

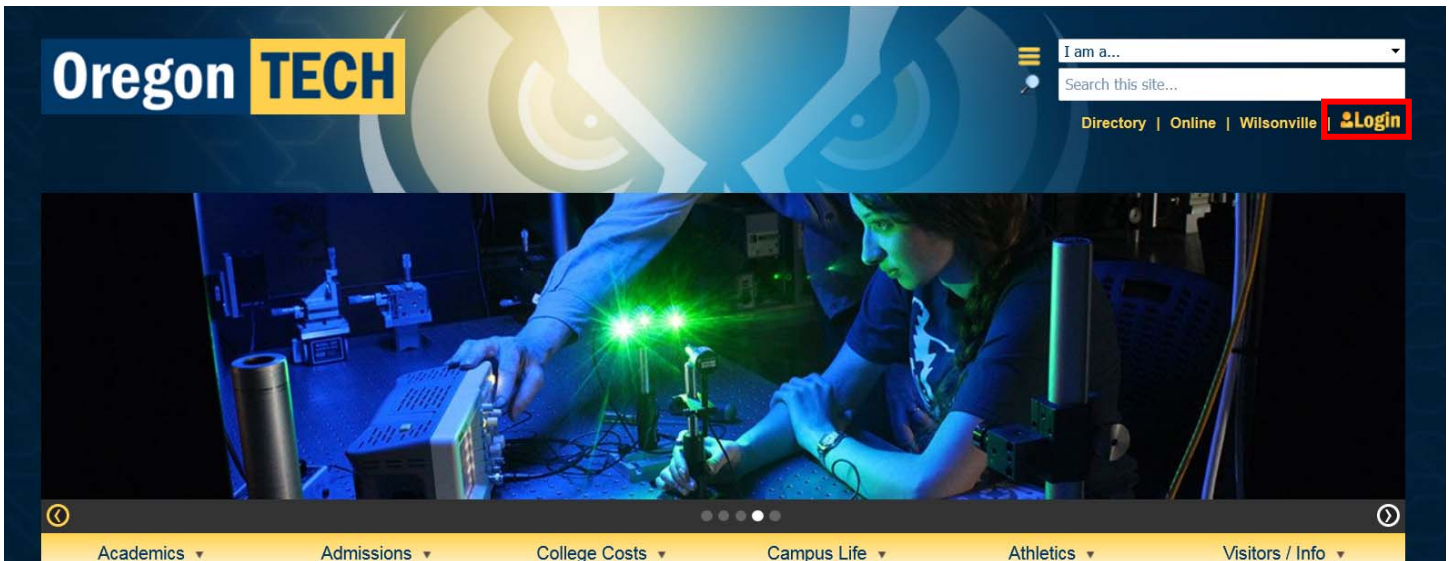
# Registration Essentials

## How to Register on the Web

*WebREG* is the nickname for Oregon Tech's Web for Student Registration and Information System. You may also hear it referred to as Web for Student. Oregon Tech students can register for classes, look up their grades, view their unofficial transcripts, update their personal information, and more. You may utilize *WebREG* anywhere that you can access the World Wide Web. Computers for student use are available in the Registrar's Office in Snell Hall.

### Instructions

1. Access the Oregon Tech home page at [www.oit.edu](http://www.oit.edu)
2. Select "Login"



3. Next, click on the link that says "Online using Web for Student" in the bottom left box.
4. To login, **enter your Student ID number (begins with '918')** and **your PIN**. The first time you login, your temporary PIN is your date of birth in MMDDYY format. Once you have logged in successfully, you will be asked to **change your PIN to something more private**.
  - Do not use your date of birth again.
  - Must be at least six characters, and at least one character must be numeric.
  - Figure out a way to always remember your PIN. For your security, Oregon Tech will not tell anyone your PIN (including you!) over the phone or email.
  - The PIN for login doesn't change each term like the Advisor PIN. It only changes when you decide to change it.
5. At the initial login, you will also be prompted to **choose three Security Questions and Security Answers**. Later, if you can't remember your PIN, you can click on the "Forgot PIN?" button and one of your Security Questions will display. You can then type in your answer. A prompt will ask you to change your PIN and you will then be logged in. **Choose Security Questions that requires a short answer unique to you**. Do not use your PIN as part of your Security Answer. (If you can't remember your PIN to login, you won't remember it as your Security Answer either). Choose your question so the answer is easy for you to remember but others could not guess it. For example, "What is my mother's maiden name?" The Security Answer is case sensitive and limited to 30 characters. However, a much shorter answer is highly recommended.

