The Catholic University of America
Cardinal Station for Students

Adding and Dropping Classes in Cardinal Station

Log in to Cardinal Station
https://cardinalstation.cua.edu

The Catholic University of America
Cardinal Station

Signon

User ID: [   ]

Password: [   ]   Forgot? Click here.

User IDs must be uppercase. Passwords are case-sensitive.

[Sign In]

Technical Support

CUA Account Lookup
Don't know your Student ID number, campus network account, or CUA e-mail address and account? Learn how to find them.

On-line University Computing Help
Got a computer problem? Submit a service ticket using OUCH.

View All Articles and Sections

Announcements

Your Rights Under FERPA
Learn more about your rights under the Family Educational Rights and Privacy Act (FERPA).

View All Articles and Sections

Course Catalog

Course Catalog
View the current CUA course catalog.

Schedule of Classes
View the current CUA schedule of classes.

Contact the computer help desk at 202-319-4357 if you have forgotten your log-on information

CUA Links

CUA Home
HOME @ CUA
Academic Calendar
Inside CUA
Cardinal Card
Center for Planning & Information Technology
Online Courses
Cardinal Mail
CUA Libraries
Calendar of Events
Admissions Applications
CardinalPAY

Cardinal Station Access

Access Procedures
Follow these procedures when requesting access PeopleSoft systems.

Financials Access Form
Use this form to request access to Financials for n employees or employees who have moved positio

Cardinal Students Access Form
Use this form to request access to the system for n employees or employees who have changed posit

Your Student Center

Student Center is the default menu in Cardinal Station

You can return to this screen at any time by selecting "**Student Center**" from the main menu

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Class Schedule

Your schedule will be displayed in the Academics section of the Student Center.

To make changes (add or drop) or enroll for the first time, select the "**Enroll**" link

If you have enrolled in classes for the semester, they will be displayed here

Adding a Class
Selecting a Term

The Catholic University of America
Cardinal Station for Students

Search: [_____]

Cardinal Station Home | Add to My Favorites | Sign out

- My Favorites
- Student Self-Service
- Class Search / Browse Catalog
- Student Center
- Change My Password

go to ... [____] »

| Search | Plan | Enroll | My Academics |

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

Add Classes

Select Term

Step 1: Ensure the "**add**" tab is selected.

FYI: Select these tabs to switch to other enrollment functions

1 - 2 - 3

Step 2: Select the term for which you would like to enroll

Select a term then click Continue.

Term	Career	Institution
○ Summer 2011	Graduate	The Catholic Univ of America
○ Fall 2011	Graduate	The Catholic Univ of America

CONTINUE

Step 3: Select the "**CONTINUE**" button

Search | Plan | Enroll | My Academics
My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ... [____] »

Adding a Class
Selecting a class

The Catholic University of America
Cardinal Station for Students

Search: [_____]

Cardinal Station Home | Add to My Favorites | Sign out

- My Favorites
- Student Self-Service
- Class Search / Browse Catalog
- Student Center
- Change My Password

go to ... [____] »

| Search | Plan | Enroll | My Academics |

my class schedule | add | drop | swap | edit | 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.

If you know the 4 digit **class number**, enter it here.
The 4 digit class number is unique to each section and is not the same as the course number (i.e., ENG101).

If you do not know the 4 digit class number, select "**Class Search**" and then select the "**search**" button.

Fall 2011 | Graduate | The Catholic Univ of America | change term

● Open ☐ Closed ⚠ Wait List

Add to Cart:
Enter Class Nbr
[____] enter

Find Classes
⊙ Class Search
○ My Planner
search

Fall 2011 Shopping Cart
Your enroll... ...empty.

Your current class schedule will be displayed below the search box.

▼ My Fall 2011 Class Schedule

Adding a Class
Searching for a class

Select a course subject from the dropdown menu

Adding a Class
Searching for a class

If you know the 3 digit course number (i.e., ENG**502**), enter it here and then select the "**Search**" button.

If you don't know the course number and prefer to browse courses in the subject area you've selected, select a course career (i.e., undergraduate, graduate, etc.) and then select the "**Search**" button.

