

Enrolling/Dropping Classes

This document provides an overview of enrolling and dropping classes.

To access the enrollment information log in to the portal, Zipline, at <http://zipline.uakron.edu> with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the self-service options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please navigate to <http://www.uakron.edu/its/learning/training/StudentSelfService.php> and select the link for the appropriate tutorial.

Important Guidelines:

- ✓ Log into ZipLine (zipline.uakron.edu) to access the self-service applications.
- ✓ The self-service applications are available Monday – Saturday from 7:30 A.M. to midnight and Sunday from noon to midnight.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

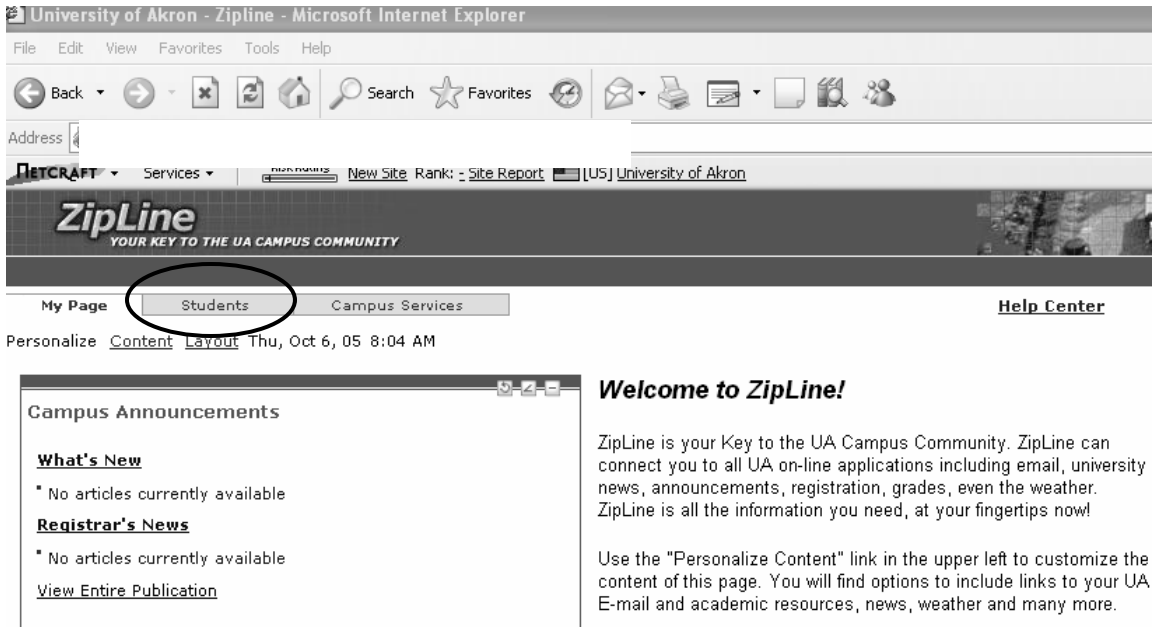
Enrolling in Classes

Instructions:

1. Log in to ZipLine with your Uanet ID and password:

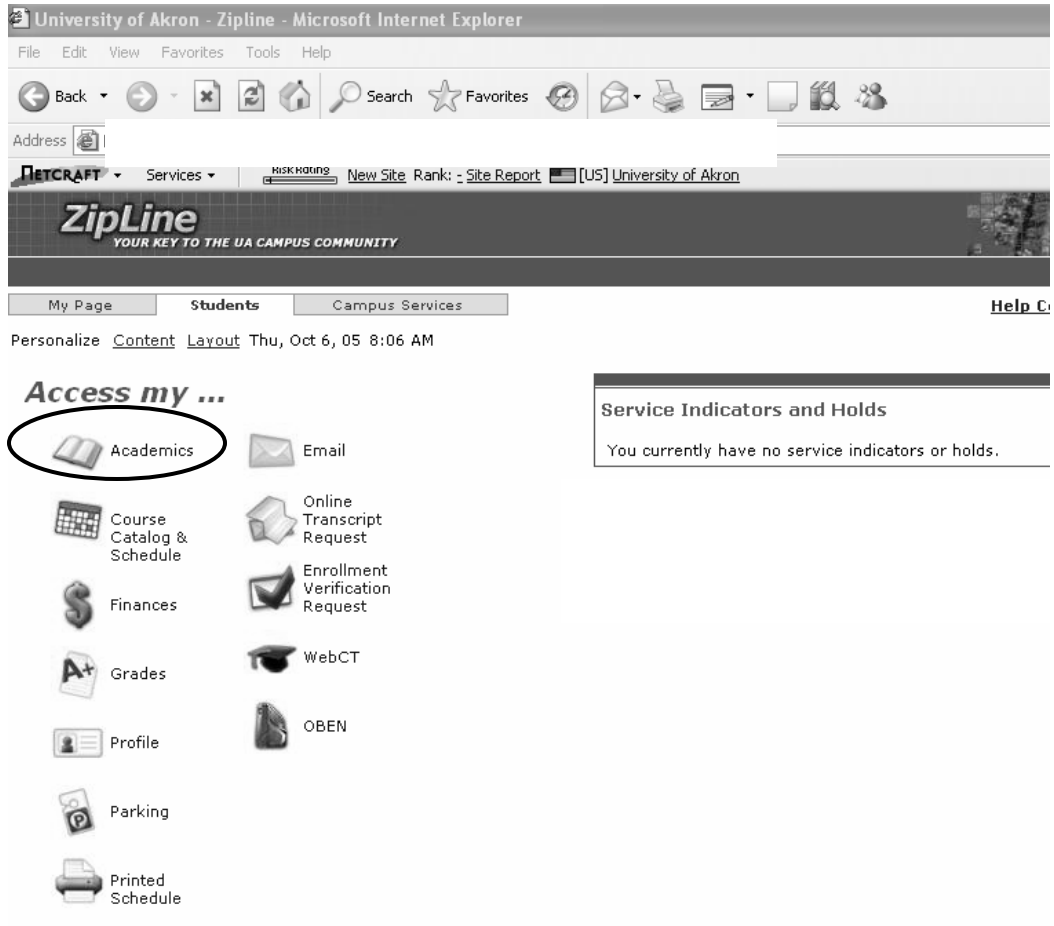


2. You are now logged in to the portal. Click on the **Students** tab.



Instructions:

3. Notice the **Access My...** area – this is where you will find the self service functions. Click the **Academics** link.



Instructions:

4. Click on the “**Enroll in a Class**” link located under the **Academics** heading.

Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

Instructions:

5. You may be asked to select the enrollment term. Our test student (Joe Student) has 3 careers (Graduate, Law, and Undergraduate) – most students will only have 1 career, making the selection list much smaller.

Enrollment**Select Enrollment Term**

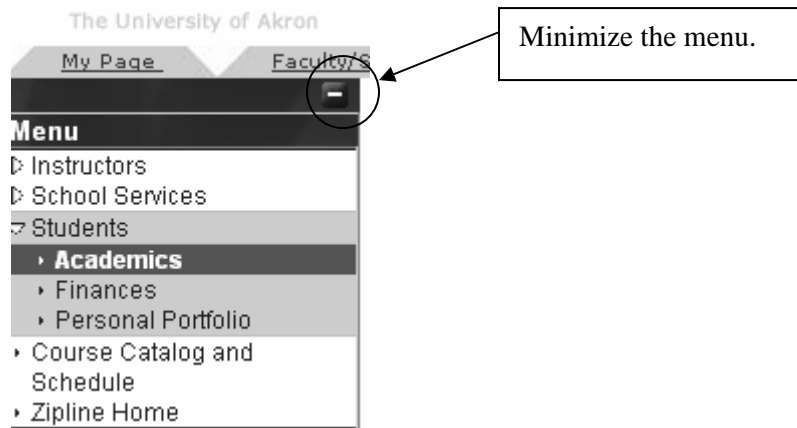
Joe Student


You are eligible to view and/or modify enrollment information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
2004 Fall	Graduate	The University of Akron
2004 Summer	Graduate	The University of Akron
2004 Fall	Law	The University of Akron
2004 Summer	Law	The University of Akron
2004 Fall	Undergraduate	The University of Akron
2004 Summer	Undergraduate	The University of Akron

[Return to Academics](#)

6. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of the page. To minimize the menu, click on the minus sign in the upper right corner of the menu.



Any time you wish to return to the menu click the  icon which now appears in place of the menu.

Instructions:

- 7. If you have already enrolled in any classes for the specified term, the list of classes for which you are enrolled will be displayed.

Scroll to the bottom of the page and select the **Add Classes** link to add classes to your schedule.

