Adding/Dropping Classes

This document provides an overview of:

**Adding a Class**
**Dropping a Class**

To access the enrollment information log in to the portal, **My Akron**, at [http://my.uakron.edu/](http://my.uakron.edu/) with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the [Software Training website](http://my.uakron.edu/) and select the link for the appropriate tutorial.

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**Important Guidelines:**

- ✓ Students are subject to The University of Akron’s withdrawal policy and should consult their advisor regarding any questions related to their withdrawal.
- ✓ Log into My Akron (my.uakron.edu) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session.
**Adding Classes**

**Instructions:**

1. Log in to **My Akron** with your UAnet ID and password:

   ![Login Screen](image)

   **University of Akron Login**
   
   Authentication is required to access My Akron.

   UAanet ID:  
   Password:  
   [Login]

2. Click the “**My Experience**” tab.

   ![Experience Screen](image)
Instructions:

3. Click on the “Student Center” link located in the left side of the page.

4. Click the Enroll link under the Academics heading.
Instructions:

5. The “Add Classes” page is displayed. If you have already enrolled in any classes for the specified term, the list of classes for which you are enrolled will be displayed at the bottom of the page.

NOTE: If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

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.

2008 Fall | Undergraduate | The University of Akron

Add to Cart:
Enter Class Nbr

Find Classes

Class Search

My 2008 Fall Class Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5200 201-701 [22428]</td>
<td>Accounting Principles I (lec or wkn)</td>
<td>MoWe 10:00AM - 11:15AM</td>
<td>Wayne B119</td>
<td>D. Woods</td>
<td>3.00</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

Classes you are already enrolled in

Search  Enroll  My Academics

My Class Schedule  Add  Drop  Term Information

go to ...
Instructions:

6. **Enroll Using the Class Number**: If you know the class number you wish to add, enter it directly in the “Enter Class Nbr” field and click the **Enter** button.

```
Jane Doe
```

```
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.

2008 Fall | Undergraduate | The University of Akron

Add to Cart: [Enter Class Nbr] enter

Find Classes

   Class Search

   search

My 2008 Fall Class Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5540 12G-702 [21164]</td>
<td>Fitness and Wellness (Lecture)</td>
<td>Th 8:00AM - 9:45AM</td>
<td>Wayne Coll A107</td>
<td>M. Jarvis</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>7100 233-800 [27625]</td>
<td>Foundation Life Drawing (Laboratory)</td>
<td>MoWe 6:00PM - 8:45PM</td>
<td>Folk Hall 100</td>
<td>M. Stauffer</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>7100 243-003 [27493]</td>
<td>Introduction to Painting (Laboratory)</td>
<td>TuTh 11:00AM - 12:50PM</td>
<td>Folk Hall 173</td>
<td>L. Vinnedge</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>
Instructions:

7. **Search for Classes:** To search for a class, verify the “Class Search” box is selected and click the Search button.

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.
Instructions:

8. The Search page is returned. Keep the following in mind when searching:
   - You must enter at least 2 search criteria (unless you enter Course Number or Course Subject – you only need 1 entry if using this criterion).
   - Check the “Show Open Classes Only” box to limit your search results to only those classes which are available.
Instructions:

9. There are a number of methods which can be used to specify the Course Subject:
   - **Specific Subject Number**: If you know the Subject number, such as 5400 for Technical Education, you may enter the number directly in the Subject field.
   - **Subject Name Order**: If you wish to locate the Subject in alphabetical order by the Subject Name, click the down arrow on the Course Subject field.
   - **Subject Number Order**: If you wish to locate the Subject Number in numerical order by the Subject number, click the button.

10. After entering the Search criteria click the button at the bottom of the page.

11. A list of all classes which meet your search criteria will be displayed. You will see the following codes listed to identify the status of the course (Open or Closed) and whether or not the class fits into your schedule (Fits or Conflict).

   ![Image](image.png)

   **NOTE**: If you select the option “Show Open Classes Only” on the search criteria page you will only see Open classes.
### Instructions:

12. To select a specific class, click the **select class** button.

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Fits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>001-LEC(70115)</strong></td>
<td>![Circle]</td>
<td>![Checkmark]</td>
</tr>
<tr>
<td><strong>003-LEC(75719)</strong></td>
<td>![Circle]</td>
<td>![Checkmark]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session</th>
<th>Units</th>
<th>Total Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>2</td>
<td>15</td>
<td>MoWe 7:45AM - 8:35AM</td>
<td>Couse 209</td>
<td>Joann Berkowitz</td>
<td>08/25/2008 - 12/07/2008</td>
</tr>
<tr>
<td>Regular</td>
<td>2</td>
<td>23</td>
<td>MoWe 8:50AM - 9:40AM</td>
<td>AthleticFH 196</td>
<td>Eric Coleman</td>
<td>08/25/2008 - 12/07/2008</td>
</tr>
</tbody>
</table>
Instructions:

13. **Classes with multiple components (i.e. lab, discussion, and lecture):** If you select a class and there are other components which must be selected, you will be provided a list of associated classes to select from. For example, Natural Science Biology has both a lecture and lab component.

14. Pay close attention to the **Status** column – a blue square indicates that particular class is **closed**. You want classes with a green circle, indicating they are **open**.

15. You can view the details of the associated components by clicking the Section hyperlink – this will also indicate if the class fits in to your schedule.

16. To select a class, click the radio button in the first column (on the left) and then click the **Next** button.
Instructions:
17. The selected lecture and lab sections are shown. Click the **Next** button to continue.
18. The courses are added to your cart. Continue to add courses by either typing in the Class Number or using the Search function.

19. When you have finished entering all of your classes click the button.

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.

3100 103 has been added to your Shopping Cart.

2008 Fall | Undergraduate | The University of Akron

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

2008 Fall Shopping Cart

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100 103</td>
<td>MoWeFr 8:15AM - 9:40AM</td>
<td>Auburn Sc 120</td>
<td>Staff</td>
<td>4.00</td>
</tr>
<tr>
<td>3100 103-012</td>
<td>Mo 2:00PM - 4:00PM</td>
<td>Schrank N 251</td>
<td>C. Daves</td>
<td></td>
</tr>
</tbody>
</table>
Instructions:

20. You will receive a message regarding payment due dates. Please read this message carefully and then click the “I Understand” button to indicate your acknowledgement.

Payment Notice

Payment Due Dates for Fall 2008

The payment due date for all fall term enrollment on or before July 18th is August 6, 2008.
The payment due date for all fall term enrollment between July 19th and August 25th is August 25, 2008.

Payment for any fall term enrollment after August 25th is due on the date of registration.

Invoices will not be mailed for new enrollment or changes to your fall term enrollment made after August 8th. Students must print their statement from zipline.

For information about due dates and payment options, including the University's installment payment plan, please visit the Student Accounts/Bursar website, located at http://www.uakron.edu/bursar/studentfin/paymentoptions.php.
