HOW TO SEARCH & ENROLL IN CLASSES
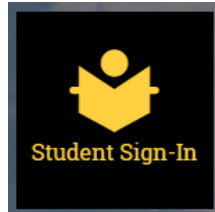
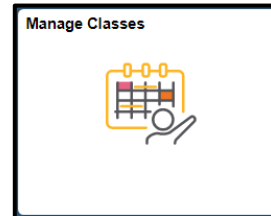**①** Log into **myeagle.hccs.edu**, using your username and password, select the "**Student Sign-In**" tile.

Student Sign-In

Note: Your User ID is your W number.

② From the Student Homepage, click on the "**Manage Classes**" tile.

Manage Classes

Note: Checklist items must be completed for this tile to be active.

③ Select "**Class Search and Enroll**" from the left pane.

View My Classes
Planner
Class Search and Enroll
Shopping Cart
Drop Classes
Drop Count
Swap Classes
Enrollment Dates
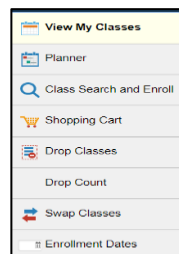
④ Select "**Enrollment**" term.

Terms prior to Fall 2019 Term Begin Date 08-26-2019
Terms on or after Fall 2019 Term Begin Date 08-26-2019
Fall 2019
Quarter I 2019 Continuing Ed
Quarter II 2020 Continuing Ed
Spring 2020
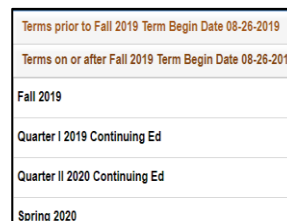
Note: If the enrollment term (Spring, Summer or Fall) is not listed, please contact your Admissions Office for assistance.

ATTENTION

You must enroll in courses that are part of your degree plan (major). If you would like to enroll for classes outside your degree plan, you must meet with your academic advisor. Enrolling in classes outside of your degree plan will affect your financial aid.
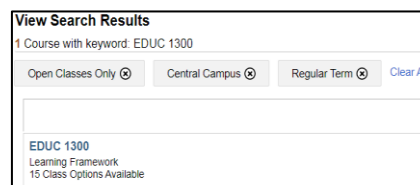
⑤ Enter course information into the "**Search For Classes**" and "**Enter**" or the "**Go**" button >>.

Search For Classes ⓘ
EDUC 1300
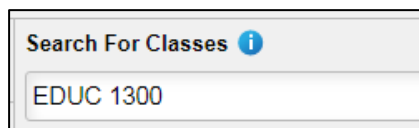
⑥ The "**Class Search Results**" will open to display open classes, location, campus, session, etc.

View Search Results
1 Course with keyword: EDUC 1300
Open Classes Only ⊗   Central Campus ⊗   Regular Term ⊗   Clear All

EDUC 1300
Learning Framework
15 Class Options Available

Change the display options by turning off the filter (click "**x**") at the top of the page or by changing options in the left pane.

7 Select the "**class section**" you want.

Note: If you are not able to select a class, please contact your Admission Office for assistance.

8 To view more information about the course you have chosen, click the "**blue hyperlink**".

Click on the "**x**" to close "**Class Information**" box

9 "**Review Class Selection**" and click the

 button in the upper-right corner of the screen.

10 Review the class you have selected to "**Add to the Shopping Cart**"

Click the button in the upper-right corner of the screen.

Click "**Yes**" or "**No**" if you are sure you want to submit?

11 Click on "Shopping Cart" and Review the class you have selected to "**Add to Shopping Cart**"

If you have a **permission number**, click on "**Change Preferences**" associated with the class to the right and enter the number then click "**Save**"

12 Select the appropriate box to "**Enroll**"

Click the button in the upper-right corner of the screen.

Click "**Yes**" or "**No**" if you are sure you want to submit?

⑬	Click on "**View My Classes**"

⑭	From the Student Homepage, click on the **"Financial Account"** tile to view "**What I Owe**"

Congratulations! You have successfully enrolled.