

# Oracle 系统选课及退课流程说明

## 一、选课（Add Classes）

1. 点击进入选课页面。

路径：Self Service – Enrollment – Enrollment: Add Classes – Select Term 选择选课学期 – 点击 CONTINUE 按钮

**Menu**

- Self Service
  - Class Search / Browse Catalog
  - Academic Planning
  - Enrollment
    - Enrollment Dates
    - My Class Schedule
    - My Weekly Schedule
    - Enrollment: Add Classes**
    - Enrollment: Drop Classes
    - View My Exam Schedule
    - View My Grades
  - Campus Personal Information
  - Academic Records
    - Student Center
  - PeopleTools
  - Data Models

Search: [ ] go to ... [ ]

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

### Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 19/FAWZ	本科	Wenzhou Kean University
<input checked="" type="radio"/> 20/WBWZ	本科	Wenzhou Kean University

CONTINUE

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

go to ... [ ]

2. 进入 Add Classes 页面后，再点击 search 按钮

Self Service

- Class Search / Browse Catalog
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Search Plan 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.

20/WBWZ | 本科 | Wenzhou Kean University change term

Open Closed Wait List

Add to Cart: 20/WBWZ Shopping Cart  
Enter Class Nbr [ ] enter  
Your enrollment shopping cart is empty.

Find Classes  
 Class Search  
search

3. 选择红框中的内容，Subject: Chinese Curricula， Course Career: 本科， 点击 Search 按钮

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

**Class Search**

Subject: Chinese Curricula  
 Course Number: is exactly  
 Course Career: 本科

Show Open Classes Only  
 Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Add Classes](#) CLEAR SEARCH

4. 页面显示所有本学期将会开设的国情文化课程，选择一个 《古与今》（Approaching History）的 Seminar 班级， 点击 select 按钮

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[My Class Schedule](#) [Shopping Cart](#)

You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Chinese Curricula**, Course Career: **本科**, Show Open Classes Only: **Yes**

● Open ■ Closed ▲ Wait List

[Return to Add Classes](#) NEW SEARCH MODIFY SEARCH

48 class section(s) found

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1010	A1-SEM Regular	Sa 8:30AM - 9:45AM	TBA	Staff	01/02/2020 - 01/04/2020	●	select
		MoWeFr 8:30AM - 9:45AM	TBA	Staff	01/06/2020 - 01/10/2020		
		We 8:30AM - 9:45AM		Staff	01/13/2020 - 01/17/2020		
1011	A2-SEM Regular	Sa 8:30AM - 9:45AM	TBA	Staff	01/02/2020 - 01/04/2020	●	select
		MoWeFr 8:30AM - 9:45AM	TBA	Staff	01/06/2020 - 01/10/2020		
		We 8:30AM - 9:45AM		Staff	01/13/2020 - 01/17/2020		

5. 添加到购物车: Seminar A1 自动注册 Lecture A 班, 点击 Next 按钮

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Search  
my class schedule

Plan  
add

Enroll  
drop

My Academics  
term information

### Add Classes

1. Select classes to add - Related Class Sections

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#### CNCC 1003 - Approaching History

Seminar selected: Section A1  
 Sa 8:30AM - 9:45AM Room: TBA  
 MoWeFr 8:30AM - 9:45AM Room: TBA  
 We 8:30AM - 9:45AM Room: TBA

● Open
■ Closed
▲ Wait List

**You will automatically be enrolled in the following related class:**

	Section	Schedule	Room	Instructor	Status
Lecture	A	ThFr 8:30AM - 10:00AM TuTh 8:30AM - 10:00AM MoTuTh 8:30AM - 10:00AM	TBA	Staff	<span style="color: green;">●</span>

CANCEL

NEXT

6. 添加到购物车: 点击 Next 按钮

- Self Service
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  - My Weekly Schedule
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  - Enrollment: Drop Classes
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Search  
my class schedule

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### Add Classes

1. Select classes to add - Enrollment Preferences

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#### CNCC 1003 - Approaching History

