

STUDENT WEB REGISTRATION INSTRUCTIONS

To access the Student Administration Services menu, click on the inside.uthscsa (portal) link on the UTHSCSA homepage (www.uthscsa.edu/) or use the following URL: <http://inside.uthscsa.edu/>.

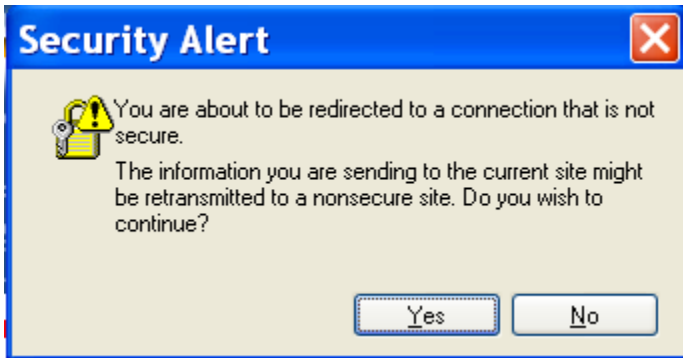


Enter your UTHSCSA domain user id and password and click on [Sign In](#). (Your UTHSCSA domain user ID and password are the same as your UTHSCSA e-mail user ID and password.)



If your sign in was not successful, click on [Need login help?](#), contact the Service Desk at IMS-Servicedesk@uthscsa.edu or 567-7777, or visit a Help Desk. Help Desks are located in Medical School Room 411L and in the Briscoe Library 2nd Floor Computer Lab.

If you receive the following Security Alert, click on Yes.

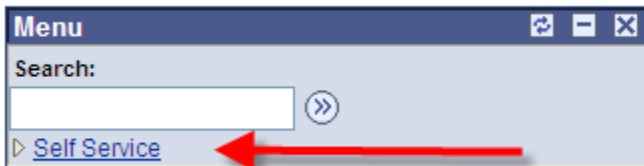


Click on Student Administration in the Enterprise Menu box.

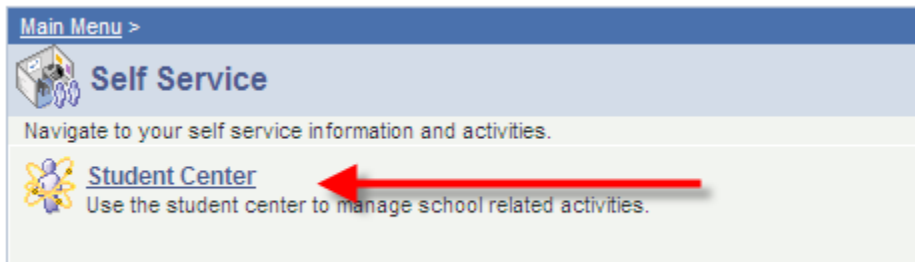


(If this results in a blank screen, you must drop your browser's security level to Medium. A level of High will prevent the system from operating.)

Start by clicking on Self Service.



Then Click on the Student Center.



TO ENROLL IN CLASSES

Click on Enroll or the Enrollment: Add link on the “other academic” pull-down menu.

The screenshot shows the 'Judy's Student Center' interface. Under the 'Academics' section, there are links for 'Search', 'Enroll', and 'My Academics'. A red arrow points to the 'Enroll' link. Below these links is a pull-down menu labeled 'other academic...'. The menu is open, showing options: 'Class Schedule', 'Course History', 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Edit', 'Enrollment: Swap', 'Grades', and 'Transcript: View Unofficial'. A red arrow points to 'Enrollment: Add'. To the right, there is a 'Deadlines' section and a 'Fall 2008 Schedule' table.

Fall 2008 Schedule	
Class	Schedule
NURS 3203-001 LEC (1522)	Tu 10:00AM - 11:50AM Room: TBA

weekly schedule ►

You may see multiple terms listed. If so, choose the one you want and click [CONTINUE](#).

