

# 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

**Table of Contents**

Navigation to Web-STAR..... 4

Add Classes..... 6

Search for Classes..... 8


Drop a Class..... 15

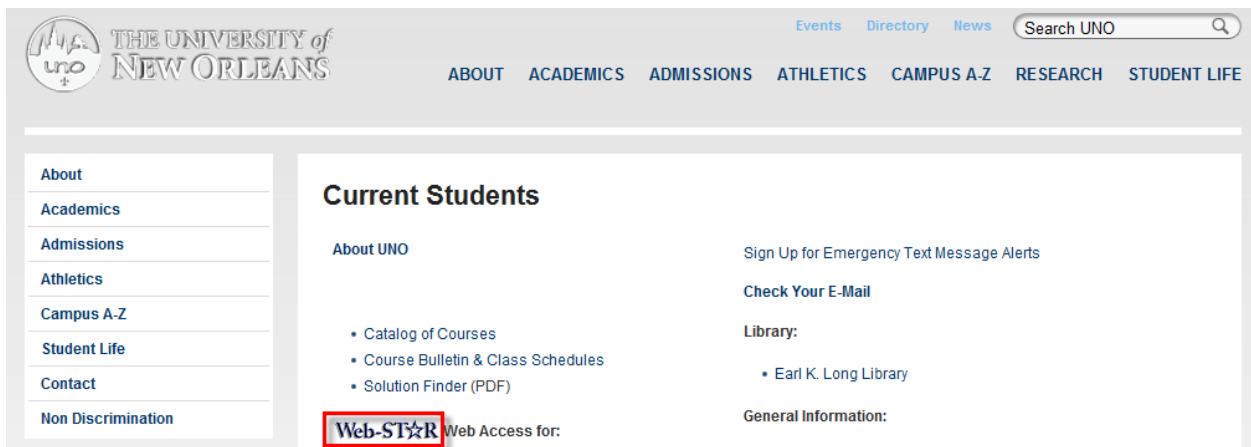
Add/Drop Classes

### 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  .



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 the 'Student Center' header. The main content area is divided into several sections:

- Academics:** This section contains a 'Search' link, an 'Enroll' link (highlighted with a red box), and a 'My Academics' link. Below these is a dropdown menu with 'other academic...' selected and an arrow icon. A red arrow points to this dropdown menu. To the right of the Academics section is a message box: 'You are not enrolled in classes.'
- Finances:** This section contains a 'My Account' sub-section with links for 'Account Inquiry', 'Payment Profile', and 'Buy a Parking Permit'. Below this is a 'Financial Aid' sub-section with links for 'Apply for Financial Aid', 'View Financial Aid', 'Accept/Decline Awards', 'NSLDS Student Access Websit', 'Direct Loan MPN and Entrance', and 'Financial Aid PIN'. To the right of the Finances section is a message box: 'You have no outstanding charges at this time.' and a 'make a payment' button.
- Right Sidebar:** This sidebar contains several sections:
  - SEARCH FOR CLASSES:** A green button.
  - Holds:** 'No Holds.'
  - To Do List:** 'No To Do's.'
  - Enrollment Dates:** 'Open Enrollment Dates' link.
  - Advisor:** 'Program Advisor' sub-section with 'None Assigned'.
  - News and Info:** Links for 'UNO', 'CNN', and 'NBC'.
  - Search Engines:** A section with a partially visible link.

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 navigation area has three tabs: 'Search', 'Enroll', and 'My Academics'. Under 'Search', there are links for 'my class schedule', 'add', 'drop', 'edit', and 'term information'. The 'Add Classes' section is active, showing a progress indicator with '1' selected. Below this, the text reads: '1. Select classes to add'. A paragraph explains: '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.' The current term is '2011 Spring | Graduate | University of New Orleans'. There are three status indicators: 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The 'Add to Cart' section shows '2011 Spring Shopping Cart' and 'Your enrollment shopping cart is empty.' The 'Find Classes' section has a radio button for 'Class Search' which is selected and highlighted with a red box, and a 'search' button which is also highlighted with a red box.

<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.

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 search bar with 'go to ...' and a search icon. There are three main tabs: 'Search', 'Enroll', and 'My Academics'. Under 'Search', there is a button for 'my class schedule'. Under 'Enroll', there are buttons for 'add' and 'drop'. Under 'My Academics', there are buttons for 'edit' and 'term information'. Below the tabs, there is a section titled 'Add Classes' with a progress indicator showing '1' selected. The main heading is '1. Select classes to add - Enrollment Preferences'. Below this, there is a breadcrumb trail: '2011 Spring | Graduate | University of New Orleans'. The class title is 'ENGL 4808G - Later Victorian Literature'. Under 'Class Preferences', there are several fields: 'ENGL 4808G-001 Lecture' with a green 'Open' status, 'Wait List' with a checkbox 'Wait list if class is full', 'Grading' set to 'Graded', 'Session' set to 'Regular Academic Session', and 'Career' set to 'Graduate'. 'Units' is set to '3.00'. At the bottom right, there are two buttons: 'CANCEL' and 'NEXT', with 'NEXT' highlighted in a red box. Below the buttons is a table with the following data:

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

At the bottom of the page, there are navigation links: 'Search', 'Enroll', and 'My Academics'. Below these are links for 'My Class Schedule', 'Add', 'Drop', 'Edit', and 'Term Information'. At the very bottom, there is another search bar with 'go to ...' and a search icon.

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

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

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

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

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

**LaToya 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	<b>Success:</b> This class has been removed from your schedule.	✓

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

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