OZONE FAQ

How does a student add a class they've dropped back in their schedule?
They should select the Self-Service Enrollment option in the Action pull-down list and click Submit Changes. This instruction is also stated at the top of the Add or Drop Classes page.

How does a student add a class for which they have a Class Full Override?
They should enter the CRN for the class in the Add Classes Worksheet and click Submit Changes.

What do graduate students need to enroll for the first time in thesis/dissertation hours?
For the Spring 2010 enrollment period, graduate students who are for the first time enrolling in thesis or dissertation hours need to have their academic department notify the Graduate College to enter an attribute onto the Banner/oZone system in order to get enrolled in their hours. Those Attributes are:
- TSEA - Thesis Enrollment Approved
- DSEA - Dissertation Enrollment Approved

Graduate students who have already been enrolling in thesis or dissertation hours have already been identified with that attribute and can simply enroll – no additional course override will be required. This essentially maintains the same processes in place previously.

OZONE ALERT

In This Issue
Class Enrollment Data, Course Overrides

CLASS ENROLLMENT DATA

A one-line class schedule has now been made available on the Faculty/Staff tab on Ozone.

Faculty and Staff Academic Services
- Look up students, view holds, remove advising flags.
- Special permissions and course overrides.
- Access the December Intersession and Spring 2010 Cognos enrollment spreadsheets here.
  - December Intersession enrollments
  - Spring 2010 enrollments
  - Spring 2010 Advanced Programs enrollments

These links to Excel spreadsheets are not the final answer to a more user-friendly view of the class schedule, but are meant to help the faculty and staff manage courses for the Spring 2010 semester. This format will allow you to sort it in any way that works best for the question at hand.

This information will be refreshed every morning Monday-Friday. The information will be current as of midnight the night before.

There are also links to these spreadsheets on the Enrollment web page at http://www.ou.edu/enrollment/home.html.

REGISTRATION ADD ERROR INFORMATION FOR STUDENTS

A link has been added to the information at the top of the Add or Drop Classes page which points students to instructions for resolving Registration Add Errors they may encounter.

COURSE OVERRIDES

For spring 2010 enrollment, course overrides have been consolidated again as they were in the legacy system.

A Course override issued for any of the following situations will apply to all of them:
- Duplicate Course
- College Restriction
- Graduate or Law Course
- Major Program Exception
- Classification
- Degree Exception
- Department/Instructor
- Major Code Department
- Prerequisite

Class Full Only is still a separate override
College Reg Restriction on UD is also still a separate override