Adding and Dropping Classes in Cardinal Station

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

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

Step 1: Ensure the “add” tab is selected.

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

Step 3: Select the “CONTINUE” button.

FYI: Select these tabs to switch to other enrollment functions.

Adding a Class

Selecting a class

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.

Your current class schedule will be displayed below the search box.
Adding a Class
Searching for a class

Select a course subject from the dropdown menu.

If you know the 3 digit course number (i.e., ENG502), 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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 790</td>
<td>Practicum in the Teaching of Composition</td>
<td>01</td>
<td>Tu-Th 11:00AM - 2:40PM</td>
<td>223</td>
<td>Pamela S. Stand</td>
<td>08/29/2011 - 12/17/2011</td>
<td>Open</td>
</tr>
<tr>
<td>ENG 713</td>
<td>Literary Criticism and Religion</td>
<td>01</td>
<td>M-Th 6:10PM - 8:40PM</td>
<td>223</td>
<td>Virgil P. Nirmarni</td>
<td>08/29/2011 - 12/17/2011</td>
<td>Open</td>
</tr>
<tr>
<td>ENG 731</td>
<td>Introduction to the Profession of Letters</td>
<td>01</td>
<td>Tu-Th 11:00AM - 2:40PM</td>
<td>223</td>
<td>Lila Harper</td>
<td>08/29/2011 - 12/17/2011</td>
<td>Open</td>
</tr>
</tbody>
</table>

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

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

The status of each course will be displayed here:
- • = Open
- □ = Closed
- ▲ = Wait List

#### Adding a Class

#### Viewing class details

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 562</td>
<td>Introduction to Old English</td>
<td>01</td>
<td>M-Th 1:00PM - 4:00PM</td>
<td>255</td>
<td>Lila Harper</td>
<td>08/29/2011 - 12/17/2011</td>
<td>Open</td>
</tr>
</tbody>
</table>

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

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.
Adding a Class
Selecting a class

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.

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!
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.

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.
Adding a Class
Understanding error messages

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.

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.

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

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

Step 1: Ensure the “drop” tab is selected.

FYI: Select these tabs to switch to other enrollment functions

Step 2: Select the “CONTINUE” button
Dropping a Class

Selecting classes to drop

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

Confirm that the correct class(es) you wish to drop are displayed and select the “Finish Dropping” button.
**Dropping a Class**

**Viewing results**

Check the Status column to verify whether the drop transaction was successful for each class. If you encounter errors, additional information will appear in the Message column.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS 190</td>
<td>Success: dropped</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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

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**Accessing your schedule**

You can also access your schedule by selecting the “My Class Schedule” button at the bottom of the View Results screen for any enrollment or drop transaction.

Access your FULL schedule by selecting the “weekly schedule” hyperlink from the Student Center.

A condensed schedule will always be displayed in the Academics section of your Student Center.
Viewing your Schedule

List view

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

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.