Login to ozone.ou.edu using your OUNet ID and Password. You can either click on the Enroll link on the Home tab.

OR click on the Academics tab.

After selecting the Academics tab, under Enrollment Tools, select the Enroll and Add/Drop link.
Note: When any of these links are accessed, the system always prompts for the term to ensure that any changes made are for the correct term.

Select a Term from the available terms in the drop-down box and click Submit.

If your enrollment window is not open, you will see when you will be able to register:

Prior to your enrollment time, you can plan ahead by looking up classes through the Look Up Classes link and noting the Course Reference Numbers (CRNs) for the sections in which you will want to enroll. These CRNs can be a short-cut for you later when your Registration Time arrives. To look up classes, click the Back to Academics tab link in the upper-left hand part of the page and then click the Look Up Classes link.

If your enrollment window is open but you have 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 are unsure which classes you want, or do not know the CRNs. The Look Up Classes page will display. Follow the instructions provided there to search for classes and add them to your schedule.

To drop a class, select an 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.

To add a class that you dropped back in your schedule, select the Self-Service Enrollment option in the Action pull-down list and click Submit Changes.

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.

Registration Add Errors: You may still encounter Registration Add Errors, i.e., prerequisites, corequisites, special permission, time conflicts, etc., when trying to enroll. Registration Add Errors display one at a time as you resolve the errors, and the messages indicate what is needed to resolve them. See Registration Add Errors for more information.

Billing Hours displayed below are a cumulative total of hours enrolled and dropped. They are used for auditing purposes only, not billing.

If you need assistance, email enroll@ou.edu.
• Click the **Class Search** button if you are unsure which classes you want, or do not know the CRNs.

The **Look Up Classes** search page will display.

**Look Up Classes**

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.

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

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.

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

**You can choose a Standard course search OR an Advanced search. The Advance Search is pictured below.**

Select any combination of fields to search.

**Duration:**

**Instructor:**

**Session:**

**Attribute Type:**

**Start Time:**

**End Time:**

**Days:**

Click the **Section 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 your schedule, select the box to the left of the CRN (C identifies a closed class) 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.

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

- 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 also 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.
- If you are enrolled in a class that is lecture with lab or lecture with discussion, and you want 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 your schedule to Drop and click Submit Changes.
• If you are enrolled in a class that is lecture with lab or lecture with discussion and you drop either part, both parts of the class are dropped. To add the same lecture section back to your 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 your 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.

• 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 section, 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.

**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 you receive a Class Full override, add the class to your 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.

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