The screenshot shows the 'Judy Student' interface. At the top, there are buttons for 'Search', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'edit'. The main section is titled 'Add Classes' and includes a 'Select Term' section. A red arrow points to the 'Fall 2008' row in the table below.

Term	Career	Institution
<input checked="" type="radio"/> Fall 2008	Nursing Undergraduate	UT Health Science Center at SA
<input type="radio"/> Spring 2009	Nursing Undergraduate	UT Health Science Center at SA

[CONTINUE](#)

my class schedule || add || drop || swap || edit

Add Classes

1. Select classes to add

To select classes for another term, click on Change Term. To add a class, enter class nbr or click on Search button. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA [change term](#)

Open Closed

Add to Cart

Enter Class Nbr [enter](#)

Find Classes

Class Search

[search](#)

Fall 2008 Shopping Cart

Your enrollment shopping cart is empty.

To add a class, enter the class number and click [enter](#) or Search for a class using the [search](#) button.

If you are searching for a class, use the drop down feature to select a Course Subject and a course career, then enter the Course number if you know it. Then hit the [SEARCH](#) button.

Add Classes

Enter Search Criteria

UT Health Science Center at SA | Fall 2008

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: Nursing [▼](#)

Course Number: is exactly 3203

Course Career: Nursing Undergraduate [▼](#)

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#) [CLEAR CRITERIA](#) [SEARCH](#)

When you see the class you wish to add, click on the [select class](#) button.

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open Closed

▼ NURS 3203 - STRATEGIES FOR PROF NSG:RESEARCH

[View All Sections](#) First 1 of 1 Last

Section [001-LEC\(1522\)](#) Status [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 10:00AM - 11:50AM	TBA	Maria Bluhm	08/25/2008 - 12/17/2008

You may be required to enter a Class Permission Number if the class in which you wish to register requires instructor/departmental consent for enrollment. To obtain a Class Permission Number, contact the instructor/department responsible for the course.

If the class in which you wish to register is a variable hour course (a class that may be taken for a range of semester hours), you will additionally be required to enter the number of Units (semester hours) for which you wish to register. **Failure to enter the number of Units for which you wish to register will result in the student information system defaulting your enrollment to the minimum number of semester hours allowed for the class. This could result in an understated bill if your desired enrollment is greater than the minimum number of semester hours allowed.**

After entering permission number and/or units (as needed), click on .

Add Classes

1. Select classes to add - Enrollment Preferences


Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

NURS 3203 - STRATEGIES FOR PROF NSG:RESEAR

Class Preferences

NURS 3203-001	Lecture	● Open	Permission Nbr	<input type="text"/>
			Grading	Graded
Session	Regular Academic Session		Units	2.00 <input type="button" value="v"/>
Career	Nursing Undergraduate			

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	Tu 10:00AM - 11:50AM	TBA	Maria Bluhm	08/25/2008 - 12/17/2008


If you wish to delete any of the classes you have just selected, click on the  in your Shopping Cart.

Repeat this class selection process until you have chosen all of the courses in which you desire to enroll and then click on [PROCEED TO STEP 2 OF 3](#).

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, click on Change Term. To add a class, enter class nbr or click on Search button. When you are satisfied with your class selections, proceed to step 2 of 3.

 **NURS 3203 has been added to your Shopping Cart.**



Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA [change term](#)

Open Closed

Add to Cart:

Enter Class Nbr [enter](#)

Find Classes Class Search [search](#)

Fall 2008 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	NURS 3203-001 (1522)	Tu 10:00AM - 11:50AM	TBA	M. Bluhm	2.00	

[PROCEED TO STEP 2 OF 3](#)

Confirm your choices by clicking on [FINISH ENROLLING](#).


