

How To Plan A Schedule On-line

You can look at class schedule information, build trial schedules and enroll over the web.

Logging In:

Point your Web Browser to <http://enroll.ou.edu>

Be Aware, you **MUST** activate your password to enroll online at <http://password.ou.edu/>

Logging onto the online enrollment system is easy. Simply type the following:

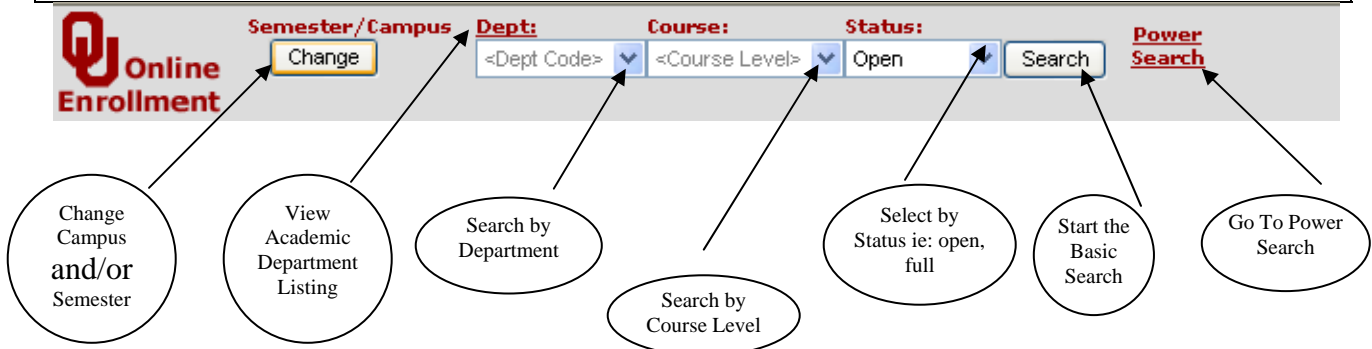
Your OU Net ID. This is commonly referred to as your 4+4. It consists of the first four characters of your last name (in lowercase) combined with the last four digits of your OU ID.

Your OU Password. This password is the one used to access your email and other web based applications.

Campus and **Semester** required for all logins.

Login ...
Login Problems? 325-HELP
Registration Problems? 325-1083
Normal Hours of Operation:
M-F 7am - Midnight and Sat 10am-6pm.
All times are Central Standard Time.
OU Net ID:
4+4 id
Password:
Campus:
(required)
Semester:
(required)
Student Login Admin Login
Guest Login
To sign on as a "GUEST", you only need to select a campus and semester
Guest Login

To Search for a Class:



Power Search Function:

If you have more information about a course than just the Department offering the course and the course level, you may use the **Power Search** to locate specific courses or sections of a course based on your chosen criteria. You may choose one or any combination to help narrow down your search results.

Start the Power Search

Power Search

Dept: <Dept Code> ▾

Course: or <Course Level> ▾

Section:

GenEd: <Select a Category> ▾

Type: <Choose> ▾

College: <Select a College> ▾

Title:

Instructor:

Days: M T W Th F
 Sat Sun

Start Time: ▾ : ▾ ▾

Building: <Select a Building> ▾

Starting in: <Select a Month> ▾

Course Status: Open ▾

Adding Courses to Your Schedule

Find the course you want to take by doing a search, select the course, and add it to your schedule.

AFAM 2003 INTRO-AFAM STUDIES (3 hours)					seats			codes	
	sec	days	time	bdg/room	instructor	left	total	fee	
add	001	TR	10:30 AM - 11:45 AM	Carpenter Hall / 0104	Solomon, Damario	0	55	\$5.00	NWC
add	002	MWF	10:30 AM - 11:20 AM	Adams Hall / 0304	Bratcher, Melanie	1	55	\$5.00	NWC
add	003	M	3:00 PM - 5:45 PM	G L Cross Hall / 0131	Anderson, Tonnia	28	55	\$5.00	NWC
add	900	T	6:30 PM - 9:20 PM	Dale Hall / 0107	Mc Pherson, Kevin	25	55	\$5.00	NWC

Enrolling, Dropping A Course, and Dropping All Courses For The Semester.

CRSE	TITLE	HRS	DAY	TIME	BUILDING/ROOM	INSTRUCTOR	CODES	SEATS	DROP
ASTR 1504 010	GENERAL ASTRONOMY	4	MWF	09:30 AM - 10:20 AM	Nielsen Hall / 0270	John J. Cowan	NS	118 / 210	<input type="checkbox"/>
ASTR 1504 013	DISC-ASTR 1504-010	0	T	12:30 PM - 01:20 PM	Nielsen Hall / 0302		NS	15 / 35	<input type="checkbox"/>

4 Total Credit Hours

[Cancel Enrollment](#)

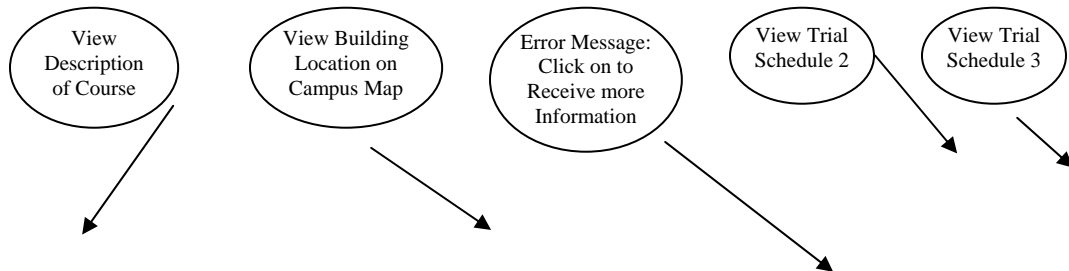
Do you plan on graduating this semester? Yes No

[Finalize Enrollment](#)

Instructions for Dropping

- Step 1: Check Drop box(es)
- Step 2: Click trash can
- Step 3: Click on Complete Add/Drop button
- Step 4: Check your OU e-mail to confirm your transactions.

