

# The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Add/Drop Classes



THE UNIVERSITY *of*  
NEW ORLEANS



# Add/Drop Classes

**Participate** at the end of this aid, you will be able to.....  
**Objectives**

1. Add a Class
2. Drop a Class

Add/Drop Classes

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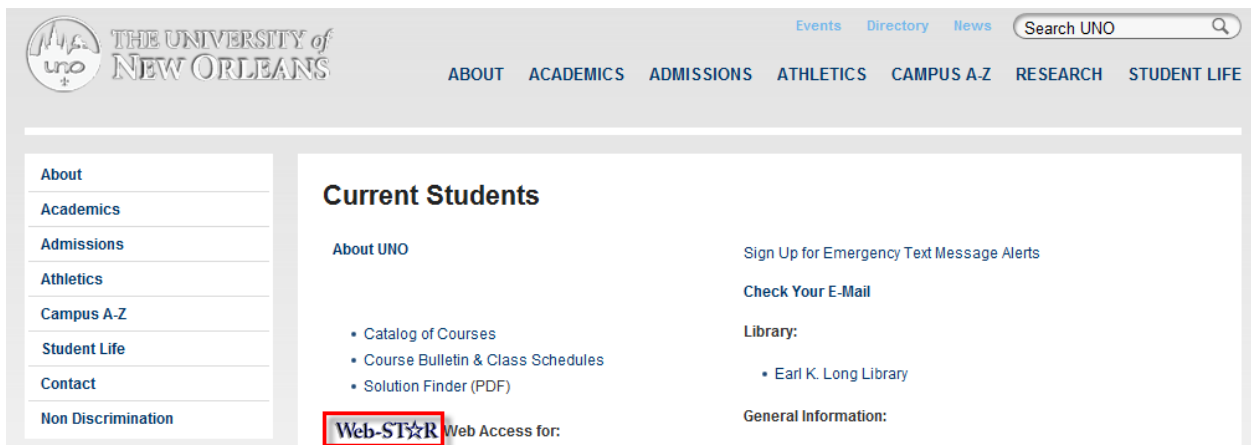
Add/Drop Classes

Navigation to Web-STAR

<b>Step 1.</b>	Navigate to the UNO Home Page: <a href="http://www.uno.edu/">http://www.uno.edu/</a>
<b>Step 2.</b>	Select the <b>Current Students</b> link.



<b>Step 3.</b>	Select the  logo.
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Add/Drop Classes

**Step 4.** Select the **Students** link.




**Step 5.** Enter your UNO username and password. **Note:** Your user name and password is the same username and password used to login to your email, or blackboard class.

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PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p><a href="#">Set Trace Flags</a></p>	<p><b>Select a Language:</b></p> <table border="0"> <tr> <td><a href="#">English</a></td> <td><a href="#">Español</a></td> </tr> <tr> <td><a href="#">Dansk</a></td> <td><a href="#">Deutsch</a></td> </tr> <tr> <td><a href="#">Français</a></td> <td><a href="#">Français du Canada</a></td> </tr> <tr> <td><a href="#">Italiano</a></td> <td><a href="#">Magyar</a></td> </tr> <tr> <td><a href="#">Nederlands</a></td> <td><a href="#">Norsk</a></td> </tr> <tr> <td><a href="#">Polski</a></td> <td><a href="#">Português</a></td> </tr> <tr> <td><a href="#">Suomi</a></td> <td><a href="#">Svenska</a></td> </tr> <tr> <td><a href="#">Čeština</a></td> <td><a href="#">日本語</a></td> </tr> <tr> <td><a href="#">한국어</a></td> <td><a href="#">Русский</a></td> </tr> <tr> <td><a href="#">ไทย</a></td> <td><a href="#">简体中文</a></td> </tr> <tr> <td><a href="#">繁體中文</a></td> <td><a href="#">العربية</a></td> </tr> <tr> <td><a href="#">UK English</a></td> <td></td> </tr> </table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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Add/Drop Classes

Add Classes

	Welcome to the Student Center Home Page. The Student Center is your starting point. Within the Student Center, you will see your academic, financial and personal information and view your weekly class schedule.
<b>Step 1.</b>	Click the <b>Enroll</b> link under the <b>Academics</b> section or select the drop down list in the <b>Academics</b> section and select <b>Enrollment: Add</b> and click  .

ORACLE

Favorites | Main Menu > Self Service > Student Center

### Student Center

**Academics**

Search  
**Enroll**  
 My Academics

other academic... 

**You are not enrolled in classes.**

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

**News and Info**  
[UNO](#)  
[CNN](#)  
[NBC](#)

**Search Engines**

**Finances**

**My Account**  
[Account Inquiry](#)  
[Payment Profile](#)  
[Buy a Parking Permit](#)

**You have no outstanding charges at this time.**

[make a payment](#)

**Financial Aid**  
[Apply for Financial Aid](#)  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[NSLDS Student Access Websit](#)  
[Direct Loan MPN and Entrance](#)  
[Financial Aid PIN](#)

Add/Drop Classes

**Step 2.** If you know the class number enter it in the **Enter Class Nbr** field and select the **enter** button. **Note:** See the **Search Classes** section to search for a class. The **Add Classes** page displays any class that you are already enrolled in at the bottom of the page.

