Login to ozone.ou.edu using your OUNet ID and Password.

Click on the Academics tab. A tab becomes highlighted when it is activated.

Students access registration-related information and activities through the Enrollment Tools channel.

**Quick Links**

**Enrollment Tools**

- Check Advising Status
- Course Evaluation Data
- Course Descriptions
- Enroll and Add/Drop
- Enrollment and Registration Status
- How to Enroll and Look Up Classes
- Look Up Classes
- Variable Credit Hours Classes
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.

**Look Up Classes**—Select a term or date range and search for classes scheduled for that term or date range.

Prior to your Registration time you can search for classes through Look Up Classes.

Select a **Term** or **Date Range** and click **Submit**.

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

There are two **Search options**, standard and advanced.

**Standard Search**

- Standard Search only allows you to search for one subject.
Look Up Classes

You must select at least one Subject, and you may select all subjects, click on the first entry to see the new single-subject search results screen.

Select a Subject and click Course Search to see the new single-subject search results screen.

Look Up Classes

<table>
<thead>
<tr>
<th>Spring 2012</th>
<th>ENGL-English</th>
</tr>
</thead>
<tbody>
<tr>
<td>0113</td>
<td>Intro to College Writing</td>
</tr>
<tr>
<td>1013</td>
<td>English for Exchange Students</td>
</tr>
<tr>
<td>1113</td>
<td>Principles-English Composition</td>
</tr>
<tr>
<td>1213</td>
<td>Principles-English Composition</td>
</tr>
<tr>
<td>1913</td>
<td>Writing for Health Professions</td>
</tr>
<tr>
<td>2123</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>2133</td>
<td>Autobiographical Writing</td>
</tr>
<tr>
<td>2213</td>
<td>Fiction</td>
</tr>
</tbody>
</table>

Course Announcements - Class announcement
Click the View Sections button to see the standard view of the search results.

Advanced Search

- Advanced Search allows you to select criteria to refine your search.

Click the Advanced Search button to select your search criteria.

Look Up Classes

You must select at least one Subject, and you can select all subjects, click on the first entry in the drop-down list, or select more than one item in any of the fields, hold the % symbol is a wildcard that could be used in combination with any of the fields to search, and then click the Search button.

Remember, clicking at the top of the subject box and clicking SHIFT and Z at the same time will select all subjects so you can easily search for course attributes, such as General Education courses.
Click the **Section Search** button to view the sections meeting the criteria selected.

Details shown on the results page include: **Title**, **Days**, **Time**, **Capacity**, **Remaining Seats**, **Date** class begins and ends, **Building** with **Room number**, and **Course Attributes**.

- **SR** in the Select column indicates the course has enrollment restrictions.
- A **C** in the Select indicates the course is closed/full.
- An **NR** indicates the class is not available for registration.
Click **New Search** at the bottom of the results page to perform another search.

August 27, 2013