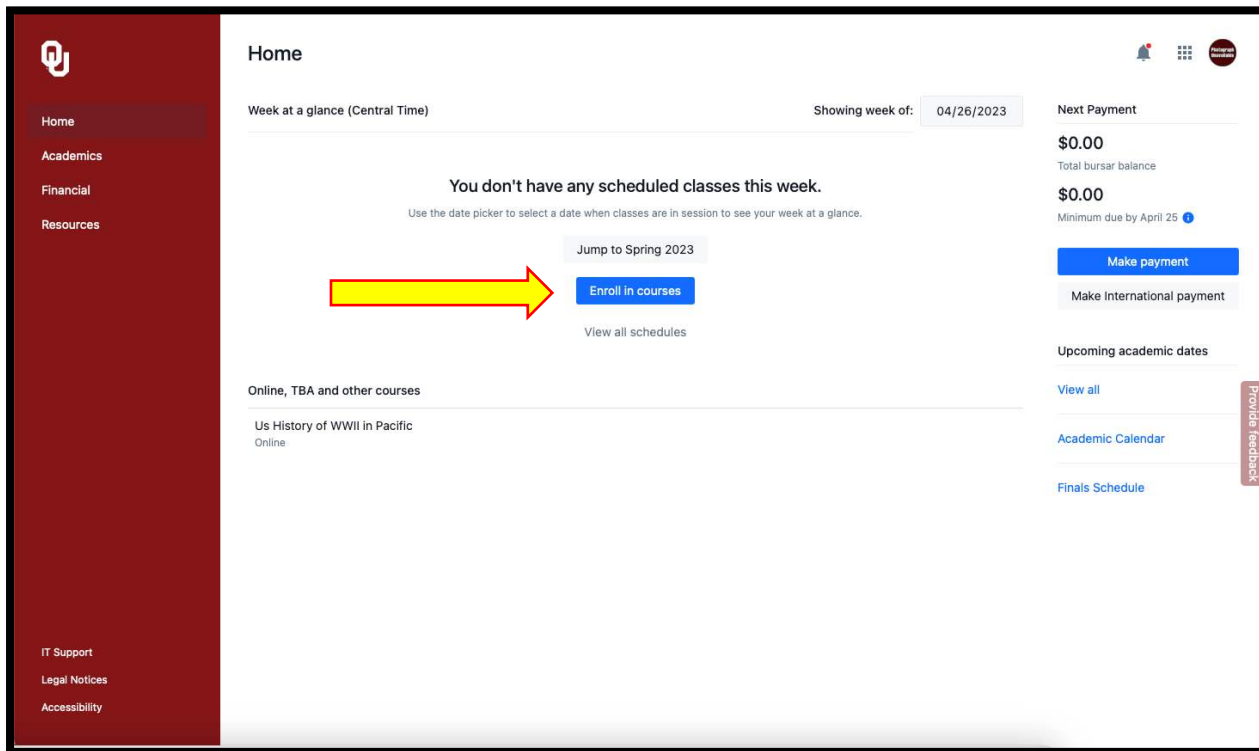