Optional: See the next page for instructions on how to further limit your search results.

Adding a Class
Searching for a class

Class Search Criteria

Course Subject	English
Course Number	is exactly
Course Career	Graduate

☑ Show Open Classes Only
☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▽ **Additional Search Criteria**

Meeting Start Time	greater than or equal to	(example: 1:00PM)
Meeting End Time	less than or equal to	
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)
Minimum Units	greater than or equal to	
Maximum Units	less than or equal to	
Course Component		
Session		
Mode of Instruction		
Campus		
Location		

Return to Add Classes   CLEAR CRITERIA   SEARCH

To limit the search results to classes that have available seats, select **"Show Open Classes Only."**

To limit search results by additional criteria, such as meeting pattern, instructor, credit value, etc., select the downward facing arrow to the left of **"Additional Search Criteria."**
▼
Additional options will appear on your screen. Choose and/or enter your additional search criteria and then select the **"Search"** button.

Adding a Class
Viewing search results

Search	Plan	Enroll	My Academics

my class schedule	add	drop	swap	edit	term information

Add Classes   1 — 2 — 3

Search Results

When available, click View All Sections to see all sections of the cou

The Catholic Univ of America | Fall 2011

My Class Schedule   [show all]   Shopping Cart

Your shopping cart is empty.

CLSC 641   Mo 5:30PM - 8:00PM
OFF CAMPUS

The following classes match your search criteria Course Subject: **English**, Course Career: **Graduate**, Show Open Classes Only: **Yes**

Return to Add Classes   START A NEW SEARCH

● Open   ☐ Closed   ⚠ Wait List

▽ ENG 502 - Introduction to Old English II

First ◀ 1 of 1 ▶ Last

Section	01-LEC(4384)		Status ●	select class
Session	Regular			

	Days & Times	Room	Instructor	Meeting Dates
	Th 2:10PM - 4:40PM	Regan 027	Lilla Kopar	08/29/2011 - 12/17/2011

Your class schedule (courses in which you're already enrolled) will appear above the search results on the left. Select the **"show all"** button to view the complete schedule.

Your shopping cart (courses you've selected for possible enrollment) will appear above the search results on the right.

Select the **"Start a New Search"** button to return to the previous screen.

Search results will be ordered by course number in this section. Scroll down the list to find your desired class.

Adding a Class
Viewing search results

▽ ENG 700 - Practicum in the Teaching of Composition

First ◁ 1 of 1 ▷ Last

Section 01-PRA(1130) Status ● select class

Session Regular

	Days & Times	Room	Instructor	Meeting Dates
	Fr 1:10PM - 3:40PM	Marist 320	Pamela S. Ward	08/29/2011 - 12/17/2011

To add a course to your shopping cart, select the "**select class**" button.

To view additional details about a course section, select the hyperlink.

▽ ENG 715 - Literary Criticism and Religion

First ◁ 1 of 1 ▷ Last

Section 01-LEC(4387) Status ■

Session Regular

	Days & Times	Room	Instructor	Meeting Dates
	We 6:10PM - 8:40PM	Marist 320	Virgil P. Nemoianu	08/29/2011 - 12/17/2011

The status of each course will be displayed here.
● = Open
■ = Closed
▲ = Wait List

▽ ENG 721 - Introduction to the Profession of Letters

First ◁ 1 of 1 ▷ Last

Section 01-LEC(3715) Status ● select class

Session Regular

	Days & Times	Room	Instructor	Meeting Dates

Adding a Class
Viewing class details

To view additional details about a course section, select the hyperlink.

▽ ENG 502 - Introduction to Old English II

First ◁ 1 of 1 ▷ Last

Section 01-LEC(4384) Status ● select class

Session Regular

	Days & Times	Room	Instructor	Meeting Dates
	Th 2:10PM - 4:40PM	Regan 027	Lilla Kopar	08/29/2011 - 12/17/2011

To return to the last screen, select the "**View Search Results**" button.

To add a course to your shopping cart, select the "**Select Class**" button.

