enroll in oZONE.

This is one of many approaches for enrolling in oZONE. Once you are more familiar with oZONE, you will learn how best to use the system for your needs. **Recommended Browsers:** Internet Explorer 7 or higher | Firefox 3.0 or higher.

**Confirm Enrollment Window**

1. **Log in** to [ozone.ou.edu](http://ozone.ou.edu) using your OUNet ID (4+4) and password.

2. Click on the **Academics Tab** and review your advising & registration status to make sure you are ready to enroll.

   **a. Check Advising Status:**
   Ensure item is checked for the specific semester.

   **b. Enrollment Window & Registration Status:**
   Check that you have cleared any holds.

**Enroll in a Class**

1. Under the Academics tab, click **Enroll and Add/Drop**, and then **Select a Term** to pull up the **Current Schedule** screen.

2. On the **Current Schedule** screen, click **Class Search** to search for and add specific classes.
3. Select your search criteria on the **Search Classes Screen**.

You must **select at least one subject** to search for a class.

**Some options are:**
1. CTRL-Click to select multiple subjects
2. Shift-Z to select all subjects
3. Choose any combination of fields to narrow your search

**Tips:**
Search for online courses by selecting Online course as the Instructional Method.

The Attribute Type list contains options to search for Upper/Lower Division, General Education, or Honors Courses.

When you have selected your class criteria, click **Class Search** to bring up your results.

4. The results of your search appear on the **Look Up Classes Screen**. Check the **Select** box for the class you want to add.

5. At the bottom of the screen, click **Register**. **THIS WILL ENROLL YOU IN THE CLASS.**

6. The **Current Schedule Screen** appears. Successful enrollment or add/drop will display as **Self-Service Enrollment** in the Status column. You can also view your schedule through the **Concise Student Schedule** link at the bottom of the page.

**3 Quick Tips**

1. **Drop a Class:** In **Current Schedule**, select the **Self-Service drop - 100% refund** action and click **Submit Changes**. If you change your mind and want to keep the class, simply select **Self-Service Enrollment** and click **Submit Changes**.

2. **Print your Schedule:** Click the **Concise Student Schedule** link at the bottom of the Current Schedule screen.

3. **Use the Add Classes Worksheet:** Enter the **Course Reference Number (CRN)** in the Add Classes Worksheet and click **Submit Changes** (follow this method for any Class Full overrides). To add a lecture with lab or discussion, enter the CRN’s for the lecture and lab or discussion in the worksheet at the same time and click **Submit Changes**.