Enrollment

*Print in Landscape Mode

View My Schedule

[Hide Student Name](#)

Joe Student

Undergraduate

The University of Akron

Class Schedule Filter Options

Show Enrolled Classes

1100 101

Cls#: 76020	039	Lecture	Student Success Seminar	ABC/NC Grading	2.00	Enrolled
-------------	-----	---------	-------------------------	----------------	------	----------

9:55AM	10:45AM	Tues,Thurs	Buckingham Center for Cont Edu 2	08/29/2005 - 12/11/2005
Instructor: TBA				

3750 797

Cls#: 71792	001	Ind Study	Indep Rdg/Rsrch: Psychology	ABC/NC Grading	1.00	Enrolled
-------------	-----	-----------	-----------------------------	----------------	------	----------

1:00AM	1:00AM	Schedule: TBA	Location: TBA	08/29/2005 - 12/11/2005
Instructor Choice: Baker,David B				

Go to: [Add Classes](#) [Drop Classes](#)

[Printer Friendly Page](#)

[Select a Different Term](#)

[View Books](#)

[Return to Academics](#)

[Tutorial Help](#)

Enroll in classes for the selected term.

Instructions:

8. The first time *in each portal session* the **Add Classes** link is selected, a page containing the Payment Notice message will display. The **Acknowledged** button must be selected in order to continue.

Payment Notice

Payment Due Dates for Fall 2005

All enrollment **on or before July 8th** is due on **August 8, 2005**.

All enrollment **on or after July 9th** is due on **September 7, 2005**.


Invoices **will not** be mailed for new enrollment or changes to your enrollment made after August 19th. Please view your student account online at ZipLine. Please allow at least 24 hours for your account to update after any new transactions are made.

For information about payment options, including the University's installment payment plan, please visit the Student Financials website, located at <http://www.uakron.edu/busfin/studentfin/paymentoptions.php>.



Click the **Acknowledged** button to continue.

Instructions:

9. If you know the class number, you may enter the number in the Class Nbr field. Otherwise, use the lookup  button to search for the class(es) you wish to add. You may wish to review the tutorial and documentation for “Searching the Schedule of Classes” located at: <http://www.uakron.edu/its/learning/training/StudentSelfService.php> to assist you with this process.

Enrollment

Add Classes

2004 Fall

[Hide Student Name](#)

Joe Student

Undergraduate

The University of Akron

To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS. After you have selected all the classes you want to add, click the SUBMIT button. Verify that your add was successful by checking the Add Status column.


The election to take a course on a Credit/NonCredit or Audit basis must be determined at the time of registration. Requests for a change to a Credit/NonCredit or Audit basis must be made in person at the Registrar's Office.

If registering for a course that requires a co-requisite, you must submit registrations for both courses at the same time successfully.

Enter the class number.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="button" value="Add Another Class"/>					
<input type="button" value="Submit"/>					

Go to: [View My Schedule](#) [Drop Classes](#) [Return to Term Search](#)

10. If searching for classes using the lookup  button keep in mind the following:

- You must enter at least 2 search criteria (unless you enter Course ID, Class Number, or Subject - you only need 1 entry if using this criteria).
- Check the “Open Classes Only” box to limit your search results to only those classes which are available.
- Once the search results have been returned, either click the select button or click the button to select the desired course.
- Look for classes with the “Fits in YOUR Schedule” message.

11. If you need to add more than six classes use the **Add Another Class** link.

12. After entering all of your classes click the button. **Caution:** Failure to click on the submit button will result in the loss of your registration requests.

Instructions:

13. Carefully review the “Add Status” message for each class. In the example provided below note that three classes have been successfully added and one class was unable to be added due to errors. One of the classes which was successfully added has an accompanying message. Read each of the messages provided by clicking on the links.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status
73112	6500 221	004	3.00	ABC/NC Grading	Success/Message <input type="button" value="Delete"/>
71248	3400 210	005	4.00	ABC/NC Grading	Success/Transaction Messages <input type="button" value="Delete"/>
70693	3100 103	001	4.00	ABC/NC Grading	Success <input type="button" value="Delete"/>
<input type="text" value="74396"/> <input type="button" value="Q"/>	8200 330	001	3.00	ABC/NC Grading	Errors found <input type="button" value="Delete"/>

[Add Another Class](#)