**Class Preferences**

CNCC 1003-A    Lecture    ● Open    Wait List     Wait list if class is full

CNCC 1003-A1    Seminar    ● Open    Grading    Grade

Session    Regular Academic Session    Units    2.00

Career    Undergraduate

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	ThFr 8:30AM - 10:00AM	TBA	Staff	01/02/2020 - 01/03/2020
		TuTh 8:30AM - 10:00AM	TBA	Staff	01/06/2020 - 01/10/2020
		MoTuTh 8:30AM - 10:00AM	TBA	Staff	01/13/2020 - 01/17/2020
A1	Seminar	Sa 8:30AM - 9:45AM	TBA	Staff	01/02/2020 - 01/04/2020
		MoWeFr 8:30AM - 9:45AM	TBA	Staff	01/06/2020 - 01/10/2020
		We 8:30AM - 9:45AM	TBA	Staff	01/13/2020 - 01/17/2020

7. 添加下一门课程：点击 search 按钮，重复上述步骤。

**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.

20/WBZ | 本科 | Wenzhou Kean University [change term](#)

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr:  [enter](#)

**Find Classes**

Class Search

[search](#)

**20/WBZ Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">CNCC 1003-A1 (1010)</a>	Sa 8:30AM - 9:45AM MoWeFr 8:30AM - 9:45AM We 8:30AM - 9:45AM	TBA TBA TBA	Staff	2.00	●
	CNCC 1003-A (1002)	ThFr 8:30AM - 10:00AM TuTh 8:30AM - 10:00AM MoTuTh 8:30AM - 10:00AM	TBA TBA TBA	Staff		●

[PROCEED TO STEP 2 OF 3](#)

8. 选择一个 《文化遗产与国际化》（The Inheritance and Internationalization of Chinese Culture）的 Seminar 班级，点击 select 按钮

**Menu**

Search:

**1033 H3-SEM Regular**

Sa 11:00AM - 12:15PM TBA Staff  
MoWeFr 11:00AM - 12:15PM TBA Staff  
We 11:00AM - 12:15PM TBA Staff

01/02/2020 - 01/04/2020 ● [select](#)  
01/06/2020 - 01/10/2020  
01/13/2020 - 01/17/2020

**▼ CNCC 1004 - The Inheritance and Internationalization of Chinese Culture**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1042	I1-SEM Regular	FrSa 1:30PM - 2:45PM TuTh 1:30PM - 2:45PM Tu 1:30PM - 2:45PM	TBA TBA TBA	Staff Staff Staff	01/02/2020 - 01/04/2020 01/06/2020 - 01/10/2020 01/13/2020 - 01/17/2020	● <a href="#">select</a>
1043	I2-SEM Regular	FrSa 1:30PM - 2:45PM TuTh 1:30PM - 2:45PM Tu 1:30PM - 2:45PM	TBA TBA TBA	Staff Staff Staff	01/02/2020 - 01/04/2020 01/06/2020 - 01/10/2020 01/13/2020 - 01/17/2020	● <a href="#">select</a>
1044	I3-SEM Regular	FrSa 1:30PM - 2:45PM TuTh 1:30PM - 2:45PM Tu 1:30PM - 2:45PM	TBA TBA TBA	Staff Staff Staff	01/02/2020 - 01/04/2020 01/06/2020 - 01/10/2020 01/13/2020 - 01/17/2020	● <a href="#">select</a>

9. 添加到购物车: Seminar I1 自动注册 Lecture I 班, 点击 Next 按钮

- Self Service
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Search  
my class schedule

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term information

### Add Classes

1. Select classes to add - Related Class Sections

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**CNCC 1004 - IICC**

Seminar selected: Section I1  
 FrSa 1:30PM - 2:45PM Room: TBA  
 TuTh 1:30PM - 2:45PM Room: TBA  
 Tu 1:30PM - 2:45PM Room: TBA

Open
 Closed
 Wait List

You will automatically be enrolled in the following related class:

	Section	Schedule	Room	Instructor	Status
Lecture	I	Th 1:30PM - 3:00PM MoWeFr 1:30PM - 3:00PM MoWeTh 1:30PM - 3:00PM	TBA TBA TBA	Staff	<input checked="" type="radio"/>

