The Owen Center
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How To Register Online Using Class Search

Overview

This guide will explain how to register online using the Class Search tool in the Add or Drop Classes page.

Registration Preparation

Preparation is key to giving yourself the best opportunity to register for the courses that you need at the times that work best for you. Consider taking the following actions to make your registration process run smoothly.

- Resolve any holds that may prevent registration
- Know when your registration time ticket opens and closes
- Use available academic planning resources to determine what courses to enroll in for the coming semester; these include your Major Academic Plan (MAP), DegreeWorks, course catalog, class schedule, and your advisor
- Build your ideal schedule based on the course offerings, but also have secondary courses chosen in case your ideal schedule doesn't pan out
- Double-check that you meet all necessary prerequisites for your desired courses and prearrange/obtain special permissions when necessary

Registration PINs

All students holding first-year/freshman or sophomore status are prevented from making registration changes by Registration PINs. This policy is in place to encourage students to discuss potential schedule changes with their Academic or Faculty Advisor and reduce the likelihood that students make changes that negatively affect their degree progression.

First-years must attend a Pre-Registration Session hosted by the Owen Center to obtain their PIN. Sophomores must connect with their assigned Academic or Faculty Advisor to obtain their PIN. It is at the discretion of the advisor whether a sophomore must complete any process before their PIN will be released.

Your initial Registration PIN will be reset at a predetermined date generally a week or two after the start of open registration. After reset, students will need to connect with their assigned advisor to obtain their new Registration PIN to make registration alterations.

Instructions

1. Log-in to OASIS
2. Click on "Student"
3. Click on "Registration"
4. Click on "Add of Drop Classes"
5. Select the appropriate term from the drop-down list, then click the "Submit" button
6. If prompted for an "Alternate PIN", enter in your Registration PIN
7. Click the "Class Search" button
8. Conduct a subject search or click the "Advanced Search" for more search customization
9. On the results page, click the checkbox in the "Select" column next to the course sections you wish to register for
10. Click the "Register" or "Add to WorkSheet" button

Register:	Click this to process immediate registration into the selected courses
	Recommended if the course you are interested in has limited seats remaining to secure a spot or if you have numerous searches to perform to claim your seat in a desired class as you continue to build your schedule
Add to WorkSheet:	Click this to add the Course Registration Numbers (CRNs) of the selected courses to the "Add Classes Worksheet"; this will allow you to conduct additional searches and process the whole batch at once
	Recommended if you must conduct multiple searches to process registration for corequisites

11. Each time you process a registration, scroll down and review your enrolled classes; make note of any error messages received and contact your advisor or the Office of the Registrar with any questions

Priority Registration & Time Tickets

The official dates for the start of registration for each semester can be located on the Academic Calendar. At Heidelberg, registration is conducted in priority order based on class standing; seniors are given priority to register first, and it continues down the ranks to freshmen. Class standing is determined by the number of credit hours completed:

Freshman	<24 hours	Junior	56-87 hours
Sophomore	24-55 hours	Senior	88+ hours

Additionally, all students are assigned an individual Time Ticket. This is the student's first opportunity to register. You can locate your Time Ticket by following these steps:
1. Log-in to OASIS
2. Click on "Student"
3. Click on "Registration"
4. Click on "Registration Status"
5. Select the appropriate "Term" from the drop-down menu
6. Click the "Submit" button