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

2. 进入 Add Classes 页面后，再点击 search 按钮

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

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

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

6. 添加到购物车：点击 Next 按钮

7. 添加下一门课程：点击 search 按钮，重复上述步骤。

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

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

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	●

CANCEL   NEXT

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10. 添加到购物车：点击 Next 按钮

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

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

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

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

2. 完成退课：点击 Finish Dropping 按钮

Menu

Search:

- 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

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
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	✔
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		✔
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	✔
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。

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Search	Plan	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.

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✔ Success: dropped   ✘ Error: unable to drop class

Class	Message	Status
CNCC 1003	**Success:** This class has been removed from your schedule.	✔
CNCC 1004	**Success:** This class has been removed from your schedule.	✔

MY CLASS SCHEDULE