

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/> 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](#) and select the link for the appropriate tutorial.

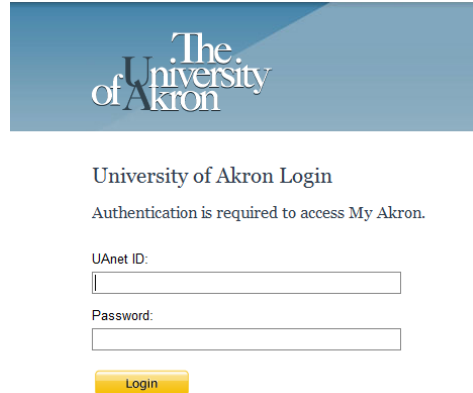
Important Guidelines:

- ✓ 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

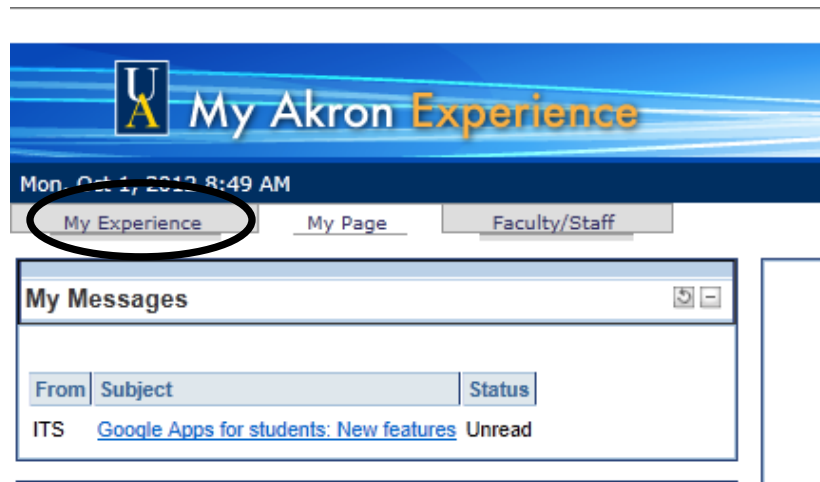
Instructions:

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



The University of Akron logo is displayed at the top. Below it, the text reads "University of Akron Login" and "Authentication is required to access My Akron." There are two input fields: "UAnet ID:" and "Password:". A yellow "Login" button is located at the bottom.

2. Click the “**My Experience**” tab.

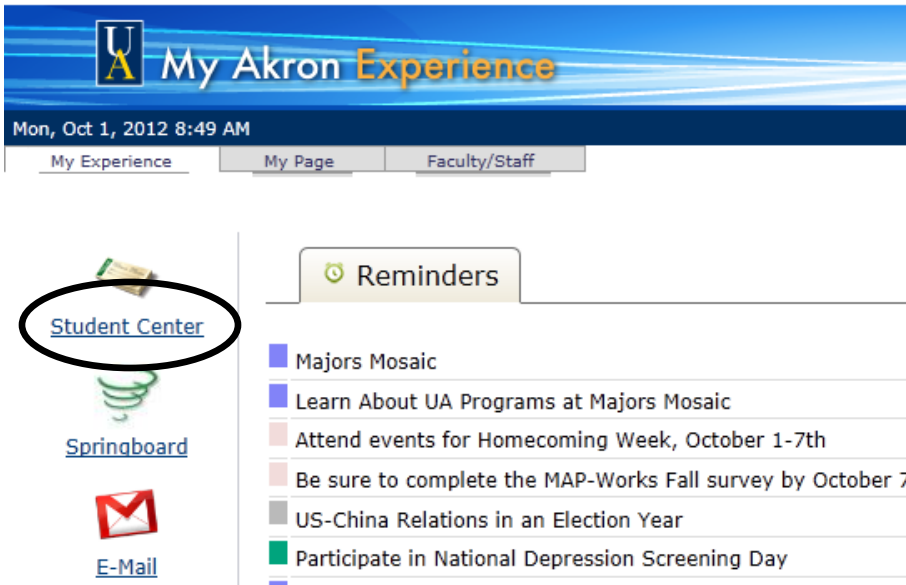


The dashboard header features the "My Akron Experience" logo and the date "Mon, Oct 1, 2012 8:49 AM". Below the header are three tabs: "My Experience" (circled in black), "My Page", and "Faculty/Staff". The "My Messages" section is visible, showing a table with columns "From", "Subject", and "Status". A message from "ITS" with the subject "Google Apps for students: New features" and status "Unread" is listed.