Add Classes 1 2 3

2. Confirm classes



Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
NURS 3203-001 (1522)	STRATEGIES FOR PROF NSG:RESEAR (Lecture)	Tu 10:00AM - 11:50AM	TBA	M. Bluhm	2.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

If your enrollment was successful, you will see a  next to each class. A  next to a class means that there was an error in the enrollment request. An explanation on the error will be noted in them message section.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
NURS 3203	Success: This class has been added to your schedule.	✔

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

NOTE: If the request was unsuccessful due to a hold, you can view your hold(s) on the Student Center page. Click back on the Student Center link on the left and the holds will be listed in the upper right hand corner. Click on [details ▶](#) to see more information about your hold(s).

Menu -

Search: »

- ▼ Self Service
 - Student Center



Judy's Student Center

▼ Academics

[Search](#)
[Enroll](#)
[My Academics](#)

other academic... »

34 Deadlines

Fall 2008 Schedule

Class	Schedule
34 NURS 3203-001 LEC (1522)	Tu 10:00AM - 11:50AM Room: TBA

[weekly schedule ▶](#)

▼ Finances

My Account i You have no outstanding charges.

SEARCH FOR CLASSES

▼ Holds

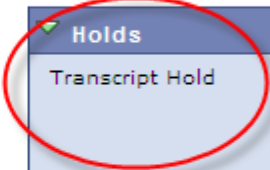
Transcript Hold [details ▶](#)

▼ To Do List

No To Do's.

▼ Advisor

Program Advisor



TO EDIT A CLASS (change amount of units or semester hours)

If you need to change the units (semester hours) for a class in which you have previously enrolled, from the Student Center, Click on Enroll or the Enrollment: Edit link on the “other academic” pull-down menu.

The screenshot shows the 'Judy's Student Center' interface. Under the 'Academics' section, there are links for 'Search', 'Enroll', and 'My Academics'. A red arrow points to the 'Enroll' link. Below these links is a pull-down menu for 'Enrollment: Edit', with a red arrow pointing to the 'Enrollment: Edit' option. To the right, there is a 'Fall 2008 Schedule' table with columns for 'Class' and 'Schedule'. The table lists 'NURS 3203-001 LEC (1522)' with a schedule of 'Tu 10:00AM - 11:50AM Room: TBA'. A 'weekly schedule' link is also present. At the bottom, there is a message: 'You have no outstanding charges.'

If you used the Enroll link, you must now click on the **edit** tab.

Select the class you want to edit using the pull-down feature, then click

PROCEED TO STEP 2 OF 3

The screenshot shows the 'Edit Class Enrollment Options' page. At the top, there are tabs for 'Search', 'Enroll', and 'My Academics'. A red arrow points to the 'My Academics' tab. Below the tabs, there are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'edit'. A red arrow points to the 'edit' button. The main heading is 'Edit Class Enrollment Options' with a progress indicator showing '1' selected. Below this, there is a section titled '1. Select a class to edit' with instructions: 'Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.' Underneath, there is a header for 'Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA' and a 'change term' button. A section titled 'Classes you are allowed to edit' contains a pull-down menu labeled 'Select from your schedule' with 'NURS 3203: STRATEGIES FOR PROF NSG:RESEAR' selected. A red arrow points to this menu. At the bottom, there is a green button labeled 'PROCEED TO STEP 2 OF 3' with a red arrow pointing to it.

Using the pull-down feature, select the appropriate number of units and click **NEXT**.

Search | Enroll | My Academics

my class schedule | add | drop | swap | edit

Edit Class Enrollment Options

1 2 3

1. Select a class to edit - Enrollment Preference

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

NURS 3203 - STRATEGIES FOR PROF NSG:RESEAR

Class Preferences

NURS 3203-001 | Lecture | ● Open

Grading: Graded

Units:
2.00
3.00
4.00

Session: Regular Academic Session
Career: Nursing Undergraduate

Click on **FINISH EDITING** if you wish to proceed with the change.

Judy Student | go to ...

