

Web Registration Worksheet

Please read and complete this worksheet before logging into web registration.

My priority day to register is

- Go to the OSU web home page (<http://oregonstate.edu>)
- Select "Student Online Services" and then, "Online Services Quick Login."
- The login page requires your OSU student ID number and your 6-digit GAP (initially your birth date in MMDDYY format).

OSU ID

GAP

- Select "Registration" and then "Register/Add/Drop Classes."
- Select the appropriate term and Submit Term. If advising is required, you will enter your 6-digit Registration PIN, which you obtain from your advisor.

REG PIN

- Web registration is self-guiding and self-paced. Go as fast or slow as you want. Read the instructions on the web screens and note the various links and buttons to additional pages. Use the scroll down function and right/left arrows.
- If you are using a Mac, the "Back" button on your web browser should NOT be used.
- If you are unable to register, go to the "Check Your Registration Status" page from the Registration Menu to find out why. If you have a hold on your registration, select "View Holds" from the Student Records Menu to show the office and phone number you need to contact.
- With "Search for Classes to Add," from the Registration Menu or the "Class Search" button on the Add/Drop Classes page, you will be able to look up additional classes and see up-to-the minute information about each class. Scroll side-to-side to see all information. If a class looks desirable, you may check the box and add the class to your worksheet. Courses appearing with a "Time Conflict" message will conflict with courses in which you are already registered.

- When you try registering for a closed class, you now can add your name to an automated wait list. (**NOTE:** Not every section has wait listing.) Type the CRN into the registration worksheet and click Submit. Then click Submit again to add yourself to the wait list. At night, Banner will add people from the wait list to courses that have space available. If Banner adds you to a class, it will send you an e-mail at your ONID address. **If you no longer want the class, it is your responsibility to drop it!**
- If registering for a variable credit course, web registration will give you the lowest number of credits available for that course. You may then select "Change Class Credits" to change the number to what you desire. Be sure to verify your change.
- There are two ways to view your schedule. Try them both. *Review your schedule frequently!*
 - View your Student Schedule by Day and Time—a great way to view your schedule in block form.
 - View your Student Detail Schedule for detailed information including instructor, grade mode, and more.
- For access to the OSU web registration pages from off-campus, you will need the following:
 - The minimum browser versions supported for use with this site are:**
 - Internet Explorer 6.0
 - Netscape 6.2
 - Internet Explorer for Macintosh 5.1
 (AOL users can access this site if they launch one of the supported browsers, instead of using the AOL web browser.)
 - If you are using an employer's Internet access, you may find that your employer's setup has a proxy. This proxy has to be SSL compatible.
- IMPORTANT:** Be sure to use the "Submit Changes" button to process all web registration requests! To verify changes, view or print your schedule!

HELPLINE: 541-737-4331, then press 6 during business hours (Mon.–Fri., 8 a.m. to 5 p.m.)

Work Area

A=Add D=Drop	Course Reference Number (CRN)	Credits	Dept	Course #	Day & Time
<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	_____	_____	_____
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