Log in to ozone.ou.edu.

Click the **Advising** tab. Please note a tab becomes highlighted when it is activated.

Click the **Add/Drop Advisee’s Classes** link in the Manage Advisees channel
Term Selection

Select a specific term from the drop-down list of available terms and click Submit.

Student Selection -

Search for a student either by ID or name.
Enter either
- The Sooner ID of the student
  OR
- Last name or first name, or partial name

NOTE: The Advisee Student and Query is not populated at this time. Leave the Search Type set at All.

Click Submit.

Select the Student that you wish to view from the drop-down list and click Submit.

If the student’s enrollment window is open but the student has not yet enrolled in any classes for the selected term, the Add or Drop Classes page will look like this:

To enroll or add a class, you can EITHER:
• Enter the Course Reference Numbers (CRNs) in the Add Classes Worksheet and click **Submit Changes**
• OR
• Click the **Class Search** button if you do not know the CRNs. The **Look Up Classes** search page will display.

### Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to return to the search results.

**Subject:**
- Accounting
- Adult and Higher Education
- Aerospace Studies

**Course Number:**

**Title:**

**Schedule Type:**
- All
- Clinical
- Cooperative Education

**Instructional Method:**
- All
- CD ROM course
- Correspondence course

**Credit Range:**

**Campus:**
- All
- Advanced Programs
- Indep and Distance Learning

**Course Level:**
- All
- Audit Only
- Continuing Education

**Part of Term:**
- First Half Term
- Full Term

**Duration:**

**Instructor:**
- Abbas, June M
- Abbott, Braden K

**Session:**
- All

**Attribute Type:**
- Academic Affairs Course
- Approved for graduate credit

**Start Time:**

**End Time:**

**Days:**
- [ ] Mon
- [ ] Tue
- [ ] Wed
- [ ] Thu
- [ ] Fri
- [ ] Sat
- [ ] Sun

**Class Search** | **Reset**

You must select at least one **Subject**, and you can select multiple subjects using the shift or Ctrl key. To select all subjects, click on the first entry in the drop-down box, then click shift+Z.

**TIP:** To find online sections, select Online courses in the Instructional Method drop-down box.

**TIP:** General Education Core Areas are included in the Attribute Type drop-down box.

Select any combination of fields to search.

To select more than one item in any of the fields, hold down the Ctrl key and click on them.

Click the **Class Search** button.

The example below shows the search results for spring 2010 Architecture General Education Western Culture classes. The term selected displays in the upper-right hand part of the screen below the student’s name. Details shown include: **Title, Days, Time, Capacity, Remaining Seats, Date** class begins and ends, **Building** with **Room number**, and **Course Attributes**.
To add this class to the student’s schedule, select the box to the left of the CRN (C=closed class, SR=enrollment restrictions, NR=not available for registration) and then either

- Click Register, and the selected class will be added to your schedule if there are no registration errors.

- OR

  - Click Add to Classes Worksheet, and the selected class CRN will be added to the Add Classes Worksheet section.

Registration errors, if any, will display like this:

In oZONE the Registration Add Errors will display one at a time as you resolve the errors. Each Registration Add Error message will contain instructions for resolving that error. See Resolving Registration Add Errors for more details.

Click Class Search and repeat that process to find a different class to resolve the error(s).

Enrollment Tips

- **To add a lecture with lab or discussion** - select the lecture section AND the lab or discussion section at the same time and click Register. You can tell what lab or discussion sections go with what lecture sections by the course and section number included in the lab or discussion section title.

- **To change lab or discussion sections** - find a lab or discussion you want and enter the CRN in the Worksheet, then change the lab or discussion in the schedule to Drop and click Submit Changes.

- **To add the same lecture section back to the schedule but with a different lab or discussion** - If you drop either part of a lecture/lab or lecture/discussion, both parts of the class are dropped. To add the same lecture section back to the schedule but with a different lab or discussion, find a lab or discussion you want and enter the CRN in the Worksheet, then change the dropped lecture schedule...
in the schedule to Self Service Enrollment and click Submit Changes. To add a different lecture and lab or discussion, enter the CRNs for both in the Worksheet and click Submit Changes.

- **Time Conflicts** - If you pick a class that has a time conflict with an existing course, you can type the CRN of the new course in the Add Classes Worksheet, select an Action from the drop-down box for the existing course, and then click Submit Changes to add the new course and drop the old one.

- **To add back a course previously dropped** - select the Self-Service Enrollment option in the Action pull-down list and click Submit Changes.

- **You cannot drop a class if it has been graded or if the add/drop period has passed.**

- **Successful enrollments and add/drops** will display as Self-Service Enrollment in Status column of the Current Schedule section of the page.
- **Enrollment and add/drop confirmation emails** are sent out nightly.
- **Billing Hours** displayed are a cumulative total of hours enrolled and dropped. They are used for auditing purposes only, not billing.
- **To change Variable Credit Hour course enrollment** - click on the credit hours.

### Course Overrides/Special Permission

Departments and colleges place registration restrictions on courses for a variety of reasons, such as requiring that certain prerequisites be completed, controlling course capacity, and monitoring enrollment in individualized programs.

- If the student receives a Class Full override, add the class to the schedule by entering the CRN in the Add Classes Worksheet and clicking Submit Changes.

### To drop a class, select an option in the Action pull-down list and click Submit Changes.

- If you wish to add a course back which you previously dropped, change its status in the drop down box and click Submit Changes.
- You cannot drop a class if it has been graded or if the add/drop period has passed.