

How to Enroll in Classes

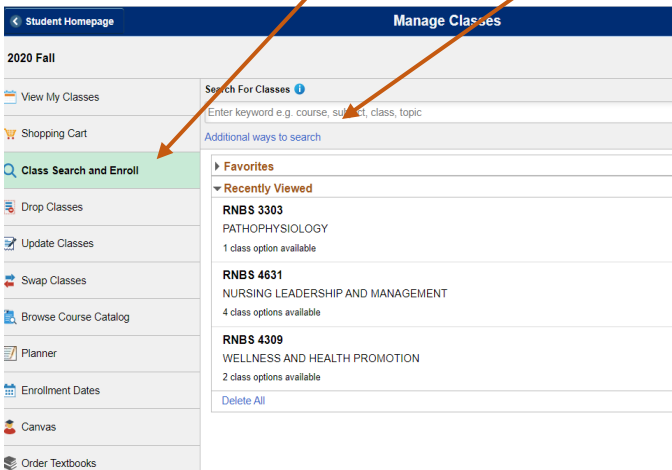


On MyUTTyler Student Homepage, select the 'Manage Classes' tile.

You should see an option on the left-hand menu for "Class Search and Enroll", select this option.

There may be a few semesters open for enrollment during the same timeframe. Make sure to pick the correct semester to view the available classes.

You may enter search information in the "Search for Classes" textbox or select "Additional ways to search". Your most recent class searches will still display.



Manage Classes	
Terms prior to 2025 Fall - SOM	
Terms on or after 2025 Fall - SOM	
2025 Fall - SOM	
2025 Fall	
2026 Spring	
2026 Spring - SOM	
2026 Fall - SOM	
2027 Spring - SOM	

Additional ways to search

Available Subjects

Catalog Number
 contains value

Instructor Last Name
 contains word

Additional ways to search

Available Subjects

Accounting
 Allied Health Science
 Anthropology
 Applied Music
 Art
 Biology
 Business Law
Chemical Engineering
 Chemistry
 Chinese
 Civil Engineering
 Communication
 Communication Sciences and Disorders
 Communication Studies
 Computer Science
 Computer Science
 Construction Management
 Counseling
 Criminal Justice

When "Additional ways to search" is selected, you will see a few search options. You can select "Available Subjects" to look through the dropdown box for subjects. You may also narrow down the subject further by including the class catalog number, or search by instructor's last name.

When all your available search information is filled in, select "Search"

Class Search **Class Search Results**

Class Status
Open Classes Only

Course Career
Undergraduate

Subject
CHEN / Chemical Engineering

Number of Units
1 - 3 Units

Location
UT Tyler Main Campus

Campus
UT Tyler Main Campus

View Search Results
3 Courses with keyword: CHEN

Open Classes Only

CHEN 2310
INTRODUCTION TO CHEMICAL ENGINEERING
1 Class Option Available

CHEN 3302
CHEMICAL ENGINEERING THERMODYNAMICS II
1 Class Option Available

CHEN 3310
CHEMICAL ENGINEERING MATERIALS
1 Class Option Available

Class Search Results **Course Information**

2020 Fall

View My Classes
Shopping Cart
Class Search and Enroll
Drop Classes
Update Classes
Swap Classes
Browse Course Catalog
Planner

ENGL 1302
COLLEGE COMPOSITION II
★ Add to favorite courses
▶ Course Information
▼ Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	1 Lecture - 80169	08/24/2020 - 12/12/2020	Monday Wednesday Friday 10:10AM to 11:05AM	HPR Bldg Room 00262	Tara Propper	Open Seats 1 of 24
2	Open	Regular Academic Session	1 Lecture - 80170	08/24/2020 - 12/12/2020	Tuesday Thursday 9:30AM to 10:50AM	Arts and Sciences 00104	Miriam Rowntree	Open Seats 1 of 24

Exit **Class Search and Enroll** Next

2020 Fall
Undergraduate
The University of Texas at Tyler

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection
You have selected
ENGL 1302 COLLEGE COMPOSITION II
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
1 Lecture - 80169	Regular Academic Session	08/24/2020 - 12/12/2020	Monday Wednesday Friday 10:10AM to 11:05AM	Open Seats 1 of 24

Class Search and Enroll Previous

2020 Fall
Undergraduate
The University of Texas at Tyler

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences
ENGL 1302 COLLEGE COMPOSITION II
1 Lecture - 80169 - Open

Permission Number

Requirement Designation - Core - 910 Communication or Component Area Option
☐ Take Requirement Designation

Accept

Class Search and Enroll Previous Next

2020 Fall
Undergraduate
The University of Texas at Tyler

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Visited

4 Review and Submit
Not Started

Step 3 of 4: Enroll or Add to Cart
Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll
☐ Add to Shopping Cart

The available open classes will appear under search results. You can filter search results 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. Select "Next" in the top right corner.

IF you have a permission code, (this item is optional and generally only required on restricted courses) enter it in the textbox.

To move forward with or without a permission code select "Accept".

You can now decide if you would like to add the course to your shopping cart and continue searching for more classes or enroll in only this one course.

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

Class Search and Enroll

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1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

Step 4 of 4: Review and Submit
You have selected to enroll in
ENGL 1302 COLLEGE COMPOSITION II

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
1 Lecture - 80169	Regular Academic Session	08/24/2020 - 12/12/2020	Monday Wednesday Friday 10:10AM to 11:05AM	Open Seats 1 of 24

[Class Preferences](#)

Confirmation

2020 Fall
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[View My Classes](#)

[Shopping Cart](#)

[Class Search and Enroll](#)

[Drop Classes](#)

ENGL 1302 - COLLEGE COMPOSITION II
Unable to complete your request. You do not have access to perform this transaction at this time.

[Return to Class Search Results](#)

[Return to Keyword Search Page](#)

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

- The next page will confirm you are enrolled.
- If the enrollment was successful, you should see a green ✓ next to the course.
- If the enrollment was not successful you will see a red ✗ next to the course. You should also see an error message on screen.
- It's 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