From	Subject	Status
ITS	Google Apps for students: New features	Unread

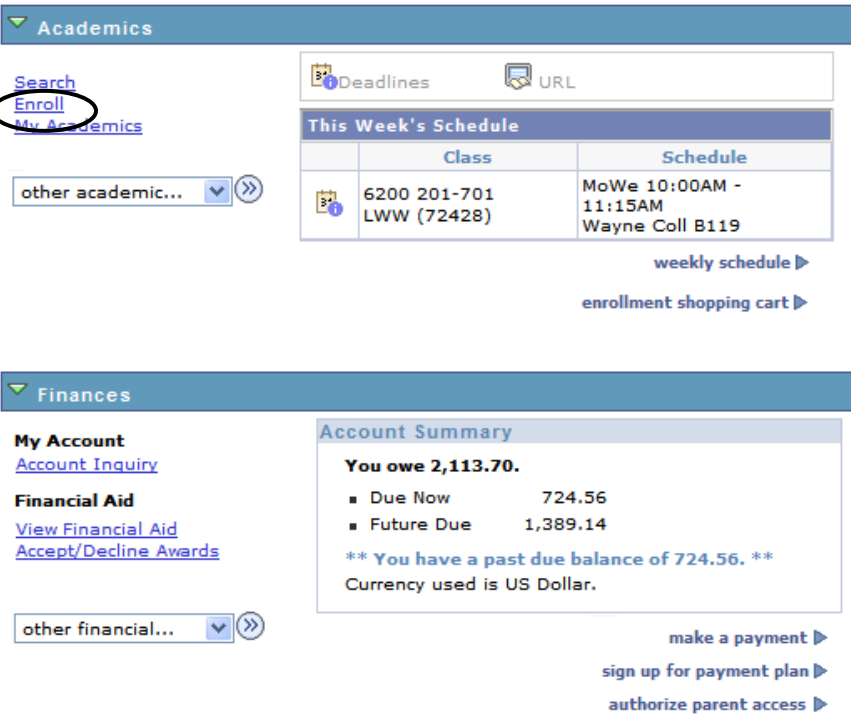
Instructions:

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



4. Click the **Enroll** link under the **Academics** heading.

Nancy's Student Center



Instructions:

- 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

Fits in Your Schedule
✔ Fits ✘ Conflict

● Open ■ Closed

Add to Cart: 2008 Fall Shopping Cart

Enter Class Nbr
 enter

Your enrollment shopping cart is empty.

Find Classes

Class Search

search

Classes you are already enrolled in

▼ My 2008 Fall Class Schedule

✔ Enrolled ✘ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
6200 201-701 (72428)	Accounting Principles I (lec or www)	MoWe 10:00AM - 11:15AM	Wayne Coll B119	D. Woods	3.00	✔

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

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

go to ... go

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 go to ...

Search Enroll My Academics

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

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

Fits in Your Schedule
 Fits Conflict Open Closed

Add to Cart: 2008 Fall Shopping Cart

Enter Class Nbr

Your enrollment shopping cart is empty.

Find Classes
 Class Search

My 2008 Fall Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
5540 126-702 (72164)	Fitness and Wellness (Lecture)	Th 8:00AM - 9:40AM	Wayne Coll A107	M. Jarvis	1.00	<input checked="" type="checkbox"/>
7100 233-800 (77695)	Foundation Life Drawing (Laboratory)	MoWe 6:05PM - 8:45PM	Folk Hall 180	M. Stauffer	3.00	<input checked="" type="checkbox"/>
7100 243-002 (77493)	Introduction to Painting (Laboratory)	TuTh 1:10PM - 3:50PM	Folk Hall 175	L. Vinnedge	3.00	<input checked="" type="checkbox"/>

Instructions:

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

Jane Doe go to ...

Search	Enroll	My Academics
my class schedule	add	drop
		term information

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

Fits in Your Schedule
 Fits Conflict

Open Closed

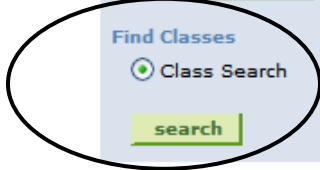
Add to Cart:

Enter Class Nbr

Find Classes
 Class Search

2008 Fall Shopping Cart

Your enrollment shopping cart is empty.