# Web for Student Navigation

This section of the Registration Guide provides an overview of Oregon Tech's Web for Student interface. Please log in to your Web for Student account. The Web for Student Main Menu includes 5 menu items: **(A) Student Menu, (B) Personal Information, (C) Financial Aid, (D) Purchase Parking Permit, and (E) Email Us.** Select **Student Menu**, then explore the following menu items in Web for Student: **Student Registration, Student Records, Athletics** (this menu item is for Oregon Tech athletes only), **View / Purchase Course Books and Materials.**

## Student Registration

- [Check Your Registration Information](#)
- [View Holds](#)
- NEW** [Schedule Planner Menu](#)
- [Register, Add or Drop Classes](#)
- [Look-up Classes](#)
- [Online Classes](#)
- [Student Schedule by Day and Time](#)
- [View Faculty Schedules](#)
- [Student Schedule by Class Detail](#)
- [Select Term](#)

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### (A.1) Student Registration Menu

**Check Your Registration Information** - This item will allow you to see what the system knows about you. For example: What is your scheduled registration time? Do you have holds? Who is your advisor?

**View Holds** - View holds placed on your account that may prevent you from registering for classes.

**Schedule Planner Menu** - This tool will allow you to select courses and will build a class schedule for you.

**Register, Add or Drop Classes** - This is where you actually register or change your schedule. To enter this area, you must have your Advisor PIN. Non-admitted students always use **nadmit**. Click **HELP** for extra instructions.

**Look Up Classes** - This allows you to search for classes by subject, time of day, day of week, and instructor.

**Online Classes** - You can view a complete list of all distance education courses offered for the term.

**Student Schedule by Day & Time** - You can see and print your class schedule in a graphic format from here.

**View Faculty Schedules** - This will allow you to view the classes and office hours of each Oregon Tech instructor for the term.

**Student Schedule by Class Detail** - You can see and print your class schedule with details for each class.

**Select Term** - This allows you to change the term for which you are registering or looking up information.

### (A.2) Financial Aid Menu

[Main Menu](#) [Employee](#) [Faculty](#) [Finance](#) [Financial Aid](#) [Personal Information](#) [Student](#) [Proxy Menu](#)

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Web for Financial Aid

- [Financial Aid Menu](#)
- [Financial Aid Forms](#)
- [Financial Aid Contact Information](#)
- [Pace and Credit Limit Calculator](#)
- [Online Documents](#)

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**Financial Aid Menu** - View your complete financial aid status, eligibility requirements; view and accept your financial aid award for current year and review detailed financial aid from previous years.

**Financial Aid Forms** - All financial aid forms are located here.

**Financial Aid Contact Information** - Displays your Financial Aid Counselor's contact information.

**Pace and Credit Limit Calculator** - Displays your progress towards your degree and your standing with regard to credit limits.

**Online Documents** - Takes you to the Title IV & Prior Year Authorizations survey.

# Web for Student Navigation

## (A.3) Student Records Menu

### Student Records

- Final Grades
- Unofficial Transcript
- Transfer Credit Evaluation Report
- Request Official Transcript
- NEW** Reverse Transcribing
- Account Detail for Term
- Account Summary by Term
- Account Summary
- Select Tax Year
- Tax Notification
- CASHNet
- Enrollment Verification
- Student DegreeWorks Audit
- Major Change/Add Minor

RELEASE: 8.8

**Final Grades** - This allows you to see your grades for the most recent term. For grades older than last term, use "Unofficial Transcript."

**Unofficial Transcript** - This allows you to see and print your unofficial transcript. It includes all of your classes as well as credit and GPA information.

**Transfer Credit Evaluation Report** - You can view and print how any credits that were transferred to Oregon Tech and how they apply towards your Oregon Tech coursework.

**Request Official Transcript** - Use this online form to request an Official Transcript, which can be sent directly to you or a party you designate.

**Reverse Transcribing** - Use this online form to request credits to be transferred from a 4-year institution to a community college.