Other Things To Do With Your Schedule.



CRSE	TITLE	HRS	DAY	TIME	BUILDING/ROOM	INSTRUCTOR	CODES	SEATS	DROP
ANTH 1113 002	GEN ANTHROPOLOGY	3	MWF	10:30 AM - 11:20 AM	G L Cross Hall / 0131	Stance C. Hurst	SS	26 / 100	<input type="checkbox"/>
CHER 1713 001	CHEROKEE I	3	MWF	08:30 AM - 09:20 AM	Dale Hall Tower / 0104	Charles E. Foster	FL	0 / 22	<input type="checkbox"/>

6 Total Credit Hours

Callouts:

- Print Selected Schedule
- View Selected Schedule on a Calendar.
- Estimated Tuition for Selected Schedule
- View Finals for Selected Schedule
- View Online Permissions
- View Information on Enrollment Stops.
- Save Trial Schedules

How To Select the number of Hours for a Variable Hour Class.

- A. Search for the course that you a want to enroll in.
- B. Once you have selected the section you will see this:

Select number of hours for A HI 4960 040

Drop down box for Number of

Change Number of

- C. The system will default to the lowest number of hours. (If this is the correct number of hours, proceed to step E.) Using the Drop down box you will select the number of hours that you want to take. **
- D. Once you have selected the number of hours, click on the “Change number of hours” button and the hours of the course will change.
- E. Now you can finalize your enrollment. You will receive an email confirmation. Please verify the selected hours are correct.

Norman Campus, Spring 2008 Schedule

Sooner, Joe - ADMIN LEADERSHIP-ELECTRO DEL

CRSE	TITLE	HRS	DAY	TIME	BUILDING/ROOM	INSTRUCTOR	CODES	SEATS	DROP
A HI 4960 040	DIRECTED READINGS	6			Fred Jones Art Ctr / 0216	Susan H. Caldwell	✓	10 / 10	<input type="checkbox"/>

DROP by: Mon 01/28/2008 05:00 PM

6 Total Credit Hours

Cancel Spring 2008 Enrollment

Do you plan on graduating this semester? Yes No

Finalize Enrollment

Notice the hours have

**** If the course requires Special Permission, the hours must be equal to or less than the hours of the permission and be section specific.**

How to Change the Number of Hours for a Variable Credit Course.

If you have already enrolled in a course that is variable credit and you wish to increase or decrease your hours, ** please follow these steps.

1. Check the drop box by the course that you need to change.
2. Click the Trash can at the bottom of the Drop column.
3. Click on the "Complete Add/Drop" button. (You will see a message that states that "You have completed your enrollment and registration. Please log off")
4. Search for your course.
5. Once you select the section of the course that you want to enroll in there will be a drop down box above you schedule. **(See Step B Above)**
6. Select the correct number of hours.
7. Click the "Change number of hours" button.
8. Click the "Finalize Enrollment" or "Complete Add/Drop" button.
9. You will receive an email confirmation. Please check the confirmation to verify the hours selected are correct.

Helpful Hints

Canceling All of Your Course(s)

If you are dropping all of your courses or your only course for a semester, you will need to click on the "Cancel (Semester you are logged into) Enrollment" button. This will only cancel the semester and campus that you are currently logged into. It will **not** have any effect on any other campus or semester that you have enrolled in. Once you have clicked the "Cancel Enrollment" button, the system will give you a pop up box that will ask you "Cancel enrollment?" After you tell it "yes", the system will give you a message that says "You have just cancelled your enrollment for the campus and semester" and you will be sent an email confirmation stating that you have cancelled your enrollment. This is your receipt and we recommend that you verify the

information and save the confirmation receipt. Cancel button will only be displayed during appropriate time frames.

Confirmation E-mails

Anytime that you make any changes to your enrollment, you will receive an email confirmation that will look like this:

Thank you for using the Online Web Enrollment System.
Below is an activity report based on your recent enroll transaction.

Semester: Norman Campus, Fall 2007

Name: Sooner, Joe

Enrollment Transaction Initiated by: Sooner, Joe

Comments:

ACTIVITY SUMMARY

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Added Courses:
HES 1341 201 (01 hours)

Dropped Courses:
ANTH 1113 001 (03 hours)

Current Schedule:
HES 1341 201 01

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If you find any errors, or have any questions concerning the above enrollment, please contact the Registration Office at (405) 325-3572.

If you decide not to attend the University of Oklahoma, you may cancel your enrollment online or contact the Office of Registration at (405)325-3572. NOTE: If you wish to attend the University of Oklahoma, and have cancelled your enrollment, you will need to go through the enrollment process again.

Thank you,
Enrollment Services

This email will show what was added, dropped, and what your current schedule is at the end of the transaction. The Office of Enrollment Services suggests that you create a file folder for all of these emails because they serve as your receipt.

Internet Courses that are Offered on Different Campus

Course(s) that are internet and are offered on different campus are indicated by this icon.  If you see this icon, roll over it with your cursor and it should let you know what campus you will need to log on to in order to enroll in that course.