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.

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

Add Classes

1 2 3

Enter Search Criteria

The University of Akron | 2008 Fall

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

Class Search Criteria

Course Subject

Course Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Meeting Time between and (example: 1:00PM)

Day of Week Include Only These Days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Units between and

Course Component

Session

Mode of Instruction

Campus

Location

[Return to Add Classes](#)

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 **select subject** button.

Jane Doe go to ...

Search Enroll My Academics

my class schedule add drop term information

Add Classes 1 2 3

Enter Search Criteria

The University of Akron | 2008 Fall

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

Class Search Criteria

Course Subject ▼

Course Subject **select subject**

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

...ia to narrow your search results.

Alpha order by **Course Subject Name**

Numerical order by **Course Subject Number**

Enter the **Course Subject Number** (i.e. 5400)

10. After entering the Search criteria click the **SEARCH** 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).

Fits in Your Schedule

✔ Fits ✘ Conflict
 ● Open ■ Closed

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.

First 1-45 of 45 Last

Section [001-LEC\(70115\)](#) Status ● ✓ Fits **select class**

Session Regular

Units 2 Total Enrolled 15

Days & Times	Room	Instructor	Meeting Dates
MoWe 7:45AM - 8:35AM	Crouse 209	Joann Berkowitz	08/25/2008 - 12/07/2008

Section [003-LEC\(75719\)](#) Status ● ✓ Fits **select class**

Session Regular

Units 2 Total Enrolled 25 Rq Designation ATH: Athletes only

Days & Times	Room	Instructor	Meeting Dates
MoWe 8:50AM - 9:40AM	AthleticFH 196	Eric Coleman	08/25/2008 - 12/07/2008

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.

Add Classes



1. Select classes to add - Related Class Sections

2008 Fall | Undergraduate | The University of Akron

3100 103 - Natural Science: Biology

Lecture selected: Section 003
MoWeFr 8:50AM - 9:40AM Auburn Sci 120

Verify the Status is Open

Fits in Your Schedule
 Fits Conflict
 Open Closed

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	70519	011	Mo 12:00PM - 2:00PM	Schrank N 251	C. Dawes	<input checked="" type="radio"/>
<input type="radio"/>	70520	012	Mo 2:00PM - 4:00PM	Schrank N 251	C. Dawes	<input checked="" type="radio"/>
<input type="radio"/>	70521	013	Mo 4:00PM - 6:00PM	Schrank N 251	C. Dawes	<input checked="" type="radio"/>
<input type="radio"/>	70522	014	Tu 10:00AM - 12:00PM	Schrank N 251	C. Dawes	<input checked="" type="radio"/>
<input type="radio"/>	70523	015	Tu 12:00PM - 2:00PM	Schrank N 251	C. Dawes	<input checked="" type="radio"/>

View All Sections First 1-5 of 19 Last

Select a class

Instructions:

17. The selected lecture and lab sections are shown. Click the **Next** button to continue.

Add Classes



1. Select classes to add - Enrollment Preferences

2008 Fall | Undergraduate | The University of Akron

3100 103 - Natural Science: Biology

Class Preferences

3100 103-003	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
3100 103-012	Laboratory	<input checked="" type="radio"/> Open	Grading	ABC/NC Grading
Session	Regular Academic Session		Units	4.00
Career	Undergraduate			



CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
003	Lecture	MoWeFr 8:50AM - 9:40AM	Auburn Sci 120	Staff	08/25/2008 - 12/07/2008
012	Laboratory	Mo 2:00PM - 4:00PM	Schrank N 251	Charles Dawes	08/25/2008 - 12/07/2008

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

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

go to ...

Instructions:

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 **PROCEED TO STEP 2 OF 3** 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

Fits in Your Schedule
 Fits Conflict Open Closed

Add to Cart:

Enter Class Nbr

Find Classes
 Class Search

2008 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	3100 103-003 (70518)	MoWeFr 8:50AM - 9:40AM	Auburn Sci 120	Staff	4.00	
	3100 103-012 (70520)	Mo 2:00PM - 4:00PM	Schrank N 251	C. Dawes		

PROCEED TO STEP 2 OF 3

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/busfin/studentfin/paymentoptions.php>.



I UNDERSTAND

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.

