

myUH Course Registration Guide

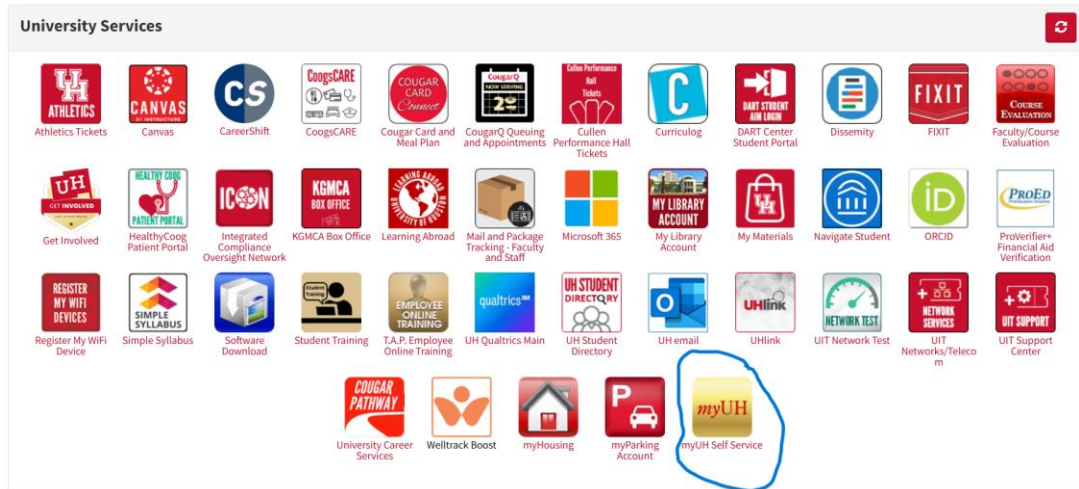
Adding & Dropping Classes in myUH Self Service

This step-by-step guide uses example screenshots to show how to add and drop classes in myUH. It is designed for second-year Graduate College of Social Work students who are registering for the first time. Your own screen may look slightly different, but the buttons and links will be in similar places.

Open myUH Self Service

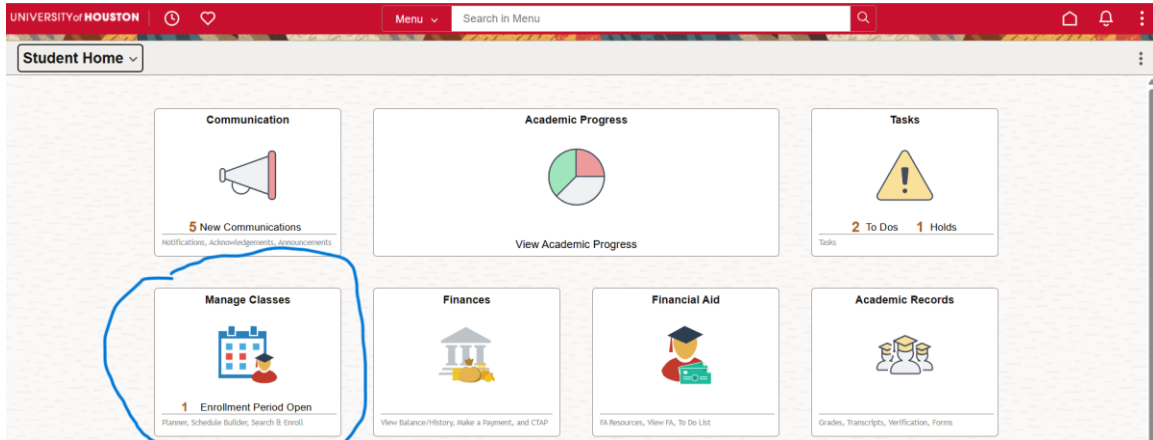
Step 1: Log in to AccessUH with your CougarNet ID and password.

Step 2: In the University Services section, click the 'myUH Self Service' tile (yellow icon).



