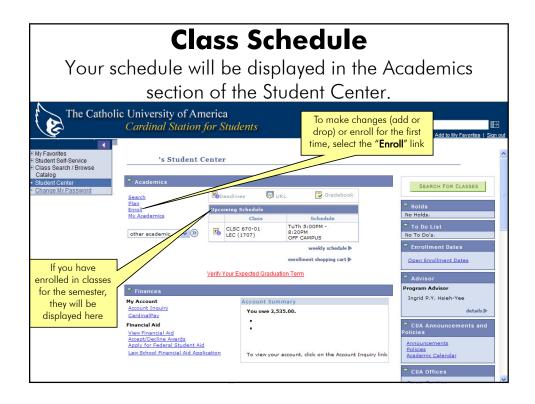
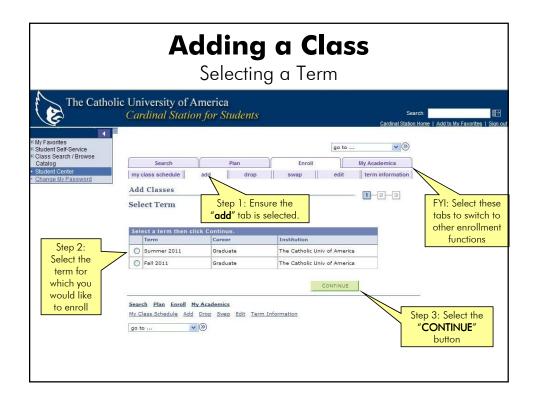


| Student C   |   |  |   | nt Cer | • -          | r<br>linal Station  |
|---|---|--|---|--------|--------------|---|
| The Catholic  | University of Am<br>Cardinal Station f  |  | lents   |        | Cardina      | Search:   |
| My Favorites     Student Self-Service     Class Search / Browse     Catalog     Student Center     Charle Mr Password     You can return to     this screen at any     time by selecting <b>"Student Center"</b> from the main menu | 's Student Co<br>Academics<br>Seach<br>Plan<br>Erroll<br>My Academics<br>other academic  (*)<br>(*)<br>Finances<br>Hy Account<br>Account Inquity<br>CardinalBay<br>Financial Aid<br>Account Charlow<br>Strancial Aid<br>Account Charlow<br>Account Charlow<br>Strancial Aid<br>Account Charlow<br>Strancial Aid<br>Strancial | Upcoming<br>Upcoming<br>EB<br>CLSC<br>LEC<br>Verify Your E | Schedule<br>Class<br>C Cass<br>C 670-01<br>(1707)<br>Xpected Gradu<br>Account Sul<br>You owe 2, | mmary  | Inquiry link | SEARCH FOR CLASSES  V Holds  V Holds.  V To Do List No Holds.  V To Do List No To Do's.  V Enrollment Dates  Den Errollment Dates  V Advisor  Program Advisor Ingrid P.Y. Hsieh-Yee details  V CUA Announcements and Policies Announcements Policies Anademic Calendar  V CUA Offices |





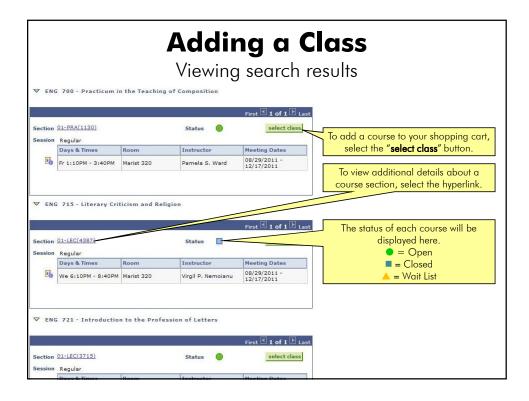
|   | Α                                    | <b>dding</b><br>Selectin  | •           |      | SS     |  |         |
|---|--------------------------------------|---|-------------|------|--------|--|---------|
| The Catholi   | c University of A<br>Cardinal Statio |   |             |      | Cardin | Search:  | Sign ou |
| <ul> <li>My Favorites</li> <li>Student Self-Service</li> <li>Class Search / Browse<br/>Catalog</li> <li>Student Center</li> <li>Chance My Password</li> </ul> If you know the<br>4 digit class<br>number, enter it<br>here.<br>The 4 digit class<br>number is<br>unique to each<br>section and is<br>not the same as<br>the course<br>number (i.e., | satisfied with your da               | Plan<br>add drop<br>o add<br>another term, select the terr<br>ses selections, proceed to set<br>the Catholic Univ of America<br>Coper<br>Fall 2011 Shopping Cert<br>Your enroll | change term | edit |        | If you do not know<br>the 4 digit class<br>number, select<br>"Class Search" and<br>then select the<br>"search" button.<br>Your current class<br>schedule will be<br>displayed below<br>the search box. |         |

