The University of New Orleans
Web-STAR (PeopleSoft Campus Solutions v 9.0):
Add/Drop Classes
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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Navigation to Web-STAR

**Step 1.** Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/)

**Step 2.** Select the Current Students link.

**Step 3.** Select the [Web-STAR](http://www.uno.edu/) logo.
**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.
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.

Step 1. Click the Enroll link under the Academics section or select the drop down list in the Academics section and select Enrollment: Add and click.
Step 2. If you know the class number enter it in the **Enter Class Nbr** field and select the 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.

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**Add Classes**

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**

**Add to Cart:**

**Enter Class Nbr**

[enter]

**Find Classes**

[Class Search]

[search]

*If you don't know the class number you can search the class.*
Search for Classes

Step 1. Select Class Search.

Add Classes

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

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

LaToya Gafney

Search | Enroll | My Academics
--- | --- | ---
my class schedule | add | drop

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject</td>
<td>English</td>
</tr>
<tr>
<td>Course Number</td>
<td>is exactly</td>
</tr>
<tr>
<td>Course Career</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

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

Step 3.

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

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### ORACLE

**Add Classes**

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.

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The following classes match your search criteria

- **Course Subject:** English
- **Course Career:** Graduate
- **Show Open Classes Only:** Yes

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Return to Add Classes

**ENGL 4808G - Later Victorian Literature**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>View All Sections</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>001·LEC(20002)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Session**

- Regular

**Days & Times** | **Room** | **Instructor** | **Meeting Dates**
---|---|---|---
TBA | TBA | Staff | TBA
Step 4. Click the **Next** button.
Step 5. Continue to add more classes following **Step 4**.

**Step 6.** After you add additional classes to your schedule, click the button. **Note:** You must confirm the classes that have been added to your shopping cart to successfully enroll in a course. To remove a class from the cart select the trashcan.

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**Oracle**

Favorites | Main Menu > Self Service > Student Center

**Add Classes**

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.

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2011 Spring | Graduate | University of New Orleans

![Image of Add to Cart interface]

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 4808G-001 (20002)</td>
<td>TBA</td>
<td>TBA</td>
<td>Staff</td>
<td>3.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

**PROCEED TO STEP 2 OF 3**
**Step 7.** Select the **Finish Enrolling** button to confirm your selections.
Step 8. 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.

### 3. View results

View the following status report for enrollment confirmations and errors:

![Status Report](image)

**Success:** This class has been added to your schedule.

**Error:** unable to add class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 4808G</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>ENGL 4913G</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

## Search | Enroll | My Academics
---|---|---
My Class Schedule | Add | Drop | Edit | Term Information

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**go to ...**
**Drop a Class**

**Step 1.** Select the drop down list in the *Academics* section and select *Enrollment: Drop* and click ➡️.
Step 2. Select the class you desire to drop. **Note:** You may select multiple classes.

Step 3. Click the **DROP SELECTED CLASSES** button to remove the selected class from your schedule.
Step 4. Click the **Finish Dropping** button to confirm your selection.

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**Add/Drop Classes**

**Drop Classes**

2. **Confirm your selection**

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.
Step 5. A green check in the status column indicates the class was successfully dropped.

3. View results

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