Go to Manage Classes

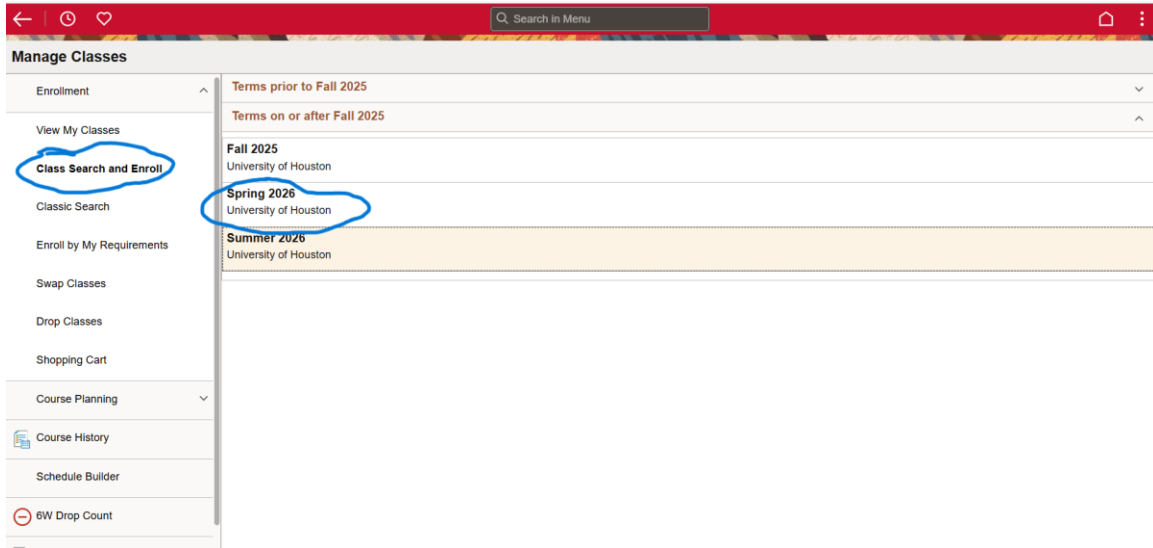
Click the 'Manage Classes' tile in the middle of the page.



Choose Class Search and Enroll & Select Term

Step 1: In the left-hand menu, click 'Class Search and Enroll'.

Step 2: On the right, click the term you want to enroll in (for example, Spring 2026).



Search for Classes by Subject

Step 1: In the search box at the top, type (for example, 'SOCW' for Social Work).

Step 2: Press Enter or click the arrow button to see available classes for that subject in the selected term. All available social work courses should pop up for registration.

The screenshot shows the 'Manage Classes' page for Spring 2026 at the University of Houston. A sidebar on the left contains navigation links: Enrollment, View My Classes, Class Search and Enroll, Classic Search, Enroll by My Requirements, Swap Classes, Drop Classes, Shopping Cart, Course Planning, Course History, and Schedule Builder. The 'Enrollment' section is expanded, revealing a 'Search for Classes' search bar with 'SOCW' entered. A blue circle highlights the search bar. Below the search bar are links for 'Favorites' and 'Recently Viewed'. The top of the page features a red header with navigation icons and a 'Search In Menu' button.

View Search Results

Step 1: Use the filters on the left (Class Status, Subject, Number of Units, Location, Campus) to narrow your results.

Step 2: Scroll through the list and click the course you want to add (for example, SOCW 8399 Dissertation).

The screenshot displays a web application interface for searching classes. On the left, a sidebar titled "Class Search Results" contains several filter sections: "Class Status" with a checked "Open Classes" option; "Course Career" with "Graduate" and "Undergraduate" checkboxes; "Subject" with a checked "SOCW/SOCW (Social Work)" option; "Number of Units" with checkboxes for "1 - 3 Units", "4 - 6 Units", and "7 - 12 Units"; "Location" with checkboxes for "University of Houston" and "UH-Sugar Land"; and "Campus" with a checked "University of Houston" option. The main content area, titled "View Search Results", shows "8 Courses with keyword(s): SOCW". Below this, a list of courses is displayed, each with a course number, title, and a right-pointing arrow. The courses listed are: SOCW 8322 (Research Methods II: Quantitative Research), SOCW 8327 (Grant Writing), SOCW 8334 (Social Policy Analysis), SOCW 8344 (Research Methods IV: Grounded Theory), and SOCW 8398 (Independent Study). The course SOCW 8327 is highlighted with a yellow background. At the bottom of the page, a small line of JavaScript code is visible: `javascript:submitAction_win124(document.win124.PTS_SHOWFILTERBTN);`.