Search | Enroll | My Academics

my class schedule | add | drop | swap | edit

Edit Class Enrollment Options

1 2 3

2. Confirm your selections

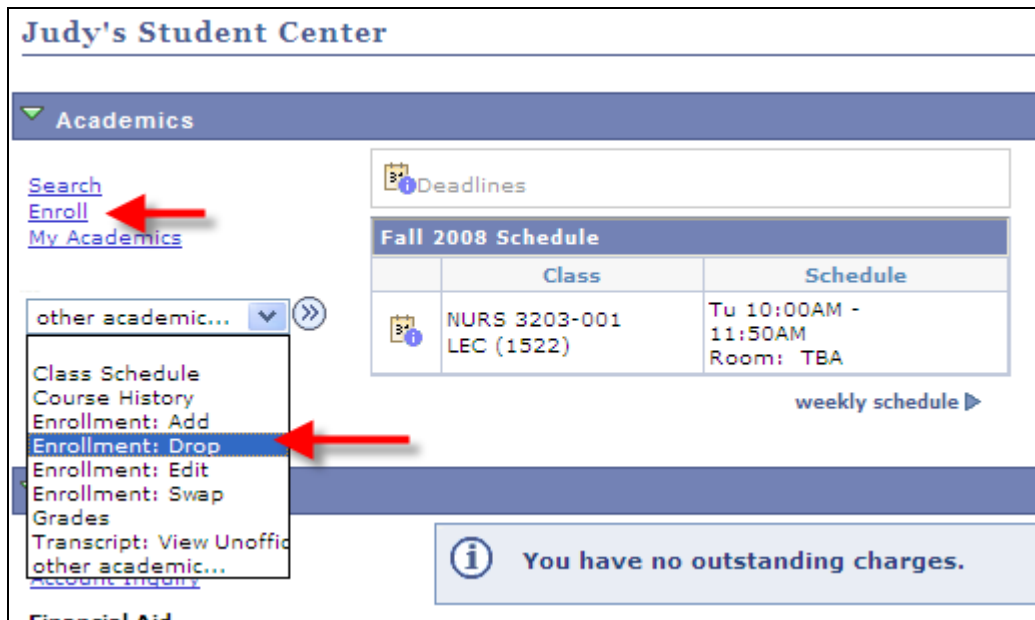
Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

Class Attribute	Original Value	New Value
Units	2.00	4.00

TO DROP CLASSES

From the Student Center, click on Enroll or the Enrollment: Drop link on the “other academic” pull-down menu.



Judy's Student Center

Academics

[Search](#)
[Enroll](#) ←
[My Academics](#)

other academic... >>
Class Schedule
Course History
Enrollment: Add
Enrollment: Drop ←
Enrollment: Edit
Enrollment: Swap
Grades
Transcript: View Unofficial
other academic...
[Account History](#)