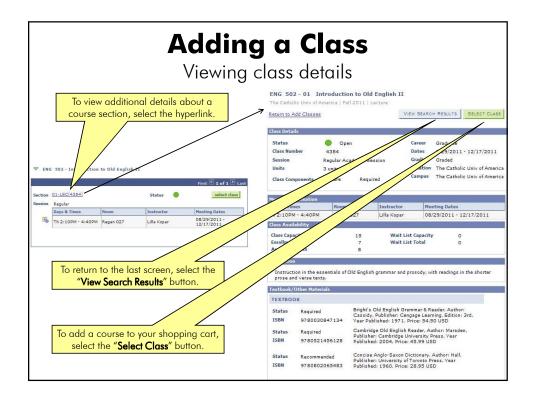
|   | <b>dding</b><br>earching f  |            | S  |        |
|---|---|------------|--|--------|
| Enter Search Crite<br>The Catholic Univ of Ameri<br>Select at least 2 search<br>Class Search Criteria<br>Course Subject<br>Course Number<br>Course Career | Consortium - TC<br>Consortium - UDC<br>Consortium - UDC<br>Consortium - UDC<br>Consortium - UDC<br>Consortium - UDC<br>Consortium - UDC<br>Babata<br>Barly Christian Studies<br>Ecconomics<br>Education Workshops<br>Electrical Engineering General<br>Engineering General<br>Engineering General<br>Engineering General<br>Enchang Course - Australia<br>Exchange Course - Australia<br>Exchange Course - Figner<br>Exchange Course - Figner<br>Exchange Course - Taly<br>Exchange Course - Spain<br>Exchange Course - Taly<br>Exchange Course - Spain<br>Exchange Course - Taly<br>Show Open Classes Only<br>Show Open Entry/Esit Classes On<br>eria to narrow your search results:<br>Iteria | I edit ter | Search:<br>Cardinal Station Home   Add to<br>ademics<br>m information<br>Select a course s<br>from the dropdow | ubject |

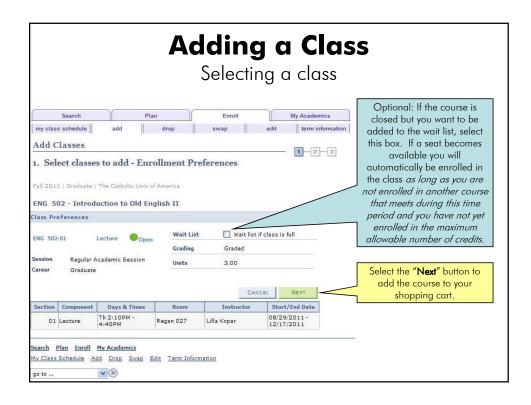
| Adding a  | Class  |
|---|--|
| Searching for   | a class  |
| Class Search Criteria   |  |
| Course Subject English  | If you know the 3 digit course   |
| Course Number is exactly 502                                  | number (i.e., ENG <b>502</b> ), enter it here  |
| Course Career Graduate  | and then select the " <b>Search</b> " button.  |
| Show Open Classes Only  |  |
| Show Open Entry/Exit Classes Only                             |  |
| Use Additional Search Criteria to narrow your search results. |  |
| D Additional Search Criteria                                  |  |
| Clear CRITERIA SEARCH   | If you don't know the course number<br>and prefer to browse courses in the<br>subject area you've selected, select |
| Course Subject English  | a course career (i.e., undergraduate,  |
| Course Number is exactly                                      | graduate, etc.) and then select the  |
| Course Career Graduate  | "Search" button.   |
| Consortium<br>Credit Non-Affiliated Daly                      |  |
| Graduate  |  |
| Use Additional Search Crit Non-Credit<br>Undergraduate        |  |
| D Additional Search Criteria                                  | Optional: See the next page  |
|   | for instructions on how to   |
|   | TOT INSTRUCTIONS ON NOW TO   |
| Return to Add Classes CLEAR CRITERIA SEARCH                   |  |
| Leturn to Add Classes   | further limit your search results.   |

