How to Enroll in Classes

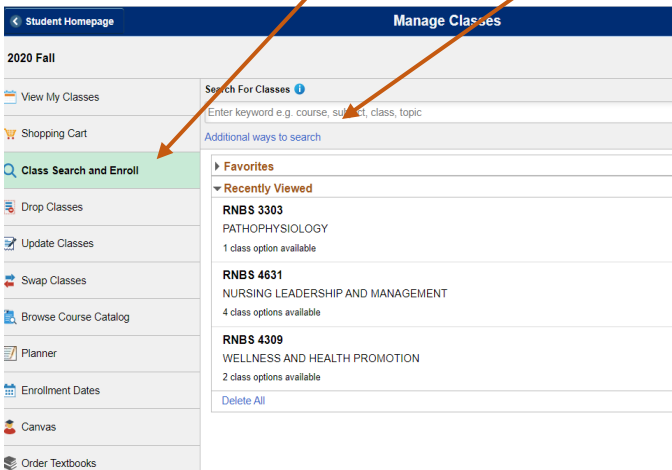UT Tyler
THE UNIVERSITY OF TEXAS AT TYLER

- 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.

- 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"

- 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.

- 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