Registering for Classes

1. Log in to your Ozone account.

2. Click on the **Registration** card in your Ozone account.

3. Select **Add/Drop Classes**.

4. Select **term** and click **Submit**.
   (If prompted, confirm personal information and review the financial agreement to continue.)

5. Scroll to bottom of the page and click **Class Search.**

6. Select your preferred location.
   Toledo-area Campus, Findlay-area Campus, Synchronous (Online Live), Asynchronous (Online Traditional), Hybrid.

7. Type in **subject** (ENG, IST, MTH, BIO).

8. Type in **course** (111, 131, 213, 211).

9. Check the box ☐ for availability to only show classes with seats available for the semester

10. Click **Search**.

11. Check box ☐ corresponding to your preferred class.

12. Scroll down and click **Add to Worksheet**.

13. Repeat steps 3–9 until schedule is complete.

14. Click **Submit Changes**.

15. In the same card, click **Class Schedule by Semester** to view or print schedule.

Dropping Classes

1. Log in to your Ozone account.

2. Click on the **Registration** card in your Ozone account.

3. Select **Add/Drop classes**.

4. Select **term**, and click **Submit**.
   (If prompted, confirm personal information and review the financial agreement to continue.)

5. Choose the **Web Drop** option, located in the drop down box next to the preferred class.

6. Click **Submit Changes**.

7. In the same card, click **Class Schedule by Semester** to view or print schedule.

Your Success Starts Here.