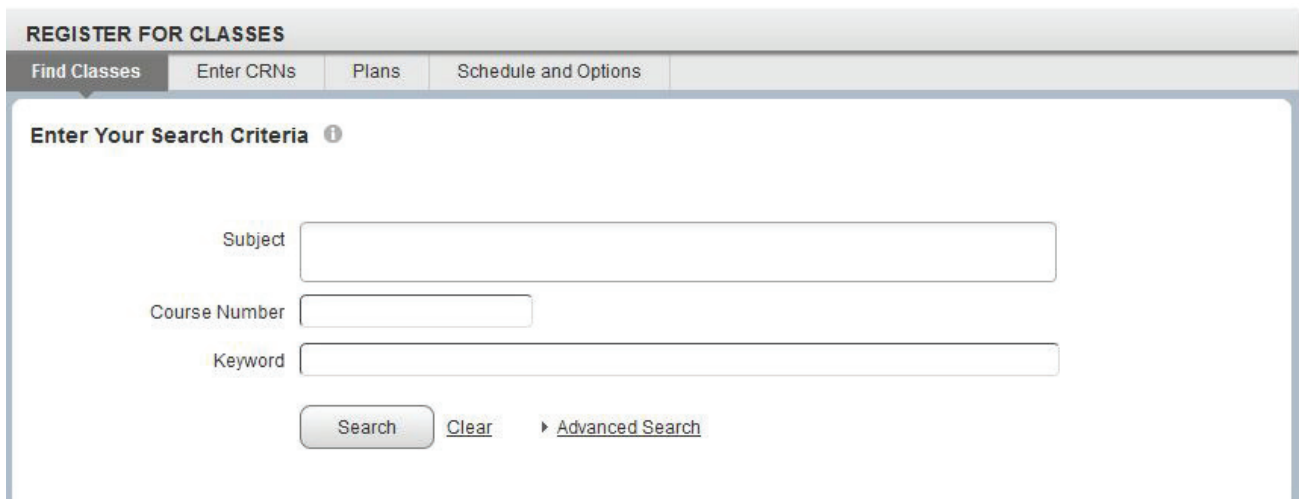


# how to **ENROLL**

## Register for Classes

Students may register for classes once their enrollment window is open. You can find your enrollment window by clicking on **Prepare for Registration**.

- On the home screen, click **Register for Classes**.
- Select the term in which you would like to enroll.
- You will see the screen below.



The screenshot displays the 'REGISTER FOR CLASSES' interface. At the top, there is a header bar with the title 'REGISTER FOR CLASSES' and four tabs: 'Find Classes' (which is active), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs, the section is titled 'Enter Your Search Criteria' with an information icon. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. Below these fields are three buttons: 'Search', 'Clear', and 'Advanced Search' (which is a link).

## How To Use Your Plan


- If you have already created a plan, click the **Plans** tab.
- You may add all courses from a plan or add them individually.
- You may remove a course by changing the drop down menu under **Action**.
- Click **Submit**. The status of each class will change from "Pending" to "Registered" and all of your classes will appear in color.


**IMPORTANT:** If one or more of your classes is already full, you may click [View Sections](#) or follow the instructions for "No Plan? No Problem" to search for and add new courses to your schedule.

## No Plan? No Problem

- Use the **Find Classes** tab shown on the opposite page.
- Referring to the information that you receive at your advising appointment, enter the subject and course number. Then press **Search**.
- All of the available sections for the course will appear. Be sure to scroll to the bottom to see if there is more than one page of sections available. You can change the number of sections listed on each page by clicking the drop down menu.
- To add a course to your schedule, click **Add** next to the section you want. You will see the course appear in the panel below with the status "Pending."

The screenshot displays the 'REGISTER FOR CLASSES' web application. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'My Plans', and 'My Schedule and Options'. The 'Find Classes' tab is active, showing 'Search Results — 238 Classes' for the subject 'ANTH-Anthropology'. A table lists available sections with columns for Title, Subject Description, Course Number, Section Number, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. Two sections of 'General Anthropology Lecture' are visible, both with 'Add' buttons. Below the search results, there are two main panels. The left panel, 'Class Schedule', shows a weekly grid with classes scheduled for Wednesday and Friday. The right panel, 'Summary', lists the added courses: 'General Anthropology' (Pending), 'Elements of Psychology' (Registered), and 'Jazz Ensemble' (Registered). It also shows a total of 4.0 registered hours and a 'Submit' button at the bottom right.

**IMPORTANT:** Pay attention to the number of seats remaining in each class.  **FULL:** indicates that there are no seats remaining.

- To look at more courses, click the  button in the upper right corner.
- When you are finished adding courses, click **Submit** at the bottom of the page.
- Once you have submitted your schedule, the status will change to "Registered" and all of your classes will appear in color.

**IMPORTANT:** The **Schedule** view in the bottom left panel includes the final exam time. Click the **Schedule Details** tab to see more about class meeting times.

When you submit your enrollment, a confirmation email will be sent to your OU email account overnight. You may add or drop your courses until the beginning of the term.