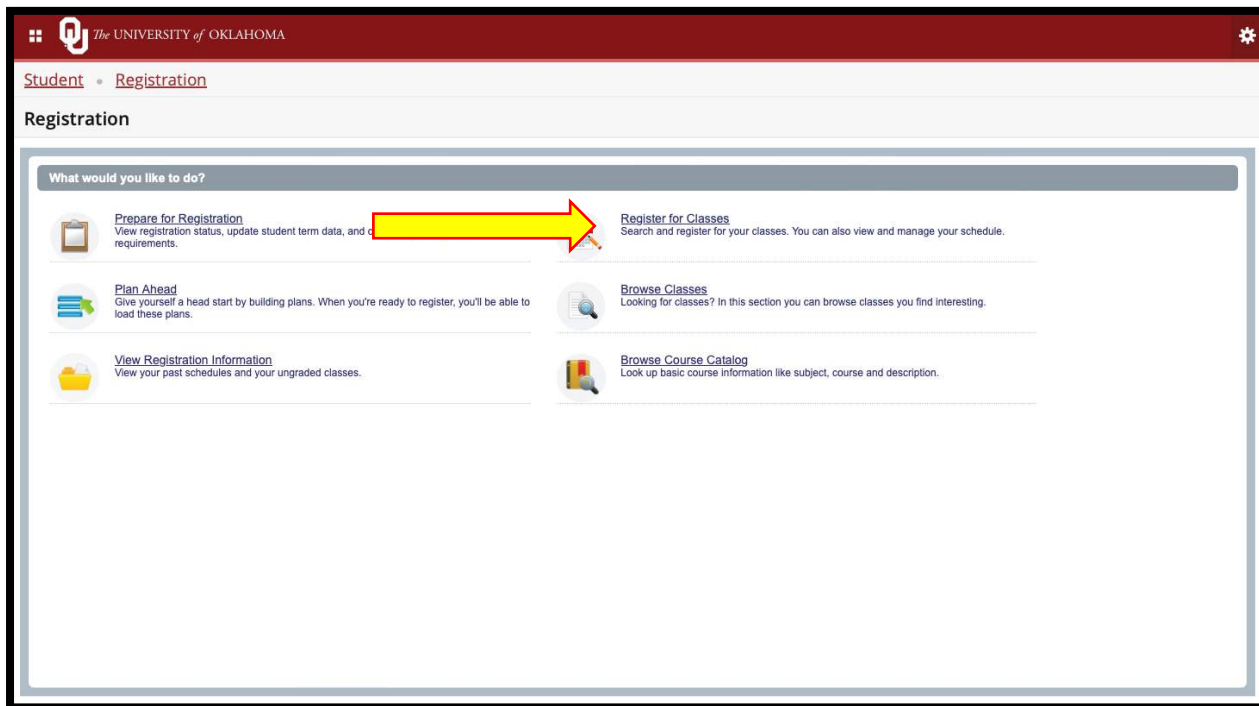


