

Steps	Descriptions
1.	Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .
	Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Faculty Center tile
3.	The Faculty Center displays your Teaching Schedule for the current semester automatically. Click on the CV Upload link on the right side of the page. My Schedule Fall 2011   UH-Clear Lake change term Select display option: Show All classes Show Enrolled Classes Only Constant Class Class Title Enrolled Days & Times Room Class Dates Upload Constant Class Class Title Enrolled Days & Times Room Class Dates Upload Constant Class Class Title Enrolled Days & Times Room Class Dates Upload Constant Class Class Title Enrolled Days & Times Room Class Dates Upload Constant Class Class Title Enrolled Days & Times Room Class Dates Upload
4.	0.       Reture       Dec 10. 2011       Uplead         View Weekly Teaching Schedule       Liek       Liek         Bundlex Center: Advisor Center: Search       Mr. Schedule Schedule       Liek         Click the Class Roster icon next to the class number.       Image: Class Title       Image: Class Title         Class       Class Title       Image: Class Title       Image: Class Title         1182411       Image: Class Title       Image: Class Title       Image: Class Title

	E-Services UHCL	is clear
5.	Upon clicking the <b>Class Roster</b> icon, the roster will show and you will see the <b>ASR</b> button next to t on the roster. Click on the button.	he student nam
	▼ PSOFT 1234 - 01 (23278) change class	
	Days and Times     Room     Instructor     Dates       We 7:00AM-9:50AM     TBA     Joe Test     08/22/2011 - 12/10/2011	
	*Enrollment       Enrolled         Status       Enrolled         Enrollment       20       Enrolled         Capacity       Select display         Select display       Enrollude photos in list option;         Enrolled Student       Find   🖓   着         Find   🖓   着       First 🖓 3	
	ASR Notification D Name Grade Units Program and Plan 1 ASR 00031 Control D School of Business UG - General Business BS You will be taken to a new page. You will need to fill in the required fields prior to saving the form	<u>1</u> .
	of the referral.         Academic Support Referral         This notice captures unacceptable student performance. Thank you for informing us!         Institution:       00759         UH-Clear Lake	
	Term: 1850 Fall 2011 Student Information EmolID: 0003569 TestJoe Richard	
	Carpen LIGPD Primary School of Purineer LIG	
	Acad Plan: General Business BS	
	Acad Plan: General Business BS Course Information C	
	Course     PSOFT     1234       Title:     Intro to PeopleSoft       Class Nbr:     23278       Session:     1       Class Section:     01	
	Course     DSRD     Progr       Acad Plan:     General Business BS       Course     Information       Course:     PSOFT       1234       Title:     Intro to PeopleSoft       Class Nbr:     23278       Session:     1       Class Section:     01       Component:     LEC	
	Course:     DSAD     Prog: Prog: Prog: Prog: Prog: Prog: Prog: Acad Plan:     School of Business OS       Acad Plan:     General Business BS       Course:     PSOFT     1234       Title:     Intro to PeopleSoft       Class Nbr:     23278       Session:     1       Class Section:     01       Component:     LEC   Instructor: Information Instructor:       Instructor:     0003569     Test, Joe Richard       Email:     psoftmail@uhcl.edu       Phone:     281/283-2484	
	Acad Plan: General Business BS     Course Information   Course: PSOFT   1234   Title: Intro to PeopleSoft   Class Shbr: 23278   Session: 1   Class Section: 01   Component: LEC     Instructor Information   Instructor: 0003569   Test, Joe Richard   Email: psoftmail@uhcl.edu   Phone: 281/283-2484   *Academic Difficulty: *Have you discussed your concerns with the student?	
	Cartes: Oold Prog:   Acad Plan: General Business BS     Course: PSOFT   1234   Title: Intro to PeopleSoft   Class Section: 01   Component: LEC     Instructor: 0003569   Test,Joe Richard   Email: psoftmail@uhcLedu   Phone: 281/283-2484   * Academic Difficulty: *Have you discussed your concerns with the student?    If yes,   comment:   * With appropriate changes in the students behavior, can the student still earn a grade of * With appropriate changes in the students behavior, can the student still earn a grade of * * * * * * * * * * * * * * * * * * *	
	Curve: Doub   Prog:   Acad Plan:   General Business BS     Course:   PSOFT   1234   Tite:   Intro to PeopleSoft   Class Nbr:   23278   Session:   1   Class Section:   01   Component:   LEC     Instructor Information   Instructor:   Mostion:   Phone:   281/283-2484     *Academic   *Academic   *Academic   *Mith appropriate changes in the students behavior, can the student still earn a grade of     *With appropriate changes in the students behavior, can the student still earn a grade of	