How to Add/Drop a Class

via your myUH Account
Contents
Click link to go to slide set

- **Accessing myUH**
- **Adding a class**
- **Dropping a class**
How do I access myUH?

- **myuh.uh.edu**

**Username: Peoplesoft #**
If you have trouble with your myUH ID, click [here].

**Password**
If you are unsure of your myUH password, click [here].

For any other assistance logging into myUH, contact Information Technology: 713-743-1411 or support@uh.edu.
How to add a class (1)

- Log into myUH (need help?)
- Click Enrollment, located in Menu, four down from Advising on the left side of your screen
- From the drop-down menu underneath Enrollment, Click Enrollment: Add Classes
How to add a class (2)

- Select which term you would like to take the class you are adding

- On the following screen, **Click Search** or **Enter the Class Number**
How to add a class (3)

- After finding the class, and seeing that its status is open (indicated by a green circle icon) **Click Select Class**
How to add a class (4)

- Review the Enrollment Information and Click Next
How to add a class (5)

- Click Proceed to Step 2 of 3
- On the next screen, Click Finish Enrolling
- You are now enrolled! If you experienced difficulties with this process, please see next slide
Difficulties adding a class

There are a handful of holds on your account that will permit you from adding a class. These include:

• Advising Holds
  You will need to contact and possibly make an appointment with your advisor.

• Financial Holds
  In this case, there is an unpaid balance on your account. This can be paid in your myUH account, or see here for all methods of payment accepted by UH.
How to drop a class (1)

- Log into myUH
- Click Enrollment, located in Menu, four down from Advising on the left side of your screen
- From the drop-down menu underneath Enrollment, Click Enrollment: Drop Classes
How to drop a class (2)

- Select the class you wish to drop, and **Click Drop Selected Class**

- Confirm your selection and **Click Finish Dropping**
How to drop a class (3)

- If the drop is successful, a green checkmark will appear beneath Status

- If the drop is unsuccessful, please contact your advisor.