CANCEL
NEXT

10. 添加到购物车: 点击 Next 按钮

- Self Service
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  - Enrollment: Add Classes**
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Search  
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term information

### Add Classes

1. Select classes to add - Enrollment Preferences

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**CNCC 1004 - IICC**

**Class Preferences**

CNCC 1004-I    Lecture     Open    **Wait List**     Wait list if class is full

CNCC 1004-I1    Seminar     Open    **Grading**    Grade

**Session**    Regular Academic Session    **Units**    2.00

**Career**    Undergraduate

CANCEL
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
I	Lecture	Th 1:30PM - 3:00PM	TBA	Staff	01/02/2020 - 01/04/2020
		MoWeFr 1:30PM - 3:00PM	TBA	Staff	01/06/2020 - 01/10/2020
		MoWeTh 1:30PM - 3:00PM	TBA	Staff	01/13/2020 - 01/17/2020
I1	Seminar	FrSa 1:30PM - 2:45PM	TBA	Staff	01/02/2020 - 01/04/2020
		TuTh 1:30PM - 2:45PM	TBA	Staff	01/06/2020 - 01/10/2020
		Tu 1:30PM - 2:45PM	TBA	Staff	01/13/2020 - 01/17/2020

11. 将购物车中的提前选好的课程进行批量注册：点击 Proceed to step 2 of 3 按钮

Self Service

- ▷ Class Search / Browse Catalog
- ▷ Academic Planning
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  - My Class Schedule
  - My Weekly Schedule
  - Enrollment: Add Classes
  - Enrollment: Drop Classes
  - View My Exam Schedule
  - View My Grades
- ▷ Campus Personal Information
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- ▷ PeopleTools
- ▷ Data Models

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● Open    ■ Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

**Find Classes**

Class Search

search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">CNCC 1003-A1 (1010)</a>	Sa 8:30AM - 9:45AM MoWeFr 8:30AM - 9:45AM We 8:30AM - 9:45AM	TBA TBA TBA	Staff	2.00	<span style="color: green;">●</span>
	CNCC 1003-A (1002)	ThFr 8:30AM - 10:00AM TuTh 8:30AM - 10:00AM MoTuTh 8:30AM - 10:00AM	TBA TBA TBA	Staff		<span style="color: green;">●</span>
	<a href="#">CNCC 1004-I1 (1042)</a>	FrSa 1:30PM - 2:45PM TuTh 1:30PM - 2:45PM Tu 1:30PM - 2:45PM	TBA TBA TBA	Staff	2.00	<span style="color: green;">●</span>
	CNCC 1004-I (1034)	Th 1:30PM - 3:00PM MoWeFr 1:30PM - 3:00PM MoWeTh 1:30PM - 3:00PM	TBA TBA TBA	Staff		<span style="color: green;">●</span>

PROCEED TO STEP 2 OF 3

12. 完成注册：先拖动图片验证，再点击 Finish Enrolling 按钮

Menu

Search:

- ▷ Self Service
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  - Enrollment: Add Classes
  - Enrollment: Drop Classes
  - View My Exam Schedule
  - View My Grades
- ▷ Campus Personal Information
- ▷ Academic Records
  - Student Center
- ▷ PeopleTools
- ▷ Data Models

## 2. Confirm classes

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

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● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CNCC 1003-A1 (1010)	Approaching History (Seminar)	Sa 08:30 - 09:45 MoWeFr 08:30 - 09:45 We 08:30 - 09:45	TBA TBA TBA	Staff	2.00	<span style="color: green;">●</span>
CNCC 1003-A (1002)	Approaching History (Lecture)	ThFr 08:30 - 10:00 TuTh 08:30 - 10:00 MoTuTh 08:30 - 10:00	TBA TBA TBA	Staff		<span style="color: green;">●</span>
CNCC 1004-I1 (1042)	IICC (Seminar)	FrSa 13:30 - 14:45 TuTh 13:30 - 14:45 Tu 13:30 - 14:45	TBA TBA TBA	Staff	2.00	<span style="color: green;">●</span>
CNCC 1004-I (1034)	IICC (Lecture)	Th 13:30 - 15:00 MoWeFr 13:30 - 15:00 MoWeTh 13:30 - 15:00	TBA TBA TBA	Staff		<span style="color: green;">●</span>