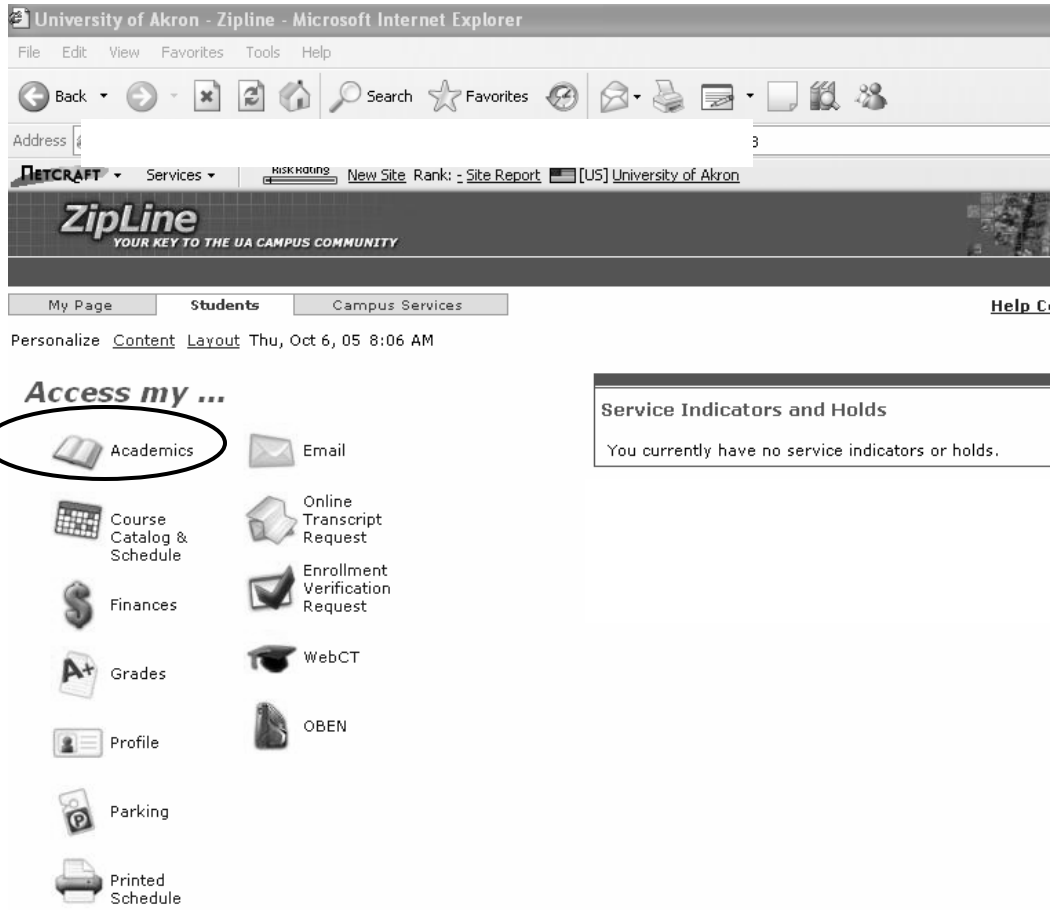
Go to: [View My Schedule](#) [Drop Classes](#) [Return to Term Search](#)

Check the “Add Status” and view any messages.

14. You may wish to click the **[View My Schedule](#)** link to obtain an updated schedule of your classes.

Instructions:

3. Notice the **Access My...** area – this is where you will find the self service functions. Click the **Academics** link.



Instructions:

4. Click on the “**Enroll in a Class**” link located under the **Academics** heading.

Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

Instructions:

5. You may be asked to select the enrollment term. Our test student (Joe Student) has 3 careers (Graduate, Law, and Undergraduate) – most students will only have 1 career, making the selection list much smaller.

Enrollment**Select Enrollment Term**

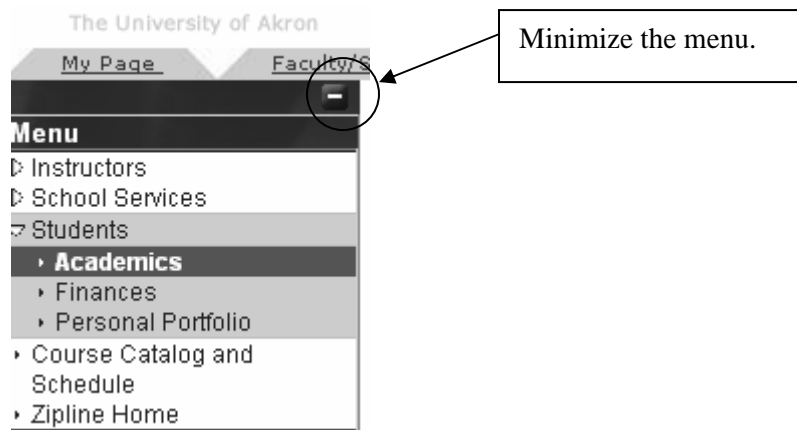
Joe Student


You are eligible to view and/or modify enrollment information for the terms listed below. Click the appropriate Term to do so.