Class Search Results

Class Status

☒ Open Classes

Course Career

☐ Graduate

☐ Undergraduate

Subject

☒ SOCW/SOCW (Social Work)

Number of Units

☐ 1 - 3 Units

☐ 4 - 6 Units

☐ 7 - 12 Units

Location

☐ University of Houston

☐ UH-Sugar Land

Campus

☒ University of Houston

View Search Results

8 Courses with keyword(s): SOCW

Open Classes

SOCW 8322

Research Methods II: Quantitative Research

1 Class Option Available

SOCW 8327

Grant Writing

1 Class Option Available

SOCW 8334

Social Policy Analysis

1 Class Option Available

SOCW 8344

Research Methods IV: Grounded Theory

1 Class Option Available

SOCW 8398

Independent Study

Options Available

javascript:submitAction_win124(document.win124.PTS_SHOWFILTERBTN);

Select a Class Option

Step 1: On the course page, review the 'Course Information' details.

Step 2: Under 'Class Selection', choose the specific class option that fits your schedule and instructor, then click it to continue.

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🔍 Search in Menu

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Manage Classes

Spring 2026
University of Houston

Enrollment

View My Classes

Class Search and Enroll

Classic Search

Enroll by My Requirements

Swap Classes

Drop Classes

Shopping Cart

Course Planning

Course History

Schedule Builder

javascript:DoBack('win126')

SOCW 8399

Dissertation

★ Add to favorite courses

> Course Information

< Class Selection

Select a class option ⓘ

Selected Filters

1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats	Location
1	Open	Regular Academic Session	Dissert - 12760	01/20/2026 - 05/12/2026	To be announced	Quenette Walton	Open Seats 4 of 5	University of Houston

Review Class Selection

Step 1: Confirm that you have selected the correct class, session, and dates.

Step 2: Click 'Next' in the upper right corner to continue.

✕ Exit



Class Search and Enroll

Student Id 123456789

Spring 2026
Graduate
University of Houston

1

Review Class Selection
Visited

2

Enroll or Add to Cart
Visited

3

Review and Submit
Not Started

Step 1 of 3: Review Class Selection

You have selected
SOCW 8399 Dissertation

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Dissert - 12760	Regular Academic Session	01/20/2026 - 05/12/2026	To be Announced	Open Seats 4 of 5

Next >

Enroll or Add to Cart

Step 1: Choose whether you want to enroll immediately or add the class to your Shopping Cart.

Step 2: Select 'Enroll' if you are ready, then click 'Next' in the upper right corner.

The screenshot shows a web interface for class enrollment. At the top, there is a red header bar with an 'X Exit' button on the left and a bell icon and a three-dot menu on the right. Below the header, the page title is 'Class Search and Enroll'. Underneath, it says 'Student id' followed by a redacted ID. In the top right corner, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is circled in blue. On the left side, there is a vertical navigation pane with three steps: 1. 'Review Class Selection' (Visited), 2. 'Enroll or Add to Cart' (Visited, highlighted in orange), and 3. 'Review and Submit' (Not Started). The main content area is titled 'Step 2 of 3: Enroll or Add to Cart'. It asks the user 'Do you wish to enroll or add the class to your Shopping Cart?'. There are two radio button options: 'Enroll' (which is selected and circled in blue) and 'Add to Shopping Cart'.

X Exit

Class Search and Enroll

Student id [REDACTED]

< Previous Next >

Spring 2026
Graduate
University of Houston

1 Review Class Selection
Visited

2 Enroll or Add to Cart
Visited

3 Review and Submit
Not Started

Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll

☐ Add to Shopping Cart

Review and Submit

Step 1: Review your selection one last time to make sure everything is correct.

Step 2: Click 'Submit' to finish enrolling in the class. Look for a confirmation message that your enrollment was successful.