**Account Detail for Term** - Review detailed transactions for the current or future term.

**Account Summary by Term** - This shows your account summary for each term that you have conducted business with Oregon Tech.

**Account Summary** - This is a summary of all your Oregon Tech charges and payments to date.

**Select Tax Year** - This allows you to choose a tax year (calendar year) for tax information.

**Tax Notification** - This will display your Form 1098-T information for the tax year selected under Select Tax Year.

**CASHNet** - This feature directs you to the CASHNet site where you may pay your bill online.

**Enrollment Verification** - You may verify your enrollment status and print an enrollment verification certificate.

**Student DegreeWorks Audit** - You may look at your progress toward completion of your degree, view outstanding course requirements, or use the "what if" functions to view a major change or catalog year adjustment for a specific program.

**Major Change/Add Minor** - Use this to change your major or add a minor to your degree.

## (B) Personal Information Menu

### Personal Information

- Change PIN
- Change Security Question
- Update Contact Information
- Name Change Information
- SSN Change Information
- Update Emergency Contact
- NEW** Update OIT-Alert Contact Information

RELEASE: 8.8

**Change PIN** - Use this item to change your PIN for login.

**Change Security Question** - Use this item to change your Security Question and Security Answer.

**Update Contact Information** - Use this item to check and edit your current (local), permanent, work address(es) and telephone numbers, as well as your campus, home and work email addresses that are listed in Oregon Tech's Web Information System. In addition, this item will automatically display the first time you use your new Advisor PIN each term. Note that current (local) and permanent address information is required by the *WebREG* system.

**Name Change Information** - This item describes procedures for officially changing your name at Oregon Tech.

**Social Security Number Change Information** - This item describes procedures for correcting your Social Security Number or changing your Student ID.

**Update Emergency Contact** - Change your emergency contact information.

**Update OIT-Alert Contact Information** - Use this item to update your contact information to be alerted to any campus emergency situations such as snow day closures, earthquake, fire, or other emergency.

## (C) Email Us

This menu item is an email link to send feedback, questions and problems to registrar@oit.edu

## Exit the *WebREG* System

Don't forget to exit *WebREG* before you close your browser. This is especially important when you are using a public computer because it is the only way to ensure your information will not be viewed by anyone using the computer after you. To exit, click EXIT at the top left of your *WebREG* screen, then close your Internet browser.

# Academic Calendar

## Fall 2017

**May**  
15-25 Fall priority registration

**September**  
20 Registration (for those not registered in advance)  
21-24 New student orientation  
25 Classes begin  
29 Last day to use *WebREG* for registration, adds/drops

**October**  
6 Last day to drop without a "W"  
6 Tuition and fees due

**November**  
6-17 Winter priority registration  
10 Veterans Day Holiday  
13 Last day to withdraw from a course with a "W"  
22-24 Thanksgiving Holiday (begins 1:00pm)

**December**  
1 Last day to completely withdraw from the University  
4-7 Final exams week  
8 Term ends  
11 Grades due from instructors (12:00 noon)

## Winter 2018

**November**  
6-17 Winter priority registration

**January**  
8 Registration (for those not registered in advance)  
8 Classes begin  
12 Last day to use *WebREG* for registration, adds/drops  
12 New and transfer student orientation  
15 Martin Luther King Jr. Holiday  
19 Last day to drop without a "W"  
19 Tuition and fees due

**February**  
19-Mar 1 Spring priority registration  
23 Last day to withdraw from a course with a "W"

**March**  
16 Last day to completely withdraw from ALL classes  
19-22 Final exams week  
23 Term ends  
26 Grades due from instructors (12:00 noon)

## Spring 2018

**February**  
19-Mar 1 Spring priority registration

**April**  
2 Registration (for those not registered in advance)  
2 Classes begin  
6 Last day to use *WebREG* for registration, adds/drops  
6 New and transfer student orientation  
13 Last day to drop without a "W"  
13 Tuition and fees due

**May**  
1 Summer registration for all students  
14-24 Fall priority registration  
18 Last day to withdraw from a course with a "W"  
28 Memorial Day Holiday

**June**  
8 Last day to completely withdraw from ALL classes  
11-14 Final exams week  
15 Term ends  
16 Commencement  
18 Grades due from instructors (12:00 noon)

## Key Dates for Future Terms

### Summer 2018

May 1 Registration for all students  
June 25 Classes begin (8wk session)  
Aug 17 Term ends

### Fall 2018

May 14-24 Fall priority registration  
September 24 Classes begin

For information regarding refund dates related to dropped courses please see the Cashier's Calendar at:

<http://www.oit.edu/faculty-staff/business-affairs/accounts-receivable/cashiers-office>

# Schedule Planner Menu

This section of the Registration Guide provides instructions on how to use the Schedule Planner Menu .