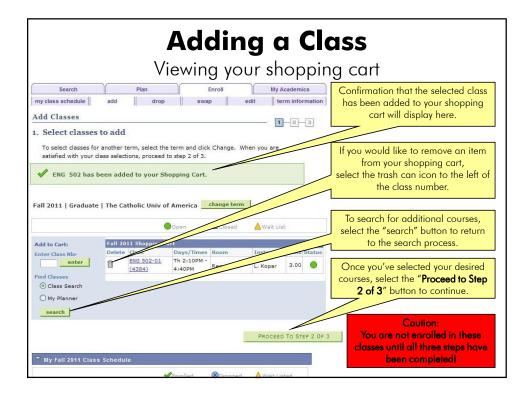
|  | Adding a<br>Searching for  |   |
|--|--|---|
| Class Search Criteri<br>Course Subject<br>Course Number<br>Course Career | a<br>English<br>Is exactly<br>Graduate<br>Show Open Classes Only   | To limit the search results to classes<br>that have available seats, select<br>"Show Open Classes Only."              |
| Use Additional Search  | Show Open Entry/Exit Classes Only<br>Criteria to narrow your search results.   | To limit search results by additional<br>criteria, such as meeting pattern,<br>instructor, credit value, etc., select |
| Meeting Start Time<br>Meeting End Time<br>Day of Week                    | greater than or equal to  greater than or equal to greater than or greater than or equal to grea | the downward facing arrow to the<br>left of "Additional Search Criteria."   |
| Instructor Last Name<br>Class Nbr<br>Course Title Keyword                | is exactly (cample: 1136)<br>(example: 1136)<br>(example: statistics)  | your screen. Choose and/or enter<br>your additional search criteria and<br>then select the <b>"Search</b> " button.   |
| Minimum Units<br>Maximum Units<br>Course Component<br>Session            | greater than or equal to   |   |
| Session<br>Mode of Instruction<br>Campus<br>Location                     |  |   |

|  |   |  |                          | <b>ng a C</b><br>g search r           |  |
|--|---|--|--------------------------|---------------------------------------|--|
| my class sc<br>Add Clas<br>Search F            | sses  | Plan<br>drop                           | Enroll<br>Swap           | My Academics<br>edit term information | Your class schedule (courses in which<br>you're already enrolled) will appear<br>above the search results on the left.<br>Select the <b>"show all</b> " button to view<br>the complete schedule. |
| The Catholic<br><u>My Class So</u><br>CLSC 641 | : Univ of America   Fal<br>chedula<br>Mo 5:30PM - 8:0<br>OFF CAMPUS | show all SI                            | oopping Cart             | ty.                                   | Your shopping cart (courses you've<br>selected for possible enrollment) will<br>appear above the search results on<br>the right.   |
| The following<br>Graduate, S<br>Return to Ad   | how Open Classes On   | earch criteria Cours<br>ly: <b>Yes</b> | e Subject: English, Cour | START A NEW SEARCH                    | Select the " <b>Start a New Search</b> " button to return to the previous screen.  |
|  | 502 - Introduction  | to Old English II                      | pen 🔲 Closed             | Await List<br>First 4 1 of 1 🕨 Last   | Search results will be ordered by<br>course number in this section. Scroll<br>down the list to find your desired class.  |
|  |   |  |                          |                                       |  |
|  | <u>1-LEC(4384)</u><br>Regular                                       |  | Status 🥚                 | select class                          |  |
| Section 0<br>Session F                         |   | Room                                   | Status 🔵                 | select class Meeting Dates            |  |