CANCEL
PREVIOUS
FINISH ENROLLING

13. 成功注册课程：Status 显示“绿色打钩”，表示 Success: enrolled，注册成功。

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### Add Classes

**3. View results**

View the following status report for enrollment confirmations and errors:

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✔ Success: enrolled
✘ Error: unable to add class

Class	Message	Status
CNCC 1003	<b>Message:</b> You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	✔
CNCC 1004	<b>Success:</b> This class has been added to your schedule.	✔

MY CLASS SCHEDULE
ADD ANOTHER CLASS

## 二、退课（Drop Classes）

1. 点击 Enrollment: Drop Classes，勾选所有需要退的课程，点击 Drop Selected Classes

Menu

Search:

- Self Service
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### Drop Classes

**1. Select classes to drop**

Select the classes to drop and click Drop Selected Classes.

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✔ Enrolled
⊗ Dropped
▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	<a href="#">CNCC 1003-A1 (1010)</a>	Approaching History (Seminar)	Sa 08:30 - 09:45 MoWeFr 08:30 - 09:45 We 08:30 - 09:45	TBA TBA TBA	Staff	2.00	✔
<input type="checkbox"/>	CNCC 1003-A (1002)	Approaching History (Lecture)	ThFr 08:30 - 10:00 TuTh 08:30 - 10:00 MoTuTh 08:30 - 10:00	TBA TBA TBA	Staff		✔
<input checked="" type="checkbox"/>	<a href="#">CNCC 1004-I1 (1042)</a>	IICC (Seminar)	FrSa 13:30 - 14:45 TuTh 13:30 - 14:45 Tu 13:30 - 14:45	TBA TBA TBA	Staff	2.00	✔
<input type="checkbox"/>	CNCC 1004-I (1034)	IICC (Lecture)	Th 13:30 - 15:00 MoWeFr 13:30 - 15:00 MoWeTh 13:30 - 15:00	TBA TBA TBA	Staff		✔

DROP SELECTED CLASSES

2. 完成退课：点击 Finish Dropping 按钮

**Menu**

Search:

- Self Service
  - Class Search / Browse Catalog
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    - Enrollment: Add Classes
    - Enrollment: Drop Classes**
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  - Data Models

### 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.

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✓ Enrolled
✗ Dropped
▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">CNCC 1003-A1 (1010)</a>	Approaching History (Seminar)	Sa 08:30 - 09:45 MoWeFr 08:30 - 09:45 We 08:30 - 09:45	TBA TBA TBA	Staff	2.00	✓
CNCC 1003-A (1002)	Approaching History (Lecture)	ThFr 08:30 - 10:00 TuTh 08:30 - 10:00 MoTuTh 08:30 - 10:00	TBA TBA TBA	Staff		✓
<a href="#">CNCC 1004-I1 (1042)</a>	IICC (Seminar)	FrSa 13:30 - 14:45 TuTh 13:30 - 14:45 Tu 13:30 - 14:45	TBA TBA TBA	Staff	2.00	✓
CNCC 1004-I (1034)	IICC (Lecture)	Th 13:30 - 15:00 MoWeFr 13:30 - 15:00 MoWeTh 13:30 - 15:00	TBA TBA TBA	Staff		✓

CANCEL
PREVIOUS
FINISH DROPPING

3. 成功退课：Status 显示“绿色打勾”，表示 Success: dropped，退课成功。

**Self Service**

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### Drop Classes

1 2 3

#### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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✓ Success: dropped
✗ Error: unable to drop class

Class	Message	Status
CNCC 1003	<b>Success:</b> This class has been removed from your schedule.	✓
CNCC 1004	<b>Success:</b> This class has been removed from your schedule.	✓

MY CLASS SCHEDULE