Deadlines

Fall 2008 Schedule

	Class	Schedule
	NURS 3203-001 LEC (1522)	Tu 10:00AM - 11:50AM Room: TBA

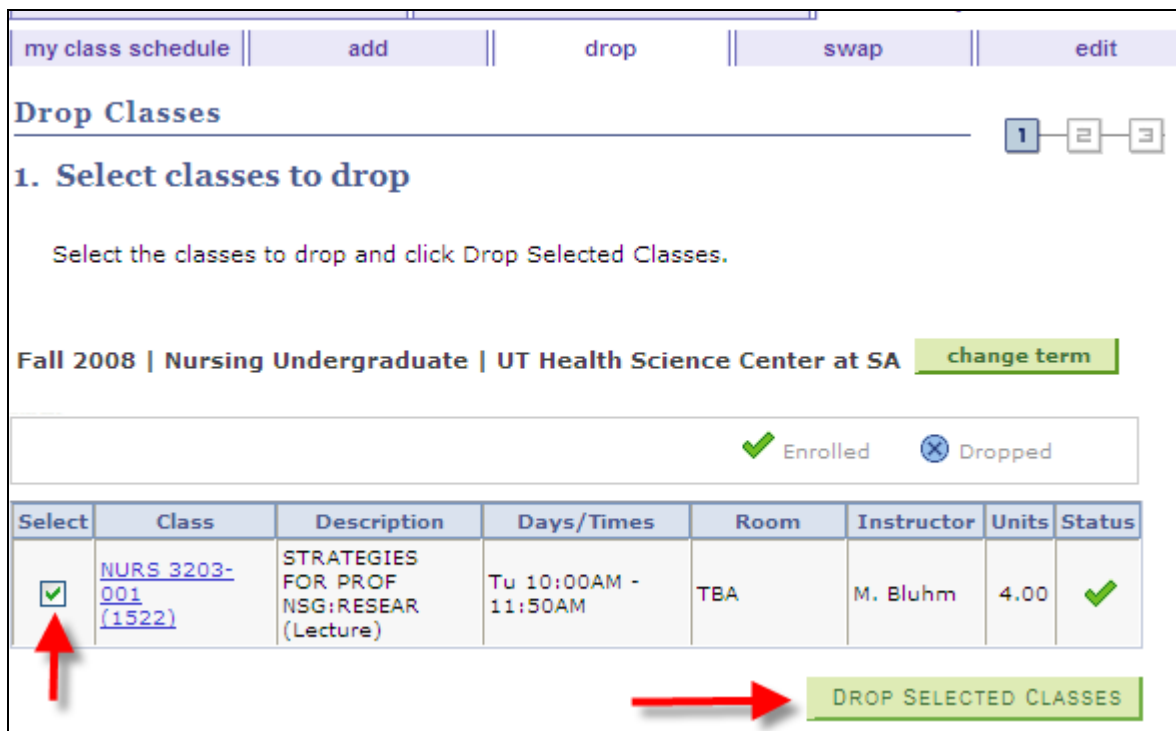
weekly schedule ▶

i You have no outstanding charges.

If you click on Enroll, you must now click on the **drop** tab.

Select a term if necessary.

Check the box next to the class you wish to delete and click **DROP SELECTED CLASSES**.



my class schedule | add | drop | swap | edit

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA **change term**

✓ Enrolled ✗ Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	NURS 3203-001 (1522)	STRATEGIES FOR PROF NSG:RESEAR (Lecture)	Tu 10:00AM - 11:50AM	TBA	M. Bluhm	4.00	✓

DROP SELECTED CLASSES

Click on **FINISH DROPPING** to complete the process.

Search Enroll My Academics

my class schedule || add || drop || swap || edit

Drop Classes

1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

✓ Enrolled ✕ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
NURS 3203-001 (1522)	STRATEGIES FOR PROF NSG:RESEAR (Lecture)	Tu 10:00AM - 11:50AM	TBA	M. Bluhm	4.00	✓

