6320 Organizational Leadership**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Letter Grade		Master of Public Health	

Class	Start/End Dates	Days and Times	Room
Section DL01 - Class Nbr 7047	08/19/2019 - 10/11/2019	Days: To be Announced Times: To be Announced	HSC Internet Course

[Enrollment Deadlines](#)

In addition, you will likely want to review any tuition and fee changes on your account. To do so, return to the MyHSC Student Homepage and select the **Student Account** tile.

**Student Account**

**Account Balance**

Charges Due

Make a Payment

Payment History

Enroll in Payment Plan

Account Services

**Account Balance**

What I Owe

Term	Charges & Deposits	Total Due
Fall 2019	3,719.42	3,719.42
<b>Total</b>	<b>3,719.42</b>	<b>3,719.42</b>

Currency used is US Dollar