ENG 502 - 01 Introduction to Old English II
The Catholic Univ of America | Fall 2011 | Lecture

Return to Add Classes VIEW SEARCH RESULTS SELECT CLASS

Class Details

Status	● Open	Career	Graduate
Class Number	4384	Dates	8/29/2011 - 12/17/2011
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	The Catholic Univ of America
Class Components	Lecture Required	Campus	The Catholic Univ of America

Meeting Information

	Days & Times	Room	Instructor	Meeting Dates
	2:10PM - 4:40PM	027	Lilla Kopar	08/29/2011 - 12/17/2011

Class Availability

Class Capacity	15	Wait List Capacity	0
Enrolled	7	Wait List Total	0
Available Seats	8		

Description

Instruction in the essentials of Old English grammar and prosody, with readings in the shorter prose and verse texts.

Textbook/Other Materials

TEXTBOOK

Status	Required	Bright's Old English Grammar & Reader, Author: Cassidy, Publisher: Cengage Learning, Edition: 3rd, Year Published: 1971, Price: 54.50 USD
ISBN	9780030847134	
Status	Required	Cambridge Old English Reader, Author: Marsden, Publisher: Cambridge University Press, Year Published: 2004, Price: 45.99 USD
ISBN	9780521456128	
Status	Recommended	Concise Anglo-Saxon Dictionary, Author: Hall, Publisher: University of Toronto Press, Year Published: 1960, Price: 28.95 USD
ISBN	9780802065483	

Adding a Class
Selecting a class

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2011 | Graduate | The Catholic Univ of America

ENG 502 - Introduction to Old English II

Class Preferences

ENG 502-01	Lecture	🟢 Open	**Wait List**	☐ Wait list if class is full
			Grading	Graded
Session	Regular Academic Session		**Units**	3.00
Career	Graduate			

CANCEL   NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Th 2:10PM - 4:40PM	Regan 027	Lilla Kopar	08/29/2011 - 12/17/2011

Search **Plan** **Enroll** **My Academics**
My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ...

Optional: If the course is closed but you want to be added to the wait list, select this box. If a seat becomes available you will automatically be enrolled in the class as long as you are not enrolled in another course that meets during this time period and you have not yet enrolled in the maximum allowable number of credits.

Select the "**Next**" button to add the course to your shopping cart.

Adding a Class
Viewing your shopping cart

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	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.

✔ ENG 502 has been added to your Shopping Cart.

Fall 2011 | Graduate | The Catholic Univ of America   change term

🟢 Open   Closed   ⚠ Wait List

Add to Cart:
Enter Class Nbr
[   ] enter

Find Classes
⦿ Class Search
○ My Planner

search

Fall 2011 Shopping Cart						
Delete	Class	Days/Times	Room	Instr		Status
🗑	ENG 502-01 (4384)	Th 2:10PM - 4:40PM	Re	L. Kopar	3.00	🟢

PROCEED TO STEP 2 OF 3

▼ My Fall 2011 Class Schedule

✔Enrolled ✖Dropped ⚠ Wait Listed

Confirmation that the selected class has been added to your shopping cart will display here.

If you would like to remove an item from your shopping cart, select the trash can icon to the left of the class number.

To search for additional courses, select the "search" button to return to the search process.

Once you've selected your desired courses, select the "**Proceed to Step 2 of 3**" button to continue.

Caution:
You are not enrolled in these classes until all three steps have been completed!

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Adding a Class
Confirming selections

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

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.

Fall 2011 | Graduate | The Catholic Univ of America

🟢 Open   🟦 Closed   ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG 502-01 (4384)	Introduction to Old English II (Lecture)	Th 2:10PM - 4:40PM	Regan 027	L. Kopar	3.00	🟢
ENG 723-01 (1131)	Approaches to Tchng Rhet&Comp (Lecture)	Th 3:35PM - 6:05PM	Nursing-Biology 154	P. Ward	3.00	🟢
LSC 606-01 (1719)	Cataloging and Classification (Lecture)	Tu 5:10PM - 7:40PM	Hannan 103	N. Putnam	3.00	🟢

[CANCEL] [PREVIOUS] [FINISH ENROLLING]

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

Verify that the courses displayed are correct. Select the "Finish Enrolling" button to proceed with the enrollment transaction.