✕ Exit



Class Search and Enroll

Student 

[< Previous](#)

Spring 2026
Graduate
University of Houston

1

Review Class Selection

Visited

2

Enroll or Add to Cart

Complete

3

Review and Submit

Visited

Step 3 of 3: Review and Submit

You have selected to enroll in

SOCW 8399 **Dissertation**

Class	Session	Meeting Dates	Days and Times	Seats
Dissert - 12760	Regular Academic Session	01/20/2026 - 05/12/2026	To be Announced	Open Seats 4 of 5

Submit

Dropping a Class (Overview)

Step 1: Make sure the correct term is selected at the top, then click 'Drop Classes' in the left-hand menu.

Step 2: Follow the prompts to select the class you want to drop, complete any required questions, review, and submit your change.

Step 3: Always check your enrollment status and deadlines before dropping a class.

The screenshot displays the 'Manage Classes' interface for Fall 2025 at the University of Houston. The left-hand navigation menu includes options like 'View My Classes', 'Class Search and Enroll', 'Classic Search', 'Enroll by My Requirements', 'Swap Classes', 'Drop Classes' (highlighted with a blue circle), 'Shopping Cart', 'Course Planning', 'Course History', and 'Schedule Builder'. The main content area is titled 'Manage Classes' and shows a table of enrolled classes. The table has columns for Status, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. The first row shows 'Enrolled' status for 9.00 units of 'SOCW 8995 Pre-Dissertation Research' with a Satisfactory/Unsatisfactory grading basis. Below this, a detailed view of the class 'Ind Study - 26938' is shown, including meeting dates (08/25/2025 - 12/15/2025), days and times (Schedule: To be Announced), and room (To be Announced). A link for 'Enrollment Deadlines' is also visible.

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	9.00	Satisfactory/Unsatisfactory		Social Work Graduate	

Class	Meeting Dates	Days and Times	Room
Ind Study - 26938	08/25/2025 - 12/15/2025	Schedule: To be Announced	To be Announced

[Enrollment Deadlines](#) No Exams Scheduled

Select Classes to Drop

Step 1: On the 'Drop Classes' page, confirm you are in the correct term (shown on the left).

Step 2: Check the box next to the class you want to drop.

Step 3: Click 'Next' in the upper right corner to continue.

✕ Exit



Drop Classes

Student ID

Fall 2025

Graduate

University of Houston

1

Select Classes to Drop

Complete

2

Drop Survey

Not Started

3

Review Classes to Drop

Not Started

Step 1 of 3: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
☒	Ind Study - 26938	SOCW 8995 Pre-Dissertation Research	To be Announced	To be Announced		9.00	Enrolled

Drop Survey

Step 1: Answer the Drop Survey Questions by selecting all reasons that apply to you.

Step 2: When you are finished, click 'Submit' in the upper right corner.

Step 3: On the next screen, review your selection and submit to complete the drop process.

Look for a confirmation message.

The screenshot displays the 'Drop Classes' interface for the University of Houston Graduate program in Fall 2025. The interface is divided into three main sections: a left sidebar, a main content area, and a top navigation bar. The top bar is red with an 'Exit' button and a notification bell. The sidebar contains three steps: '1 Select Classes to Drop' (Complete), '2 Drop Survey' (In Progress), and '3 Review Classes to Drop' (Not Started). The main content area is titled 'Step 2 of 3: Drop Survey' and contains 'Drop Survey Questions'. The questions ask for reasons for dropping classes, with options for Personal, Financial, Academic, Work Related, Relocation, Transfer to Another Institution, and Other, each with a 'No' button. A blue circle highlights the 'Submit' button in the top right corner of the main content area.

Drop Classes

Student ID: 1111

Fall 2025
Graduate
University of Houston

1 Select Classes to Drop
Complete

2 Drop Survey
In Progress

3 Review Classes to Drop
Not Started

Step 2 of 3: Drop Survey

Drop Survey Questions

Can you please tell us the reason you are dropping your classes?
Please indicate all that apply:

Personal ☐ No

Financial ☐ No

Academic ☐ No

Work Related ☐ No

Relocation ☐ No

Transfer to Another Institution ☐ No

Other ☐ No

Submit