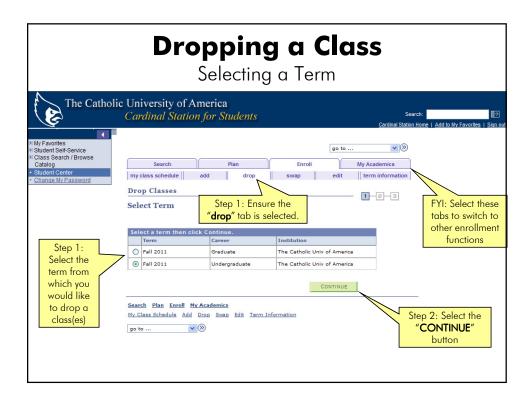




| Search                          |  | Plan           | Enroll |            | My Acaden                        | nics     |  |
|---------------------------------|--|----------------|--------|------------|----------------------------------|----------|--|
| my class schedul<br>Add Classes | e add                                      | drop           | swap   | edit       | term info                        | ormation | Verify that the courses displayed are correct. Select the "Finish  |
|                                 | dding these classes                        | , CICK Cancel. |        |            |                                  |          |  |
| Fall 2011   Gradua              | ate   The Catholic U                       | niv of America | Clos   | ad Au      | /m(+ 1)=+                        |          |  |
| Fall 2011   Gradua              | ate   The Catholic U                       |                | Room   |            | Vait List                        |          |  |
|                                 |  | niv of America |        |            | Vait List<br>Units Statu<br>3.00 | 5        | To make changes to your  |
| Class                           | Description Introduction to Old English II | Days/Times     | Room   | Instructor | Units Statu                      |          | To make changes to your<br>selections, select the "Previous"<br>button to return to the Add<br>Classes screen, |

| Search my class schedule | Adding a Clas<br>Viewing results   | Check the Status column   |
|--------------------------|--|---|
|                          | status report for enrollment confirmations and errors:   | enrollment was successful<br>for each class.<br>A <b>green</b> check mark<br>indicates that you<br>have been successfully |
|                          | Success: enrolled  | enrolled in the class   |
| Class                    | Message Status   |   |
| Class<br>ENG 502         |  |   |
|                          | Message Status<br>Success: This class has been added to your   | A <b>red</b> X indicates that you<br>were unable to enroll in   |
| ENG 502                  | Message         Status           Success: This class has been added to your schedule.         Image: Status status           Error: You cannot add this class due to a time         Image: Status status   | enrolled in the class<br>A <b>red</b> X indicates that you  |
| ENG 502<br>ENG 723       | Message     Status       Success: This class has been added to your<br>schedule.     Image: Constraint of the schedule o | A <b>red</b> X indicates that you<br>were unable to enroll in<br>the class. The reason for<br>the failed transaction will |