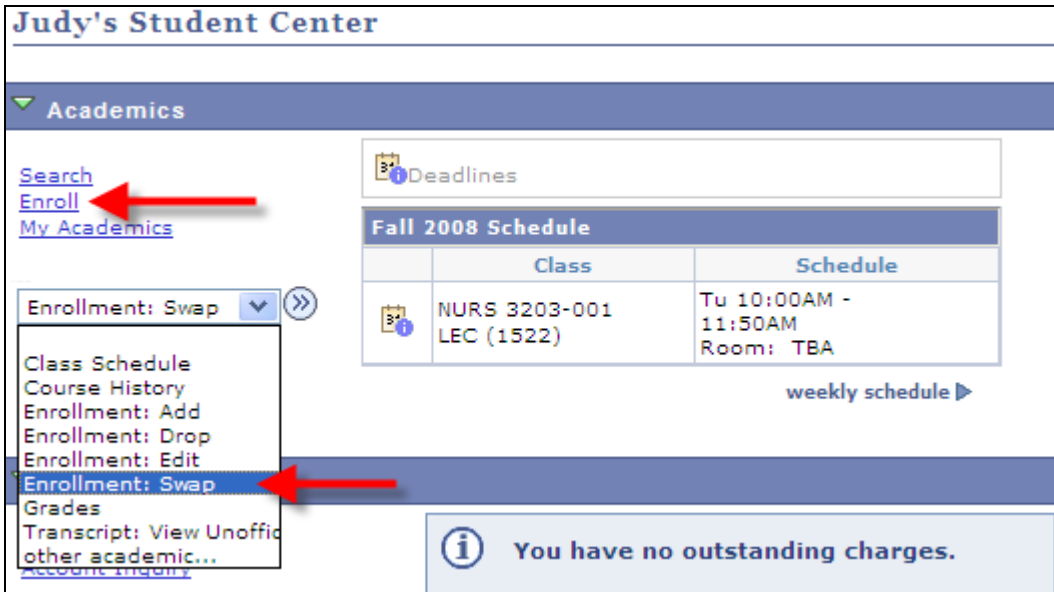
CANCEL PREVIOUS **FINISH DROPPING**

If your drop was successful, you will see a ✓ next to each class. A ✕ next to a class means that there was an error in the enrollment request. An explanation on the error will be noted in them message section.

TO SWAP CLASSES

To “swap” classes is to replace one class for another.

From the Student Center, Click on Enroll or the Enrollment: Swap link on the “other academic” pull-down menu.



Judy's Student Center

Academics

[Search](#)
[Enroll](#)
[My Academics](#)

Enrollment: Swap

- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transcript: View Unofficial
- other academic...
- Account Inquiry

Deadlines

Fall 2008 Schedule

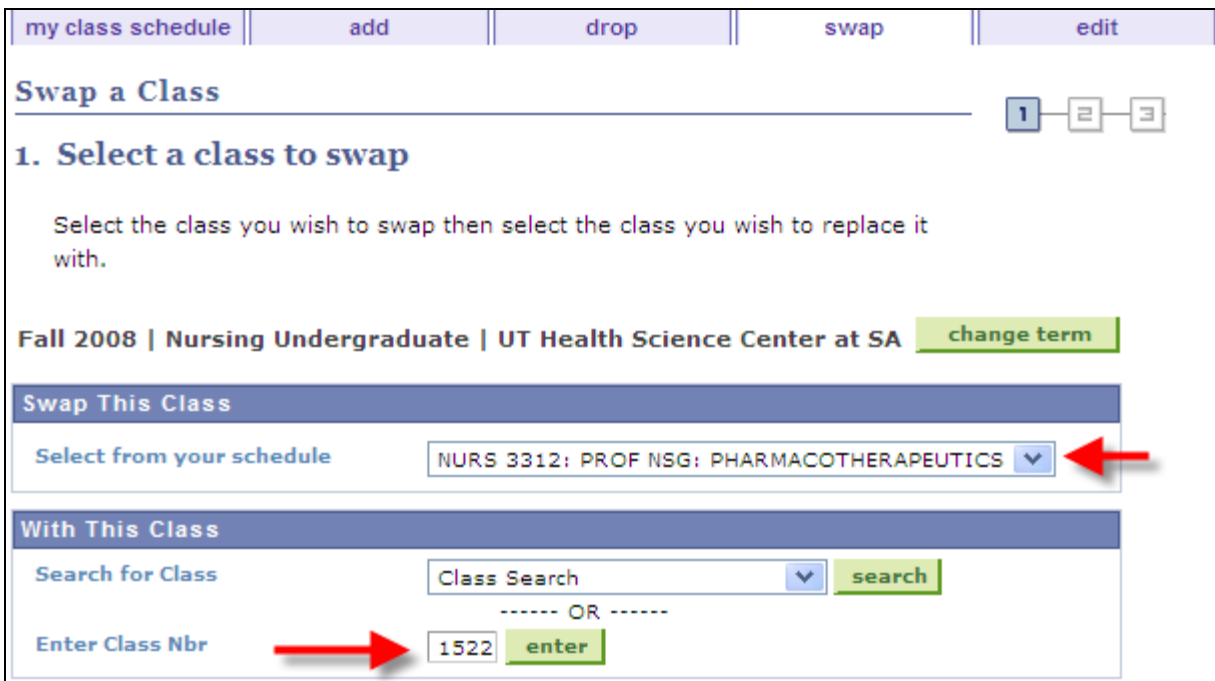
Class	Schedule
NURS 3203-001 LEC (1522)	Tu 10:00AM - 11:50AM Room: TBA

weekly schedule ▶

You have no outstanding charges.