Add Classes



2. Confirm classes

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

2008 Fall | Undergraduate | The University of Akron

Fits in Your Schedule
 ✓ Fits ✗ Conflict ● Open ■ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
3100 103-003 (70518)	Natural Science: Biology (Lecture)	MoWeFr 8:50AM - 9:40AM	Auburn Sci 120	Staff	4.00	●
3100 103-012 (70520)	Natural Science: Biology (Laboratory)	Mo 2:00PM - 4:00PM	Schrank N 251	C. Dawes		●

CANCEL PREVIOUS **FINISH ENROLLING**

- 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.

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

2008 Fall | Undergraduate | The University of Akron

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
3100 103	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

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

Select Display Option List View Weekly Calendar View

2008 Fall | Undergraduate | The University of Akron

▼ Class Schedule Filter Options

Show Enrolled Classes filter

3100 103 - Natural Science: Biology						
Status	Units	Grading	Grade	Deadlines		
Enrolled	4.00	ABC/NC Grading				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
70518	003	Lecture	MoWeFr 8:50AM - 9:40AM	Auburn Sci 120	Staff	08/25/2008 - 12/07/2008
70520	012	Laboratory	Mo 2:00PM - 4:00PM	Schrank N 251	Charles Dawes	08/25/2008 - 12/07/2008

6200 201 - Accounting Principles I						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	ABC/NC Grading				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
72428	701	lec or vww	MoWe 10:00AM - 11:15AM	Wayne Coll B119	Douglas Woods	08/25/2008 - 12/07/2008

[View/Order Your Textbooks](#)

[Printer Friendly Page](#)

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



3. View results

View the following status report for enrollment confirmations and errors:

2008 Fall | Undergraduate | The University of Akron

Success: enrolled		Error: unable to add class	
Class	Message	Status	
1100 101	Success: This class has been added to your schedule.		
3400 210	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.		

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

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



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

Fits in Your Schedule
 Fits Conflict

Open Closed

Add to Cart:	2008 Fall Shopping Cart						
Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="text"/> <input type="button" value="enter"/>		3400 210-807 (71011)	TuTh 8:10PM - 9:00PM	Olin Hall 127	M. Hansel	4.00	
<input type="button" value="search"/>		3400 210-801 (71005)	TuTh 6:05PM - 6:55PM	Leigh Hall 107	R. Seifert		

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.

2008 Fall | Undergraduate | The University of Akron

3400 210 - Humanities in Western Trad I

Class Preferences

3400 210-801 Lecture ● Open
 3400 210-807 Discussion ● Open

Permission Nbr

Grading ABC/NC Grading

Units 4.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Prerequisites: 32 credits and completion of 3300:112 or 2020:222

✔ Fits

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
801	Lecture	TuTh 6:05PM - 6:55PM	Leigh Hall 107	Robert Seifert	08/25/2008 - 12/07/2008
807	Discussion	TuTh 8:10PM - 9:00PM	Olin Hall 127	Mark Hansel	08/25/2008 - 12/07/2008

NOTES

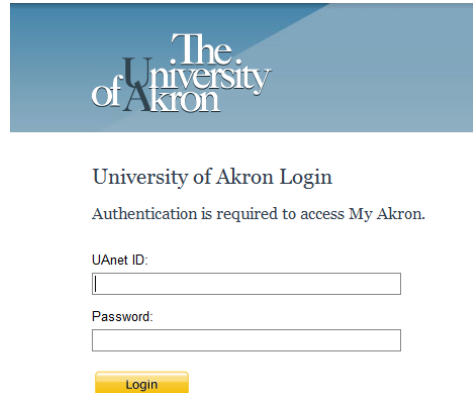
Class Notes 32 credits completed (sophomore status) plus completion of 3300:112 (English Comp II).

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.