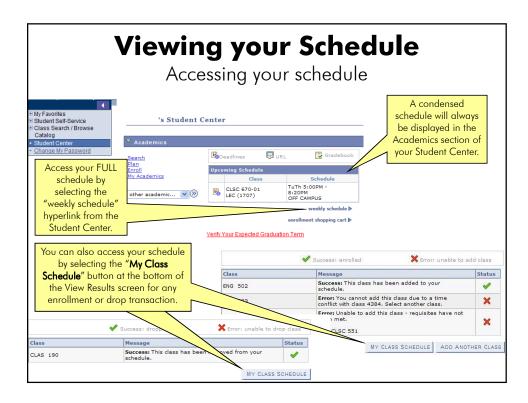
|  |            | <b>g a Class</b><br>ng error messages  |
|--|------------|--|
| Message  | Status     | If your account has an active hold preventing  |
| Error: You have a hold on your record. The hold on<br>your record must be removed before this transaction<br>can be processed.   | × <        | registration you will see this error message. To view<br>the details of your hold, return to the Student Center  |
| Error: You have a hold on your record. The hold on<br>your record must be removed before this transaction<br>can be processed.   | ×          | screen and check the Holds box on the right-hand side  |
| Success: This class has been added to your<br>schedule.<br>Error: You cannot add this class due to a time<br>conflict with class 4394. Select another class.<br>Error: Unable to add this class - requisites have not<br>been met.<br>LSC/CLSC 551 | × ×        | time(s) that overlaps with that of another course in<br>which you are enrolled you will see this error message.<br>To identify the time conflict, select the "My Class<br>Schedule" button to view your complete schedule. |
|  |            | you will see this error message. The requisites will be displayed under the error message.   |
| Message<br>Error: Department Consent Required. You must<br>obtain permission to take this class. If you have a   | Status     | If you have not been granted permission to take a  |
| permission number, click Add Another Class, click —<br>the class link, enter the number and resubmit.  | THER CLASS | "Department Consent Required" course you will see<br>this error message. CUA does not use permission<br>numbers; instead, contact the department to inquire<br>about being granted consent.                                |

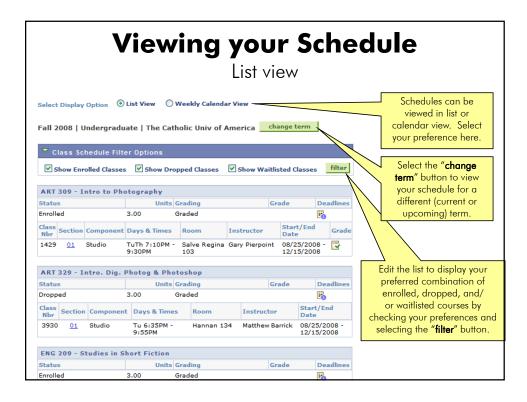


| my cla | Dropping a Class         Selecting classes to drop         Selecting classes to drop         Selecting classes to drop         The full list of |  |  |                 |            |        |       |   |   |
|--------|---|--|--|-----------------|------------|--------|-------|---|---|
| 1. Se  |   | s to drop<br>to drop and click I<br>raduate   The Ca |  |                 | ange term  | 1-     | -[2][ |   | The full list of<br>classes in which you<br>are registered will<br>be displayed here. |
|        | at  |  | •  |                 |            |        | /     | ſ |   |
| Select | Class<br><u>CLAS 190-1</u><br>(4795)  | Archaeology of<br>Classical World<br>(Lecture)       | Days/Times<br>TuTh 5:10PM -<br>6:25PM  | Gibbons<br>B031 | S. Kim     | 3.00   | V     |   |   |
|        | ENO 102-01<br>(4384   | Introduction to<br>Old English II<br>(Lecture)       | Th 2:10PM -<br>4:40PM  | Regan 027       | L. Kopar   | 3.00   | ~     |   |   |
| ⊳му    | Fall 2011 Clas  | ss sch class(e<br>drop<br>check                      | 1: Select the<br>s) you wish to<br>by entering<br>marks to the<br>of each title. | -               | DROP SELEC | TED CL | ASSES |   | Step 2: Select the<br>"Drop Selected<br>Classes" button.                              |

| Search   | P                    | Plan             | Enroll   |         | My Academics     |    |
|--|----------------------|------------------|----------|---------|------------------|----|
| my class schedu  | le add               | drop             | swap     | edit    | term information | on |
| Confirm your selection  Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.  all 2011   Undergraduate   The Catholic Univ of America |                      |                  |          |         |                  |    |
|  |                      |                  |          | and Alw | nik Linkov       |    |
|  | graduate   The Catho | <b>√</b> Enrolle |          | ped AW  | ait Listed       |    |
| Fall 2011   Under  |                      |                  | d 🛞 Drop | _       |                  |    |