Instructions:

21. You will be prompted to verify your course selections.

22. If you still need to add courses click the **Previous** button and continue to add courses.

23. Click the **Finish Enrolling** button to continue.

24. The status of the enrollment is displayed. In the example below the class has been successfully added. Click the **My Class Schedule** button to view your updated class schedule.
### Instructions:

25. **Viewing textbooks:** If you wish to view or order your textbooks click the **My Class Schedule** button (as referenced in Step 24) and then click the **View/Order Your Textbooks** link.

#### My Class Schedule

<table>
<thead>
<tr>
<th>3100 103 - Natural Science: Biology</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Enrolled</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>4.00</td>
</tr>
<tr>
<td><strong>Grading</strong></td>
<td>ABC/NC</td>
</tr>
<tr>
<td><strong>Deadline</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Class Nbr | 70518 | Section | C02 |
| Component | Lecture | Days & Times | MoWeFr 9:50AM - 10:40AM |
| Room | Auburn Sci 120 |
| Instructor | Staff |
| Start/End Date | 08/25/2008 - 12/07/2008 |

| Class Nbr | 70520 | Section | C12 |
| Component | Laboratory | Days & Times | Mo 2:00PM - 4:00PM |
| Room | Schrank N 251 |
| Instructor | Charles Dawes |
| Start/End Date | 08/25/2008 - 12/07/2008 |

<table>
<thead>
<tr>
<th>6200 201 - Accounting Principles I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Enrolled</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Grading</strong></td>
<td>ABC/NC</td>
</tr>
<tr>
<td><strong>Deadline</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Class Nbr | 72428 | Section | 701 |
| Component | lec or www | Days & Times | MoWe 10:00AM - 11:15AM |
| Room | Wayne Coll E119 |
| Instructor | Douglas Woods |
| Start/End Date | 08/25/2008 - 12/07/2008 |
Instructions:

26. **Classes with errors:** Any class which cannot be added, as indicated in the Status column, will remain in your shopping cart until you remove it from the cart. In the example below class 3400:210 could not be added.

![Add Classes](image1)

27. To delete an item from your shopping cart use the trash can icon to remove the class.

*Any class which could not be added successfully will remain in your shopping cart until you delete it.*

![Add Classes](image2)
Instructions:

28. Pre-requisites: If the course has any pre-requisites you will be able to see them on the enrollment (class) preferences page. You will not be able to register for the course until the pre-requisites have been met. You may also wish to contact your department – some courses are controlled by the department and you must contact them directly to enroll.
Dropping a Class

Students are subject to The University of Akron’s withdrawal policy and should consult their advisor regarding any questions related to their withdrawal.

Instructions:

1. Log in to My Akron with your UA net ID and password:

   ![Image of University of Akron login page]

2. Click the “My Experience” tab.

   ![Image of My Akron Experience page]

   - My Experience tab highlighted
Instructions:

3. Click on the “Student Center” link located in the left side of the page.
Instructions:
4. Under the Academics heading click the drop down for “other academic…” and select Enrollment: Drop. Click the icon.

NOTE: You must click the icon to navigate to the selected page.
Instructions:

5. The list of classes for which you are enrolled will be displayed.

   NOTE: If registration is in process for more than one term you will be provided the opportunity to select the appropriate term.

6. To remove a class, click the "Select" column for the class you wish to drop. NOTE: You may select multiple classes.

7. Click the **DROP SELECTED CLASSES** button to remove the selected classes from your schedule.

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Jane Doe

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Drop Classes

1. Select classes to drop

   Select the classes to drop and click Drop Selected Classes.

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<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Student Success Seminar (Lecture)</th>
<th>MoWe 7:45AM - 8:15AM</th>
<th>Crouse 209</th>
<th>J. Barkowitz</th>
<th>2.00</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>1100 101-001 (70112)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Fitness and Wellness (Lecture)</th>
<th>Th 8:00AM - 9:10AM</th>
<th>Wayne Coll A107</th>
<th>M. Jarvis</th>
<th>1.00</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>7240 126-702 (72164)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Foundation Life Drawing (Laboratory)</th>
<th>MoWe 6:10AM - 6:45PM</th>
<th>Folk Hall 180</th>
<th>M. Stautfer</th>
<th>3.00</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>1100 222-800 (77695)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Introduction to Painting (Laboratory)</th>
<th>TuTh 11:00PM - 12:50PM</th>
<th>Folk Hall 175</th>
<th>L. Vinnedge</th>
<th>3.00</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>7100 242-002 (77492)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Drop a class/classes for the selected term.
Instructions:

8. You will be asked to confirm your selection for deletion. Click the Finish Dropping button to confirm the deletion.

NOTE: If a course has more than one required part (example: lecture and lab), dropping the enrollment section listed will also drop you from all the other parts of the course you are also enrolled in.
Instructions:

9. The results of the request are displayed. A green check in the success column indicates the course was successfully dropped.

10. You may wish to click the button to obtain an updated schedule of your classes.

For questions regarding registration and enrollment, please e-mail the Registrar’s Office at: registrar@uakron.edu