Enrolling in One

Go to ONE.OU.EDU and log in with your OU Net ID (4x4) and password. Click on “Enroll in Courses” button on the Home page.



This will take you to Banner where you can Browse, Plan future semesters, and Enroll in upcoming classes. Click “Register for Classes”.



Click on “Select Term” to select enrollment semester. For regular undergraduate classes select Fall 20XX, Spring 20XX, or Summer 20XX. Click “Continue”

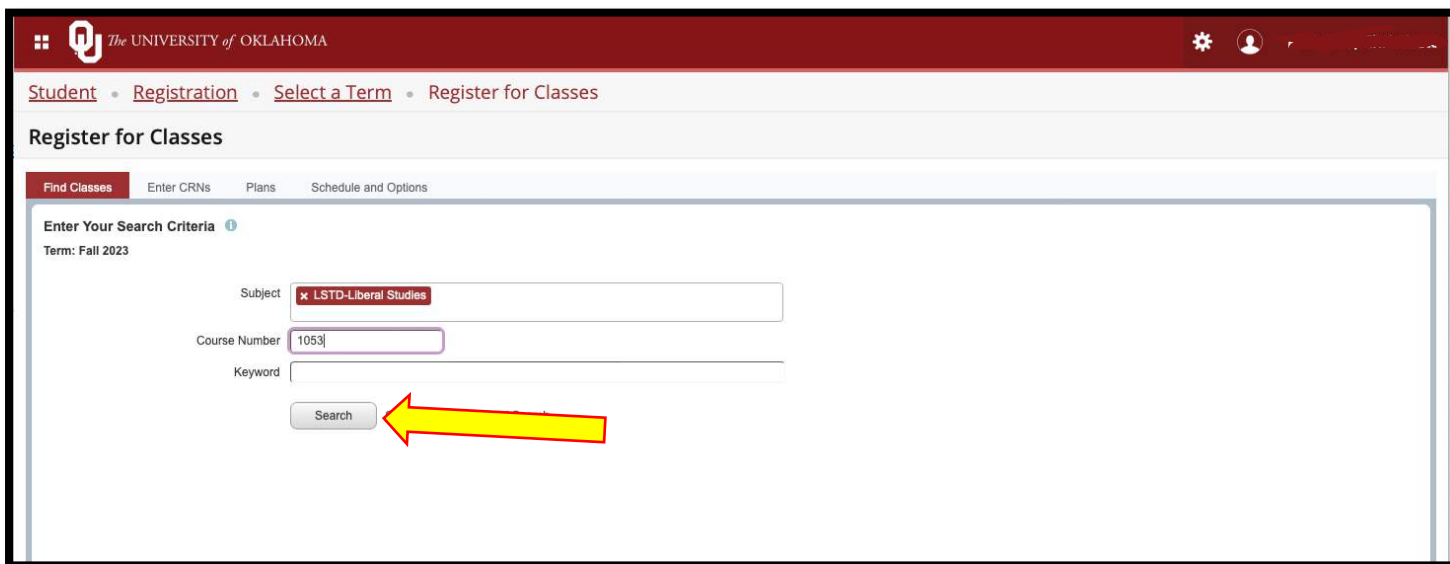
The screenshot shows the 'Select a Term' page. At the top, there is a navigation bar with 'Student', 'Registration', and 'Select a Term'. Below this, the page title is 'Select a Term'. A section titled 'How would you like to search?' has two radio buttons: 'Term' (selected) and 'Date Range'. Underneath, there is a search box labeled 'Terms Open for Registration' with a dropdown menu. The dropdown menu is open, showing a list of terms: 'Fall 2023', 'Long Term Liberal Studies 2022', 'Self-Paced 2022-2023', 'Summer 2023 Advanced Programs', and 'Summer 2023'. The 'Fall 2023' option is highlighted in red.

The next step is searching for classes to add to your student schedule. Find the course subject and course number on your degree plan. For example, this student is adding LSTD 1053.

Type the course subject in “Subject” box and WAIT for the selection to appear. DO NOT CLICK ENTER, only click the subject in the menu to continue.

The screenshot shows the 'Register for Classes' page. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the page title is 'Register for Classes'. There are four tabs: 'Find Classes' (selected), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Underneath, there is a section titled 'Enter Your Search Criteria' with a sub-section 'Term: Fall 2023'. There are three input fields: 'Subject' with 'LSTD' entered, 'Course Number' with 'LSTD-Liberal Studies' entered, and 'Keyword' which is empty. A red arrow points to the 'Course Number' field. Below the input fields are buttons for 'Search', 'Clear', and 'Advanced Search'.