|   | Dropping a Class<br>Viewing results   |
|---|---|
| Search my class schedule add  | Plan     Enroll     My Academics              drop     swap     edit     term information   |
| Drop Classes         3. View results         View the results of your enror request.         Fall 2011   Undergraduate   The Graduate   T | Ilment request. Click Fix Errors to make changes to your<br>Eatholic Univ of America  |
| 🖌 s   | uccess: dropped 🛛 🗙 Error: unable to drop class   |
| Class<br>CLAS 190   | Message     Status       Success: This class has been removed from your schedule.     Image: Class has been removed from your schedule. |
| about errors (if a  | ge column for information<br>pplicable) or W (withdraw)<br>d as a result of the drop.   |





| Viewing your Schedule<br>Weekly Calendar view |  |   |   |   |        |                    |                  |  |
|---|--|---|---|---|--------|--------------------|------------------|--|
| _   | << previous week Week of 8/25/2008 - 8/31/2008 next week >>                  |   |   |   |        |                    |                  | Move forward and<br>backward in time by<br>selecting the " <b>previous</b>                 |
|   | Show Week of 08/25/2008 B Start Time 8:00AM End Time 6:00PM refresh calendar |   |   |   |        |                    |                  |  |
| Time  | Monday<br>Aug 25   | Tuesday<br>Aug 26   | Wednesday<br>Aug 27   | Thursday<br>Aug 28  | Friday | Saturday<br>Aug 30 | Sunday<br>Aug 31 | week" or "next week"   |
| 8:00AM  |  |   |   |   |        |                    |                  | buttons.   |
| 9:00AM  |  |   |   |   |        |                    |                  | and the state of the state   |
| 10:00AM                                       |  | ENG 209 - 02<br>Lecture<br>11:10AM - 12:25PM<br>Gowan Hall 408  |   | ENG 209 - 02<br>Lecture<br>11:10AM - 12:25PM<br>Gowan Hall 408  |        |                    |                  | Modify the grid view by<br>entering a date and/or<br>start and end times.                  |
| 12:00PM                                       |  | ENG 209 - 02<br>11:10AM - 12:25PM<br>PSY 383 - 01<br>Lecture<br>12:35PM - 1:50PM<br>Celdwell Hall 119 |   | ENG 209 - 02<br>11:10AM - 12:25PM<br>PSY 383 - 01<br>Lecture<br>12:35PM - 1:50PM<br>Caldwell Hall 119 |        |                    |                  | Select the " <b>refresh</b><br><b>calendar</b> " button after<br>entering your selections. |
| 1:00PM  |  | PSY 383 - 01<br>12:35PM - 1:50PM  |   | PSY 383 - 01<br>12:35PM - 1:50PM  |        |                    |                  |  |
| 2:00PM  |  |   |   |   |        |                    |                  | Additional modifications   |
| 3-00рм<br>4:00РМ                              | MDIA 333 - 01<br>Lecture<br>4:10PM - 6:40PM<br>McMahon Hall 007              |   | MDIA 499 - 01<br>Seminar<br>4:10PM - 6:40PM<br>O'Boyle Hall 220 |   |        |                    |                  | to the display can be<br>made in the Display<br>Options section. Select                    |
| 5:00PM  | MDIA 333 - 01<br>4:10PM - 6:40PM   |   | MDIA 499 - 01<br>4:10PM - 6:40PM                                |   |        |                    |                  | the " <b>refresh calendar</b> "  |
| 6:00PM  | MDIA 333 - 01<br>4:10PM - 6:40PM   |   | MDIA 499-01<br>4:10PM - 6:40P                                   |   |        |                    |                  | button after entering  |
| ▼ Displa                                      | ay Options   |   |   |   |        |                    |                  | your selections.   |
| Show AM/PM                                    |  | Monday  |   | Thursday  |        |                    |                  |  |
| Show Class Title                              |  | V Tuesday V   |   | Friday  | Sunday | refresh calendar   | 1                |  |
| Sho   | w Instructors  | ✓ Wedne   | sday 🔽  | Saturday  |        |                    |                  |  |