Scheduling a New Student Conference date:

1. Log into myUH (http://my.uh.edu)
2. Click the UH Self-Service link.
3. Click the Student Administration link in the lefthand menu
4. Click the New Student Conferences link
5. The New Student Conference instruction page loads. Click the yellow Register for Conference button.
6. The first table contains student academic information college/major/academic level and term.

The second table requests that you “Please Select a Conference Date”, to select a date click the Magnifying/Spy Glass by Schedule.

A pop-up window will open. Any available dates based on the College to which you have been admitted and available spaces remaining in the conference will automatically populate. Click on the preferred available Date.

7. Review the remaining options:
   a. Identify if you have any special accommodations
   b. List any guests attending

8. Click the yellow Submit button to continue and confirm your desired space in the conference date you selected

9. A pop-up window will display the associated fee for attending your New Student Conference ($120 for NSO/$60 for ART). Click OK to continue.
10. Reserve Your Space. You have selected a conference date. The sooner you pay the conference registration fee, the sooner your spot in the program is fully confirmed. If possible, please pay the fee at the time you register for your conference. If you are unable to make payment at this time, you may return to the “Payment” page at a future date.
Path: Student Admission -> New Student Conference -> Pay Fees

To guarantee your seat in the program, you should make your payment within 30 days of registering for your conference. Keep in mind that your payment must be made no later than 2 weeks prior to your conference date. Again, your place in the program will be fully confirmed when your payment is received, so please make your payment as soon as possible.

Click the yellow Pay Fees Now button to continue and confirm your reserved space in the New Student Conference.
11. The Make a Payment page will load. The fee has been added to your statement (fees vary by conference type). To complete the registration process and make a payment, select How To Pay from the drop-down box.

You can pay by credit card or electronic check. Check the I accept the above terms and conditions and then click the yellow Submit button. Follow the step-by-step instructions to complete payment.
To change your conference date:

1. Log into your myUH account
2. Click the **UH Self-Service** link
3. Click the **Student Administration** link in the lefthand menu
4. Click the **New Student Conferences** link
5. The New Student Conference instruction page loads. Click the yellow **Register for Conference** button. The New Student Conferences Registration page will load.
6. Click the **Cancel** button at the bottom of the page. A pop-up window will confirm your request to cancel. Click **OK** to continue.
   
   **Note:** If you simply want to cancel your date and will not be registering for a new date, you have completed the process. If you are cancelling and wish to select a new date, please complete steps 7 and 8.
7. Click the **New Student Conferences** link in the left-hand menu. The New Student Conferences Registration page will load.
8. Click the **Magnifying/Spy Glass** by **Schedule** in the table labeled **Select Your Conference Date**. Review the process outlined in the previous section.

To make changes to your reservation (guests etc):

1. Log into your myUH account
2. Click the **UH Self-Service** link
3. Click the **Student Administration** link in the lefthand menu
4. Click the **New Student Conferences** link
5. The New Student Conference instruction page loads. Click the yellow **Register for Conference** button. The New Student Conferences Registration page will load.
6. Make any corrections to your exiting reservation and click **Update Guest Info**. The Reserve Your Space page will load. If you have already paid, you have completed the process. If you have not yet paid, complete the reservation process by making a payment. Follow the payment process outlined in above.