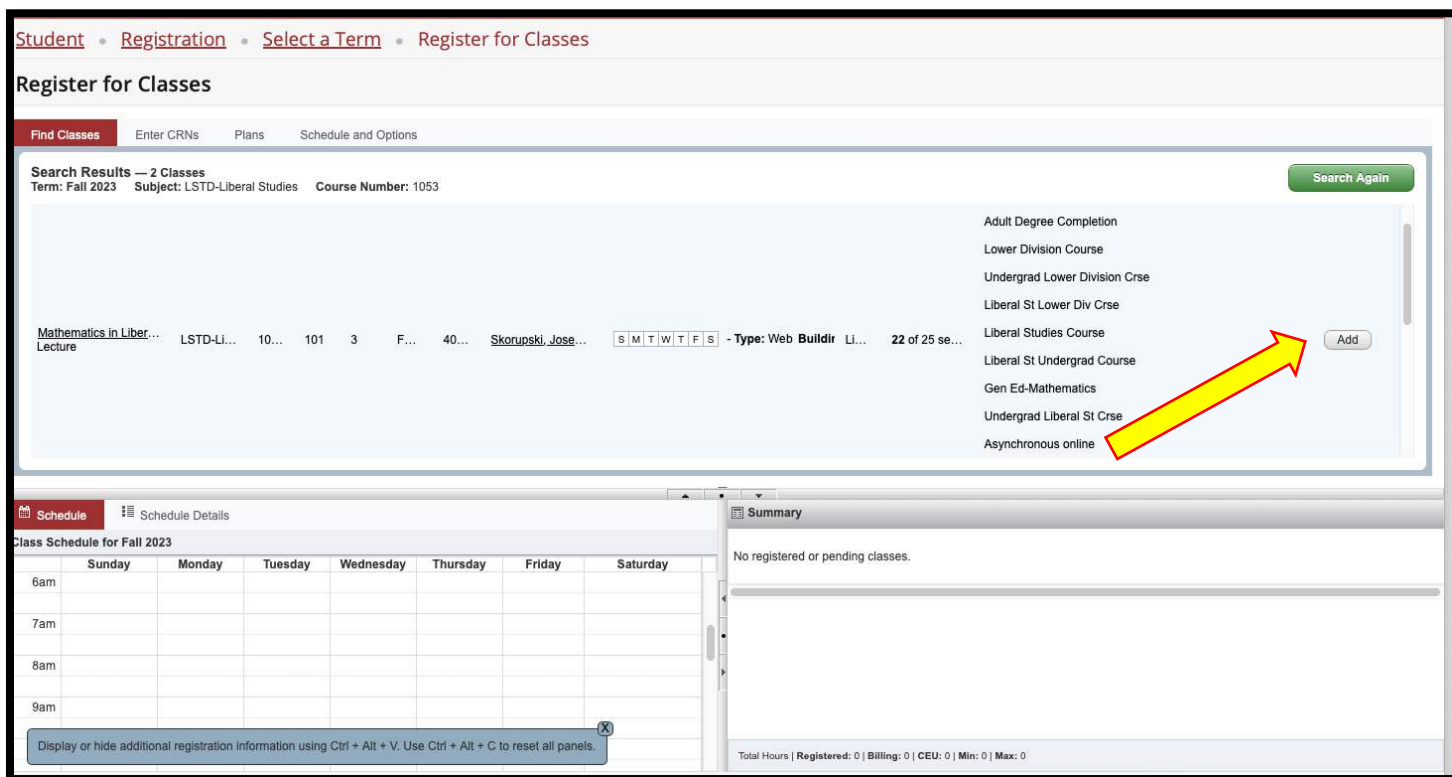
Next, type the course number into the “Course Number” box. Click “Search”.



Search results will show classes available.
Check section numbers to identify when a class begin/ends.

SEMESTER INFO	GENERAL COURSE DATES	SECTION #s
FALL I	AUG – OCT	100s
FALL II	OCT – DEC	200s
SPRING I	JAN – MAR	300s
SPRING II	MAR – MAY	400s
SUMMER	JUN – JUL	500s

Click “Add” to add course to semester schedule.



Don't forget to click "Submit" at the bottom to enroll in the course. This saves the course to your schedule. Click green "Search Again" button to add more classes, if needed.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The main area displays 'Search Results — 2 Classes' for the term 'Fall 2023' and subject 'LSTD-Liberal Studies'. A table lists the search results, including 'Mathematics in Liber... Lecture'. To the right of the table is a list of course types with an 'Add' button. Below the search results, there is a 'Class Schedule for Fall 2023' grid and a 'Summary' table. The 'Summary' table shows the class 'Mathematics in Liber...' with a status of 'Registered'. A yellow arrow points to the 'Submit' button at the bottom right.

You are registered!

Sometimes students may encounter an issue enrolling in classes. If you click submit and do not see **Registered** for your class status, you need to contact your advisor. Please screen shot or explain the error you receive. Errors show up in top right of screen. Example below:

The screenshot shows the 'Register for Classes' interface with an error message. The error message is circled in red and reads: 'LSTD 4953 CRN 40372: You do not have the course prerequisite.' and 'LSTD 4953 CRN 40372: Departmental Permission req'. The search results show 'Study-in-Death: CLS... Independent Study'. The 'Summary' table shows the class 'Study-in-Death: CLS...' with a status of 'Errors Preventin...'. The 'Submit' button is visible at the bottom right.