

Get Ready for Registration!

Step 1: Check for holds on your account.

How to See Holds:

Log into your [myUH account](#) and navigate to the Student Center. On the menu on the right, locate the "Holds" section to view holds.

What to Do:

TSI holds: Students with this hold have not met their [TSI requirement](#) and must be enrolled in developmental coursework or submit a waiver to temporarily progress without it. Your academic advisor can remove this hold to enroll you in courses, but students may not use more than two waivers.

Financial Holds: Contact either the [Office of Scholarships and Financial Aid](#) for questions about your aid or the [Office of Student Business Services](#) for questions about billing.

Other Holds: In your [myUH account](#) under "Holds," click "Details" to read the requirements and contact information. Contact your [Academic Advisor](#) with any questions.

Step 2: Use Your Resources to Plan Ahead

Meet with your Academic Advisor

You can schedule an appointment through Navigate, or you can drop by without an appointment for Walk-In Wednesdays. Also, be on the lookout for announcements regarding additional Walk-in Dates.

Use Your Degree Plan

Your degree plan is the complete list of courses needed to complete your degree on time. Your Academic Advisor can provide you with a copy during your meeting.

Academic Planner:

[Academic Planner](#) is an electronic planning worksheet that lets you plan your path to an on-time graduate. You can find the Academic Planner on Navigate.

CoAD Student Services Office

Student Last Name A-L

Kate Wolf

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Student Last Name M-Z

Jenny Mutz

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Download the **Navigate** app to schedule an appointment or stop by between 9:00-5:00 for Walk-in Wednesdays! For general questions, please contact archsso@central.uh.edu

Step 3: Choose Your Courses

Add Courses to Your Shopping Cart:

Use the [Schedule Planner](#) to find the best courses at times that work with your schedule and add them to your Shopping Cart. This will make enrollment quicker on the day of your Enrollment Appointment.

Note: Adding a course to your Shopping Cart does not reserve your space in the class.

Step 4: Enroll in the Courses in Your Cart

When to Enroll:

Enroll in courses within 24 hours of your [Enrollment Appointment](#). You can find the time and date of your Appointment on AccessUH.

Enrollment Tips:

- **Have a Plan B and a Plan C:** Have a list of backup sections, courses, and studio professors in case your first choices are full. Core classes during the middle of the day will often fill up quickly.
- **Be patient with this process:** You may get some sections you chose right away, and you may find other sections are full. This is all normal! Go back to find other courses that fit in your Degree Plan.
- **Remember:** You can make changes to your schedule until the new term begins. Get enrolled in each class you need as soon as you can, and then go back to make changes.
- **Don't wait to meet with your advisor:** Knowing what courses you need ahead of time will make enrollment timelier and more seamless.
- **Know when payment is due:** Payment for the courses you choose is not due until the courses begin. Learn about billing due dates [here](#).