If you used the Enroll link, you must now click on the **swap** tab. Select a term if necessary.

First choose the class to drop (swap), using the pull-down feature, then enter the class number or search for a class to add in it's place.



my class schedule | add | drop | **swap** | edit

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA **change term**

Swap This Class

Select from your schedule: NURS 3312: PROF NSG: PHARMACOTHERAPEUTICS

With This Class

Search for Class: Class Search search

----- OR -----

Enter Class Nbr: 1522 enter

NEXT

Enter permission number or change units on course to be added if needed, then click **NEXT** button.

Swap a Class

1 2

1. Select a class to swap - Enrollment Preference

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

NURS 3203 - STRATEGIES FOR PROF NSG:RESEAR

Class Preferences

NURS 3203-001	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
			Grading	Graded
Session	Regular Academic Session		Units	2.00 <input type="button" value="v"/>
Career	Nursing Undergraduate			

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	Tu 10:00AM - 11:50AM	TBA	Maria Bluhm	08/25/2008 - 12/17/2008

After reviewing the swap request, click button.

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

▼ You are replacing this class

Enrolled Dropped



Class	Description	Days/Times	Room	Instructor	Units	Status
NURS_3312-001 (1526)	PROF NSG: PHARMACOTHERAPEUTICS (Lecture)	Th 9:00AM - 11:50AM	TBA	A. Linton	3.00	<input checked="" type="checkbox"/>

▼ With this class

Open Closed




Class	Description	Days/Times	Room	Instructor	Units	Status
NURS_3203-001 (1522)	STRATEGIES FOR PROF NSG:RESEAR (Lecture)	Tu 10:00AM - 11:50AM	TBA	M. Bluhm	2.00	<input checked="" type="checkbox"/>

The resulting page will confirm if the swap was successful or will return error messages if it was not successful.

Judy Student go to ...  

Search **Enroll** **My Academics**

my class schedule || add || drop || swap || edit

Swap a Class   

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA

✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap NURS 3312 with NURS 3203	Success: This class has been replaced.	✔

[MY CLASS SCHEDULE](#)

VIEW YOUR CLASS SCHEDULE and ORDER TEXTBOOKS

You can view your class schedule by clicking on the [my class schedule](#) tab. From this page, you can click on the [Order Books Now](#) link to access the UTHSCSA Bookstore.

Judy Student go to ...

Search Enroll My Academics

[my class schedule](#) [add](#) [drop](#) [swap](#) [edit](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

Fall 2008 | Nursing Undergraduate | UT Health Science Center at SA [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

NURS 3312 - PROF NSG: PHARMACOTHERAPEUTICS

Status	Units	Grading	Grade	Deadlines	Image
Enrolled	3.00	Graded			

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1526	001	Lecture	Th 9:00AM - 11:50AM	TBA	Adrienne Linton	08/25/2008 - 12/17/2008

[Printer Friendly Page](#)

[Order Books Now](#)

You can also view your class schedule by selecting Class Schedule in the pull-down feature on the main Student Center page.

Judy's Student Center

Academics

[Search](#)
[Enroll](#)
[My Academics](#)

[other academic...](#) go to ...

- Class Schedule**
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transcript: View Unofficial
- other academic...
- Account Inquiry

Deadlines

Fall 2008 Schedule

Class	Schedule
NURS 3312-001 LEC (1526)	Th 9:00AM - 11:50AM Room: TBA

[weekly schedule](#)

You have no outstanding charges.

Financial Aid
[View Financial Aid](#)

If you need assistance, please contact the Registrar's Office at registrars@uthscsa.edu or 210-567-2621.