To make changes to your selections, select the "Previous" button to return to the Add Classes screen.

Adding a Class
Viewing results

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2011 | Graduate | The Catholic Univ of America

✔ Success: enrolled   ✖ Error: unable to add class

Class	Message	Status
ENG 502	**Success:** This class has been added to your schedule.	✔
ENG 723	**Error:** You cannot add this class due to a time conflict with class 4384. Select another class.	✖
LSC 606	**Error:** Unable to add this class - requisites have not been met. LSC/CLSC 551	✖

[MY CLASS SCHEDULE] [ADD ANOTHER CLASS]

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

Check the Status column to verify whether enrollment was successful for each class.

A green check mark indicates that you have been successfully enrolled in the class

A red X indicates that you were unable to enroll in the class. The reason for the failed transaction will appear to the left of the status column.

Select the "My Class Schedule" button to view your class schedule.

Select the "Add Another Class" button to return to the Class Search screen.

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Adding a Class
Understanding error messages

Message	Status
Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✖
Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✖

If your account has an active hold preventing registration you will see this error message. To view the details of your hold, return to the Student Center screen and check the Holds box on the right-hand side of the screen.

Message	Status
Success: This class has been added to your schedule.	✔
Error: You cannot add this class due to a time conflict with class 4384. Select another class.	✖
Error: Unable to add this class - requisites have not been met.	✖
LSC/CLSC 551	

If you attempt to enroll in a course with a meeting time(s) that overlaps with that of another course in which you are enrolled you will see this error message. To identify the time conflict, select the "My Class Schedule" button to view your complete schedule.

If do not meet the requisites for enrollment in a course you will see this error message. The requisites will be displayed under the error message.

Message	Status
Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✖

MY CLASS SCHEDULE   ADD ANOTHER CLASS

If you have not been granted permission to take a "Department Consent Required" course you will see this error message. CUA does not use permission numbers; instead, contact the department to inquire about being granted consent.

Dropping a Class
Selecting a Term

The Catholic University of America
Cardinal Station for Students

Search: [____]
Cardinal Station Home | Add to My Favorites | Sign out

- My Favorites
- Student Self-Service
- Class Search / Browse Catalog
- Student Center
- Change My Password

go to ... [▼] »

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

Drop Classes

Select Term

Step 1: Ensure the "**drop**" tab is selected.

FYI: Select these tabs to switch to other enrollment functions

Step 1: Select the term from which you would like to drop a class(es)

Select a term then click Continue.

	Term	Career	Institution
○	Fall 2011	Graduate	The Catholic Univ of America
⊙	Fall 2011	Undergraduate	The Catholic Univ of America

CONTINUE

Step 2: Select the "**CONTINUE**" button

Search   Plan   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ... [▼] »

Dropping a Class
Selecting classes to drop

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

Drop Classes　　　　　　　　　　　　　　　　　1 — 2 — 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2011 | Undergraduate | The Catholic Univ of America　[change term]

✔Enrolled　⊗Dropped　⚠Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☑	CLAS 190-1 (4795)	Archaeology of Classical World (Lecture)	TuTh 5:10PM - 6:25PM	Gibbons B031	S. Kim	3.00	✔
☐	ENG 502-01 (4384)	Introduction to Old English II (Lecture)	Th 2:10PM - 4:40PM	Regan 027	L. Kopar	3.00	✔

[DROP SELECTED CLASSES]

▶ My Fall 2011 Class Sch...

> The full list of classes in which you are registered will be displayed here.

> Step 1: Select the class(es) you wish to drop by entering checkmarks to the left of each title.

> Step 2: Select the "**Drop Selected Classes**" button.

Dropping a Class
Confirming selections

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	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.

