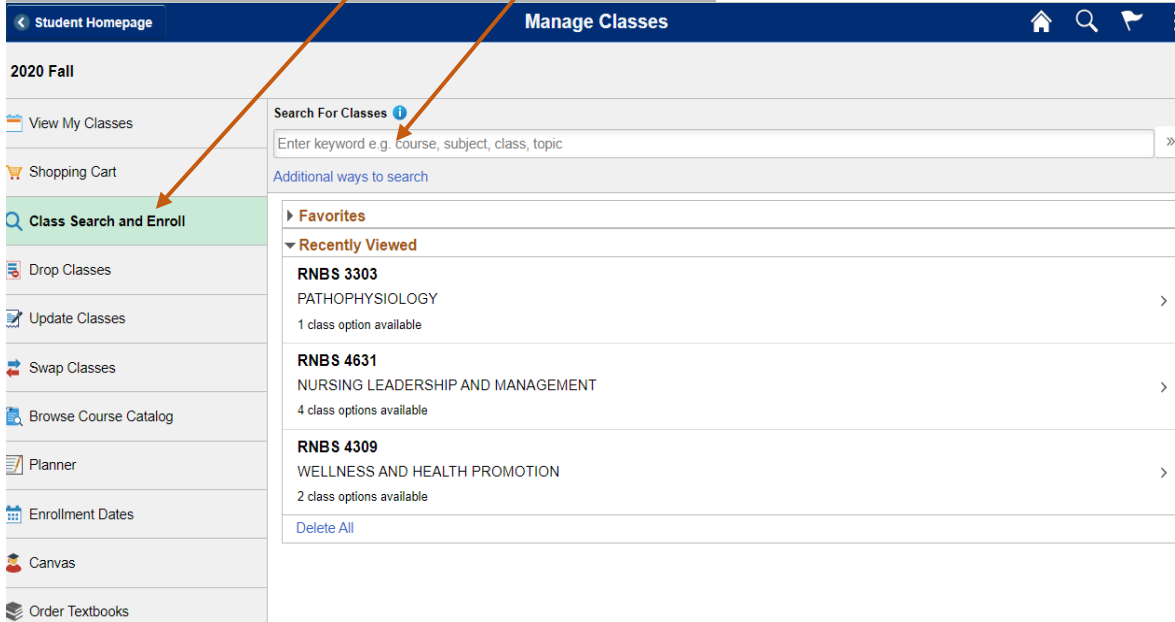# The University of Texas at Tyler

# Searching/Enrolling in classes



- When in your MyUTTyler Student Homepage, select the Manage Classes tile.

- You should see an option on the left hand menu that says "class search and enroll", select this option.

- You enter search information in the search for classes box or select "additional ways to search". Your most recent class searches will still display.



**2020 Fall**

- View My Classes
- Shopping Cart
- Class Search and Enroll
- Drop Classes
- Update Classes
- Swap Classes
- Browse Course Catalog
- Planner
- Enrollment Dates
- Canvas
- Order Textbooks

**Search For Classes** ⓘ

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

Additional ways to search

▶ Favorites

▼ Recently Viewed

**RNBS 3303**
PATHOPHYSIOLOGY
1 class option available

**RNBS 4631**
NURSING LEADERSHIP AND MANAGEMENT
4 class options available

**RNBS 4309**
WELLNESS AND HEALTH PROMOTION
2 class options available

Delete All

- Under additional ways to search you can search through the dropdown box for different available subjects, search using the catalog number, or search the instructors last name.

- When you find the subject you would like to enroll in select that option.

- Now click the green Search option.

- The available open classes will appear under search results. You can change the search filters on the left-hand menu.

- Once you have found the class you are interested in taking select the class to view all details.

- The selected course will open so that you may review the sections available. Select the section you wish to be enrolled in.

- Review the class and section information to confirm this is the class you would like to move forward with. When you are ready select the Next option in the top right corner.

- Now you have the opportunity to enter a permission code if you have received one from your department.

- To move forward with or without a permission code select the green "Accept" option.

- You can now decide if you would like to add the course to your shopping cart and continue searching or go ahead and enroll in this one course.

- Once you have chosen your desired outcome, select the Next option in the top right corner.

- Step 4 is the final review of the course information before either enrolling or adding it to your cart. Select the green "Submit" option to continue.

- The next page will confirm you are enrolled. If the enrollment was successful you should see a green check mark next to the course. If the enrollment was not successful you will see a red X next to the course. You should also see an explanation of the error message on screen. Its best to contact your academic advisor or the One-Stop when you receive enrollment errors.

One-Stop
903.566.7180
enroll@uttyler.edu
www.uttyler.edu/enroll