WHO CAN ENROLL STUDENTS

- Faculty and staff who had the authority to enroll students in the previous enrollment system, enroll.ou.edu, now have that same authority in ozone.ou.edu.
- Faculty and staff who joined OU after the migration to the new system, or those who did not previously have that authority but whose duties now include these functions, can submit the Request for Access to Student Academic and Financial Records form available on the web through the link on the Faculty and Staff page of the oZONE info site at ou.edu/portal.

ENROLLMENT TIPS

- To add a lecture with lab or discussion - select the lecture section AND the lab or discussion section at the same time and click Register. You can tell what lab or discussion sections go with what lecture sections by the course and section number included in the lab or discussion section title.
- To change lab or discussion sections - find a lab or discussion you want and enter the CRN in the Worksheet, then change the lab or discussion in the schedule to Drop and click Submit Changes.
- To add the same lecture section back to the schedule but with a different lab or discussion - If you drop either part of a lecture/lab or lecture/discussion, both parts of the class are dropped. To add the same lecture section back to the schedule but with a

OZONE ALERT

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Faculty and Staff Enrolling Students

As of the start of the spring 2011 semester, authorized faculty and staff can now enroll and add/drop students.

HOW TO ENROLL STUDENTS

Log in to ozone.ou.edu.
Click the Advisors tab.

Click the Add/Drop Advisee’s Classes link in the Manage Advisees channel.

Term Selection
Select Term
Select a specific term from the list of available terms and click Submit.

Student Selection

Search for a student either by ID or name. Enter either
- The Sooner ID of the student
- OR
- Last name or first name, or partial name

NOTE: The Advisee Student and Query is not populated at this time. Leave the Search Type set at All.

Click Submit.

Select the Student that you wish to view from the drop-down box and click Submit.
different lab or discussion, find a lab or discussion you want and enter the CRN in the Worksheet, then change the dropped lecture schedule in the schedule to Self Service Enrollment and click Submit Changes. To add a different lecture and lab or discussion, enter the CRNs for both in the Worksheet and click Submit Changes.

Time Conflicts - If you pick a class that has a time conflict with an existing course, you can type the CRN of the new course in the Add Classes Worksheet, select an Action from the drop-down box for the existing course, and then click Submit Changes to add the new course and drop the old one.

To add back a course previously dropped - select the Self-Service Enrollment option in the Action pull-down list and click Submit Changes.

You cannot drop a class if it has been graded or if the add/drop period has passed.

Successful enrollments and add/drops will display as Self-Service Enrollment in Status column of the Current Schedule section of the page.

Enrollment and add/drop confirmation emails are sent out nightly.

Billing Hours displayed are a cumulative total of hours enrolled and dropped. They are used for auditing purposes only, not billing.

To change Variable Credit Hour course enrollment - click on the credit hours.

Resolving Registration Add Errors

If the student’s enrollment window is open but the student has not yet enrolled in any classes for the selected term, the Add or Drop Classes page will look like this:

To enroll or add a class, you can EITHER
- Enter the Course Reference Numbers (CRNs) in the Add Classes Worksheet and click Submit Changes
- Click the Class Search button if you do not know the CRNs.

The Look Up Classes search page will display.

Look Up Classes

You must select at least one Subject, and you can select multiple subjects using the shift or Ctrl key. To select all subjects, click on the first entry in the drop-down box, then click shift+Z.

Select any combination of fields to search. To select more than one item in any of the fields, hold down the Ctrl key and click on them.

Click the Class Search button.

The example below shows the search results for spring 2010 Architecture General Education Western Culture classes. The term selected displays in the upper-right hand part of the screen below the student’s name. Details shown include: Title, Days, Time, Capacity, Remaining Seats, Date class begins and ends, Building with Room number, and Course Attributes.
COURSE OVERRIDES

Departments and colleges place registration restrictions on courses for a variety of reasons, such as requiring that certain prerequisites be completed, controlling course capacity, and monitoring enrollment in individualized programs.

If the student receives a Class Full override, add the class to the schedule by entering the CRN in the Add Classes Worksheet and clicking Submit Changes.

CLASS SEARCH TIPS

➢ To find online courses, select Online Course in the Instructional Method field.
➢ General Education core areas are included in the Attribute Type drop-down box.
➢ The % symbol is a wildcard that could be used in combination with other search criteria. For example: If you select all the subjects, you can add in the course number 3% and pick an attribute and you will get all 3000-level courses with that attribute. However, if you search for more than one attribute you will get any 3000-level course and any courses with each attribute type.
➢ When browsing the schedule prior to enrollment, SR = the course has enrollment restrictions. A C = the course is closed/full. An NR = class is not available for registration.

To add this class to the student’s schedule, select the box to the left of the CRN (C identifies a closed class) and then either

• Click Register, and the selected class will be added to the student’s schedule if there are no registration errors.
• Click Add to Classes Worksheet, and the selected class CRN will be added to the Add Classes Worksheet section.

Registration errors, if any, will display like this:

In oZONE the Registration Add Errors will display one at a time as you resolve the errors. Each Registration Add Error message contains instructions for resolving that error.

Click Class Search and repeat that process to find a different class to resolve the error(s).

HOW TO DROP A CLASS

To drop a class, select an option in the Action pull-down list and click Submit Changes.