**ORACLE**

Favorites Main Menu > Self Service > Student Center

go to ...

Search Enroll My Academics

my class schedule || add || drop || edit || term information

**Add Classes** 1 2 3

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**2011 Spring | Graduate | University of New Orleans**

Open Closed Wait List

**Add to Cart:** 2011 Spring Shopping Cart

Enter Class Nbr

enter

**Find Classes**

Class Search

search

**If you dont know the class number you can search the class.**

**My 2011 Spring Class Schedule**

You are not registered for classes in this term.

Add/Drop Classes

## Search for Classes

<b>Step 1.</b>	Select <b>Class Search</b> .
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The screenshot shows the Oracle Student Center interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this is a 'go to ...' dropdown menu. The main content area has three tabs: 'Search', 'Enroll', and 'My Academics'. Under the 'Search' tab, there are buttons for 'my class schedule', 'add', 'drop', 'edit', and 'term information'. Below the tabs, there is a section titled 'Add Classes' with a progress indicator showing '1' of 3 steps. The first step is '1. Select classes to add'. The text below this step says: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this text, there is a section for '2011 Spring | Graduate | University of New Orleans'. This section includes a legend for class status: 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). Below the legend, there is a '2011 Spring Shopping Cart' section with the message 'Your enrollment shopping cart is empty.' To the left of the shopping cart, there is a 'Find Classes' section with a radio button selected for 'Class Search' and a 'search' button. The 'Class Search' radio button and the 'search' button are highlighted with red boxes.

<b>Step 2.</b>	Enter search criteria in at least 2 fields and check the <b>Show Open Classes Only</b> box.
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Add/Drop Classes

ORACLE®  
 Favorites | Main Menu > Self Service > Student Center

LaToyia Gafeney

go to ...

Search		Enroll		My Academics	
my class schedule	add	drop	edit	term information	

Add Classes



Enter Search Criteria

University of New Orleans | 2011 Spring

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject: English

Course Number: is exactly

Course Career: Graduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[Return to Add Classes](#)

CLEAR CRITERIA SEARCH

Add/Drop Classes

**Step3.** To select a class from the search results, click the **select class** button.

ORACLE

Favorites Main Menu > Self Service > Student Center

**Add Classes** 1 2 3

**Search Results**

When available, click View All Sections to see all sections of the course.

University of New Orleans | 2011 Spring

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **English**, Course Career: **Graduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) START A NEW SEARCH

● Open    
 ■ Closed    
 ▲ Wait List

▼ **ENGL 4808G - Later Victorian Literature**

View All Sections    First ◀ 1 of 1 ▶ Last

Section [001-LEC\(20002\)](#)      Status ●      select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

Add/Drop Classes

**Step4.** Click the **Next** button.

ORACLE®

Favorites | Main Menu > Self Service > Student Center

go to ... >>

Search      Enroll      My Academics

my class schedule ||      add      ||      drop      ||      edit      ||      term information

**Add Classes** 1 2 3

**1. Select classes to add - Enrollment Preferences**

2011 Spring | Graduate | University of New Orleans

**ENGL 4808G - Later Victorian Literature**

**Class Preferences**

ENGL 4808G-001    Lecture    ● Open    **Wait List**     Wait list if class is full

**Grading**    Graded

**Session**    Regular Academic Session

**Units**    3.00

**Career**    Graduate

CANCEL    **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	TBA	TBA	Staff	


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[Search](#)   [Enroll](#)   [My Academics](#)

[My Class Schedule](#)   [Add](#)   [Drop](#)   [Edit](#)   [Term Information](#)

go to ... >>

Add/Drop Classes

<b>Step5.</b>	Continue to add more classes following <b>Step-4.</b>
<b>Step6.</b>	After you add additional classes to your schedule, click the <span style="background-color: #d9ead3; padding: 2px;">PROCEED TO STEP 2 OF 3</span> button. <b>Note:</b> You must confirm the classes that have been add to your shopping cart to successfully enroll in a course. To remove a class from the cart select the  <b>trashcan.</b>

ORACLE®


Favorites Main Menu > Self Service > Student Center

## Add Classes

1
2
3

### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 ENGL 4808G has been added to your Shopping Cart.

**2011 Spring | Graduate | University of New Orleans**

● Open    
 ■ Closed    
 ▲ Wait List

**Add to Cart:**


Enter Class Nbr

 enter

**Find Classes**

Class Search

search

2011 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ENGL 4808G-001 (20002)</a>	TBA	TBA	Staff	3.00	<span style="color: green; font-weight: bold;">●</span>

PROCEED TO STEP 2 OF 3

Add/Drop Classes

**Step 7.** Select the **FINISH ENROLLING** button to confirm your selections.

ORACLE

Favorites Main Menu > Self Service > Student Center

LaToyia Gafeney go to ...