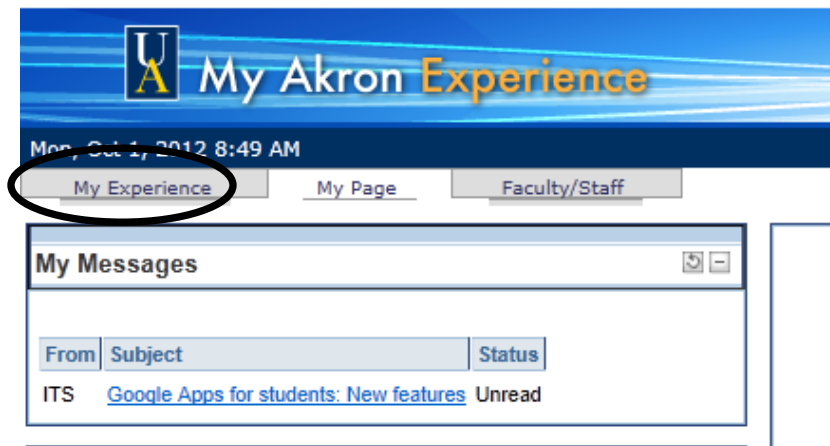
Instructions:

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



The image shows the University of Akron Login page. At the top is the university logo. Below it, the text reads "University of Akron Login" and "Authentication is required to access My Akron." There are two input fields: "UAnet ID:" and "Password:". Below the fields is a yellow "Login" button.

2. Click the "My Experience" tab.



The image shows the "My Akron Experience" dashboard. At the top is a blue header with the "U of A" logo and the text "My Akron Experience". Below the header is a navigation bar with three tabs: "My Experience", "My Page", and "Faculty/Staff". The "My Experience" tab is circled in black. Below the navigation bar is a "My Messages" section with a table of messages.

From	Subject	Status
ITS	Google Apps for students: New features	Unread

Instructions:

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

U My Akron Experience

Mon, Oct 1, 2012 8:49 AM

My Experience My Page Faculty/Staff

[Student Center](#)


[Springboard](#)

[E-Mail](#)

Reminders

- Majors Mosaic
- Learn About UA Programs at Majors Mosaic
- Attend events for Homecoming Week, October 1-7th
- Be sure to complete the MAP-Works Fall survey by October 7
- US-China Relations in an Election Year
- Participate in National Depression Screening Day

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.


Nancy's Student Center

Academics




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

other academic... 

- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop**
- Exam Schedule
- Grades
- Transfer Credit: Report
- other academic...

Deadlines 

This Week's Schedule


	Class	Schedule
	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

[weekly schedule](#) ▶
[enrollment shopping cart](#) ▶

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... 

Account Summary

You owe 2,113.70.

- Due Now 724.56
- Future Due 1,389.14

**** You have a past due balance of 724.56. ****
Currency used is US Dollar.

[make a payment](#) ▶
[sign up for payment plan](#) ▶
[authorize parent access](#) ▶

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.

Jane Doe go to ...

Search
Enroll
My Academics

my class schedule
add
drop
term information

Drop Classes 1

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2008 Fall | Undergraduate | The University of Akron

✔ Enrolled ✘ Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	1100 101-001 (70115)	Student Success Seminar (Lecture)	MoWe 7:45AM - 8:35AM	Crouse 209	J. Berkowitz	2.00	✔
<input type="checkbox"/>	3540 126-702 (72164)	Fitness and Wellness (Lecture)	Th 8:00AM - 9:40AM	Wayne Coll A107	M. Jarvis	1.00	✔
<input type="checkbox"/>	7100 233-800 (77695)	Foundation Life Drawing (Laboratory)	MoWe 6:05PM - 8:45PM	Folk Hall 180	M. Stauffer	3.00	✔
<input type="checkbox"/>	7100 243-002 (77493)	Introduction to Painting (Laboratory)	TuTh 1:10PM - 3:50PM	Folk Hall 175	L. Vinnedge	3.00	✔

Drop a class/classes for the selected term.

DROP SELECTED CLASSES

Instructions:

- 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.

Jane Doe go to ...

Search Enroll My Academics
my class schedule add drop 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.

2008 Fall | Undergraduate | The University of Akron

✔ Enrolled
 ✘ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
1100 101-001 (70115)	Student Success Seminar (Lecture)	MoWe 7:45AM - 8:35AM	Crouse 209	J. Berkowitz	2.00	✔

CANCEL PREVIOUS **FINISH DROPPING**

Instructions:

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

Jane Doe go to ...

Search Enroll My Academics
my class schedule add drop 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.

2008 Fall | Undergraduate | The University of Akron

✔ Success: dropped	✘ Error: unable to drop class	
Class	Message	Status
1100 101	Message: You have been given a grade of WD for this class.	✔

MY CLASS SCHEDULE

Course successfully dropped

- You may wish to click the MY CLASS SCHEDULE 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