Fall 2011 | Undergraduate | The Catholic Univ of America

✔Enrolled　⊗Dropped　⚠Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CLAS 190-1 (4795)	Archaeology of Classical World (Lecture)	TuTh 5:10PM - 6:25PM	Gibbons B031	S. Kim	3.00	✔

[CANCEL]　[PREVIOUS]　[FINISH DROPPING]

> Confirm that the correct class(es) you wish to drop are displayed and select the "**Finish Dropping**" button.

Dropping a Class
Viewing results

Viewing your Schedule
Accessing your schedule

Viewing your Schedule
List view

Select Display Option ◉ List View   ○ Weekly Calendar View

Fall 2008 | Undergraduate | The Catholic Univ of America   [change term]

▼ Class Schedule Filter Options

☑ Show Enrolled Classes   ☑ Show Dropped Classes   ☑ Show Waitlisted Classes   [filter]

ART 309 - Intro to Photography

Status		Units	Grading		Grade	Deadlines
Enrolled		3.00	Graded			📅

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Grade
1429	01	Studio	TuTh 7:10PM - 9:30PM	Salve Regina 103	Gary Pierpoint	08/25/2008 - 12/15/2008	📝

ART 329 - Intro. Dig. Photog & Photoshop

Status		Units	Grading		Grade	Deadlines
Dropped		3.00	Graded			📅

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3930	01	Studio	Tu 6:35PM - 9:55PM	Hannan 134	Matthew Barrick	08/25/2008 - 12/15/2008

ENG 209 - Studies in Short Fiction

Status		Units	Grading		Grade	Deadlines
Enrolled		3.00	Graded			📅

Schedules can be viewed in list or calendar view. Select your preference here.

Select the "**change term**" button to view your schedule for a different (current or upcoming) term.

Edit the list to display your preferred combination of enrolled, dropped, and/or waitlisted courses by checking your preferences and selecting the "**filter**" button.

Viewing your Schedule
Weekly Calendar view

[<< previous week]   Week of 8/25/2008 - 8/31/2008   [next week >>]

Show Week of 08/25/2008   Start Time 8:00AM   End Time 6:00PM   [refresh calendar]

Time	Monday Aug 25	Tuesday Aug 26	Wednesday Aug 27	Thursday Aug 28	Friday Aug 29	Saturday Aug 30	Sunday Aug 31
8:00AM							
9:00AM							
10:00AM							
11:00AM		ENG 209 - 02 Lecture 11:10AM - 12:25PM Gowan Hall 408		ENG 209 - 02 Lecture 11:10AM - 12:25PM Gowan Hall 408			
12:00PM		ENG 209 - 02 11:10AM - 12:25PM PSY 383 - 01 Lecture 12:35PM - 1:50PM Caldwell Hall 119		ENG 209 - 02 11:10AM - 12:25PM PSY 383 - 01 Lecture 12:35PM - 1:50PM Caldwell Hall 119			
1:00PM		PSY 383 - 01 12:35PM - 1:50PM		PSY 383 - 01 12:35PM - 1:50PM			
2:00PM							
3:00PM							
4:00PM	MDIA 333 - 01 Lecture 4:10PM - 6:40PM McMahon Hall 007		MDIA 499 - 01 Seminar 4:10PM - 6:40PM O'Boyle Hall 220				
5:00PM	MDIA 333 - 01 4:10PM - 6:40PM		MDIA 499 - 01 4:10PM - 6:40PM				
6:00PM	MDIA 333 - 01 4:10PM - 6:40PM		MDIA 499 - 01 4:10PM - 6:40PM				

▼ Display Options

☑ Show AM/PM   ☑ Monday   ☑ Thursday
☐ Show Class Title   ☑ Tuesday   ☑ Friday   ☑ Sunday   [refresh calendar]
☐ Show Instructors   ☑ Wednesday   ☑ Saturday

Move forward and backward in time by selecting the "**previous week**" or "**next week**" buttons.

Modify the grid view by entering a date and/or start and end times. Select the "**refresh calendar**" button after entering your selections.

Additional modifications to the display can be made in the Display Options section. Select the "**refresh calendar**" button after entering your selections.