Search
Enroll
My Academics

my class schedule
add
drop
edit
term information

**Add Classes** 1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2011 Spring | Graduate | University of New Orleans

● Open
 ■ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL 4808G-001 (20002)	Later Victorian Literature (Lecture)	TBA	TBA	Staff	3.00	●
ENGL 4913G-001 (20004)	Early 20th Century Poetry (Lecture)	TBA	TBA	Staff	3.00	●

CANCEL
PREVIOUS
**FINISH ENROLLING**

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[Edit](#)
[Term Information](#)

go to ... »

Add/Drop Classes

**Step8.** Review the status report. The green check mark to the right of the class means you have successfully enrolled in the class. A red X indicates there is an error with the selected class. View the error and proceed based on the message provided. **Note:** Any classes that cannot be added will remain in your shopping cart until you remove them.

ORACLE

Favorites Main Menu > Self Service > Student Center

go to ...

Search Enroll My Academics

my class schedule || add || drop || edit || term information

### Add Classes

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

2011 Spring | Graduate | University of New Orleans

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ENGL 4808G	<b>Success:</b> This class has been added to your schedule.	✔
ENGL 4913G	<b>Success:</b> This class has been added to your schedule.	✔

[MAKE A PAYMENT](#)
[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

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[Search](#)
[Enroll](#)
[My Academics](#)

[My Class Schedule](#)
[Add](#)
[Drop](#)
[Edit](#)
[Term Information](#)

go to ...

Add/Drop Classes

## Drop a Class


**Step 1.** Select the drop down list in the **Academics** section and select **Enrollment: Drop** and click  .

**Student Center**

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**Academics**

[Search](#)  
[Enroll](#)  
[My Academics](#)

other academic... 

Apply for Graduation

Class Schedule

Enrollment Verification

Enrollment: Add

**Enrollment: Drop**

Enrollment: Edit

Exam Schedule

Grades


Learning Management

Transcript: View Unofficial



Transfer Credit: Model

Transfer Credit: Report


other academic...

**Deadlines** 

**This Week's Schedule**

	Class	Schedule
	ENGL 4808G-001 LEC (20002)	TBA
	ENGL 4913G-001 LEC (20004)	TBA

[weekly schedule ▶](#)

 **You have no outstanding charges at this time.**

[View Fee Bill](#) [make a payment ▶](#)

**Financial Aid**

[Apply for Financial Aid](#)  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[NSLDS Student Access Website](#)  
[Direct Loan MPN](#)  
[Entrance Counseling](#)  
[Financial Aid PIN](#)

**Personal Information**

[Contact Information](#)

[SEARCH FOR CLASSES](#)

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

**News and Info**  
[UNO](#)  
[CNN](#)  
[NBC](#)

**Search Engines**  
[Yahoo](#)  
[Google](#)

**Other Links**  
[Weather Underground NOLA.com](#)

Add/Drop Classes

<b>Step2.</b>	Select the class you desire to drop. <b>Note:</b> You may select multiple classes.
<b>Step3.</b>	Click the <b>DROP SELECTED CLASSES</b> button to remove the selected class from your schedule.

ORACLE

Favorites Main Menu > Self Service > Student Center

go to ...

Search my class schedule add Enroll drop My Academics edit term information

### Drop Classes

1 2 3

#### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2011 Spring | Graduate | University of New Orleans

Enrolled 
  Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">ENGL 4808G-001 (20002)</a>	Later Victorian Literature (Lecture)	TBA	TBA	Staff	3.00	✓
<input type="checkbox"/>	<a href="#">ENGL 4913G-001 (20004)</a>	Early 20th Century Poetry (Lecture)	TBA	TBA	Staff	3.00	✓

**DROP SELECTED CLASSES**

▶ My 2011 Spring Class Schedule



Add/Drop Classes

**Step4.** Click the **FINISH DROPPING** button to confirm your selection.

ORACLE

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#)

Search  
[my class schedule](#) || [add](#)

Enroll  
[drop](#)

My Academics  
[edit](#) || [term information](#)

### Drop Classes

1
2
3

#### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2011 Spring | Graduate | University of New Orleans

✔ Enrolled
✘ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ENGL 4808G-001 (20002)</a>	Later Victorian Literature (Lecture)	TBA	TBA	Staff	3.00	✔

CANCEL
PREVIOUS
FINISH DROPPING

---

Search
Enroll
My Academics

[My Class Schedule](#)
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Add/Drop Classes

**Step5.** A green check in the status column indicates the class was successfully dropped.

**ORACLE**

Favorites Main Menu > Self Service > Student Center

**LaToyia Gafaney**

**Search** **Enroll** **My Academics**

my class schedule || add || drop || edit || term information

**Drop Classes** 1 2 3

**3. View results**

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2011 Spring | Graduate | University of New Orleans

✓ Success: dropped
✗ Error: unable to drop class

Class	Message	Status
ENGL 4808G	Success: This class has been removed from your schedule.	✓

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[Search](#)
[Enroll](#)
[My Academics](#)

[My Class Schedule](#)
[Add](#)
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[Edit](#)
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