Term	Academic Career	Institution
2004 Fall	Graduate	The University of Akron
2004 Summer	Graduate	The University of Akron
2004 Fall	Law	The University of Akron
2004 Summer	Law	The University of Akron
2004 Fall	Undergraduate	The University of Akron
2004 Summer	Undergraduate	The University of Akron

[Return to Academics](#)

6. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of the page. To minimize the menu, click on the minus sign in the upper right corner of the menu.



Any time you wish to return to the menu click the  icon which now appears in place of the menu.

Instructions:

- 7. If you have already enrolled in any classes for the specified term, the list of classes for which you are enrolled will be displayed.

Scroll to the bottom of the page and select the **Drop Classes** link to remove classes from your schedule.

Enrollment *Print in Landscape Mode

View My Schedule **2005 Fall**

[Hide Student Name](#)

Joe Student The University of Akron
Undergraduate

Class Schedule Filter Options

Show Enrolled Classes

1100 101 Cls#: 76020	039	Lecture	Student Success Seminar	ABC/NC Grading	2.00	Enrolled
9:55AM 10:45AM		Tues,Thurs	Buckingham Center for Cont Edu 2		08/29/2005 - 12/11/2005	
Instructor: TBA						

3750 797 Cls#: 71792	001	Ind Study	Indep Rdg/Rsrch: Psychology	ABC/NC Grading	1.00	Enrolled
1:00AM 1:00AM		Schedule: TBA	Instructor Choice: Baker,David B	Location: TBA	08/29/2005 - 12/11/2005	

Go to: [Add Classes](#) [Drop Classes](#) [Printer Friendly Page](#) [Select a Different Term](#)
[View Books](#) [Return to Academics](#) [Tutorial Help](#)

Drop a class/classes for the selected term.

Instructions:

8. Select the action of “**Drop**” for the class/classes you wish to remove from your schedule.

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.

Enrollment

Drop/Update Classes

2005 Fall

[Hide Student Name](#)

Joe Student

Undergraduate

The University of Akron

Your enrolled classes for this term are listed below. You can view the details about each class by clicking the class link in the Subject/Catalog# column.

To drop a class, select Drop from the Action column.

When you are finished making your selections, click the SUBMIT button.

Verify that your changes were successful by checking the Update Status column.

Select “Drop” from the drop-down list.

Action	Subject / Catalog#	Section	Enrollment Status	Units	Grading Option	Instructor Choice	Update Status
-Select enrollment action-	1100 101	039	Enrolled	2.00	ABC/NC Grading		Pending
Drop	3750 797	001	Enrolled	1.00	ABC/NC Grading	Baker, David B	Pending

Go to: [View My Schedule](#) [Add Classes](#) [Return to Term Search](#)

When finished, click Submit.

9. Click the button. **Caution:** Failure to click on the submit button will prevent the drop request from being processed.

Instructions:

10. Carefully review the “**Update Status**” column for each class dropped. In the example provided below note that the class (3750 797) was dropped successfully as noted by **Success** in the “**Update Status**” column. Had the class not been dropped successfully, an error message would have appeared in the “**Update Status**” column.

Enrollment

Drop/Update Classes

2005 Fall

[Hide Student Name](#)

Joe Student

Undergraduate

The University of Akron

Your enrolled classes for this term are listed below. You can view the details about each class by clicking the class link in the Subject/Catalog# column.

To drop a class, select Drop from the Action column.

When you are finished making your selections, click the SUBMIT button.

Verify that your changes were successful by checking the Update Status column.

Action	Subject / Catalog#	Section	Enrollment Status	Units	Grading Option	Instructor Choice	Update Status
-Select enrollment action-	1100 101	039	Enrolled	2.00	ABC/NC Grading		Pending
Drop	3750 797	001	Dropped	1.00	ABC/NC Grading	Baker,David B	Success

Submit

Submit

Go to:

[View My Schedule](#)

[Add Classes](#)

[Return to Term Search](#)

11. You may wish to click the **View My Schedule** link 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

For questions regarding this tutorial, please e-mail Software Training Services at:

pstrain@uakron.edu