1. In Web for Student under 'Student Menu' > 'Student Registration', click 'Schedule Planner Menu'
2. Select the term and click 'Save and Continue'
3. Select the campus you will be attending and click 'Save and Continue'

Schedule Planner Text Only Help Exit Schedule Planner

## Oregon TECH

Course Status Open Classes Only Change Term Fall 2016 Change  
Parts of Term All Parts of Term Selected Change Campuses 1 of 7 Selected Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

You are not eligible to register due to a Registration Hold. Please review your Holds on the Banner System. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register until you have cleared your Registration Holds.

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Courses + Add Course Breaks + Add Break

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

Schedules Generate Schedules

4. Click 'Add Course'

## Add Course

By Subject Search by Course Attribute Search by Instructor

Subject WRI - Writing  
Course 122 Argumentative Writing

< Continue + Add Course

Courses

- BIO 200 Medical Terminology
- HIST 275 Intro to Hist of Medicine
- MATH 111 College Algebra
- SPE 321 Small Group/Team Comm

5. Select the 'Subject' and 'Course' that you wish to register for then click 'Add Course' (courses added will appear to the right of the screen)

6. Continue the process with all classes needed for registration

7. Once you have selected all of the courses for the term, click 'Continue'

Courses + Add Course

- BIO 200 Medical Terminology Options
- HUM 235 Introduction to Film Options
- MATH 111 College Algebra Options
- SPE 321 Small Group/Team Comm Options
- WRI 122 Argumentative Writing Options

Schedules Generate Schedules

8. Click 'Generate Schedules'

9. This will generate a schedule(s) based on the courses you have selected. If there are any conflicts, you will need to delete a course and add something else.
10. Click 'View' to view the schedule, then click 'Send to Shopping Cart'
11. Click 'Register' and enter in the six digit Advisor PIN (different PIN from your advisor each term)

# Register, Add or Drop Classes

Main Menu Employee Faculty Finance

BACK SITE MAP HELP EXIT

## Student Registration

- Check Your Registration Information
- View Holds
- Student Schedule Planner
- Register, Add or Drop Classes**
- Look-up Classes
- Online Classes
- Student Schedule by Day and Time
- Student Schedule by Class Detail
- View Faculty Schedules
- Select Term
- DegreeWorks Audit

RELEASE: 8.8

Main Menu Employee Faculty Finance Financial Aid Personal Information

BACK SITE MAP HELP EXIT

## Student Term Registration

Please **verify you are registering for the correct term** by looking in top left

If you are a newly admitted, full-time student and this is the first time you are regarding these charges, please contact the business office at 541-885-1202.

To register, add or drop classes, you must have an Advisor PIN for the term se

- If you are a Wilsonville Student your PIN will always be **oitpdx** unless yc
- If you are a non-admitted student, your PIN will always be **nadmit**.
- If you are a Roeing Employee, your PIN will always be **seatar**.
- If you are a degree completion student your PIN will always be **degree**.

Please **NOTE** that Advisor PINs are case sensitive and lower case is required fo

**Upon registration students are responsible for all tuition and fees whic**

**SUMMER TERM:** Academic advising is not required for summer term. To regis

- All admitted students use **summer**.
- All non-admitted students use **nadmit**.
  - If your PIN is usually oitpdx, use **oitpdx**.
  - If your PIN is usually degree, use **degree**.

Advisor PIN:

Submit

## Look-Up Classes

Are you searching the term you intend? If

Use the selection options below to search the c  
is complete, click the Class Search button.

NOTE: Limit your search to classes on only you

- Subject:
- Academic Success
  - Accounting**
  - Allied Health
  - Anthropology
  - Applied Behavior Analysis
  - Art
  - Biology
  - Business
  - Chemistry
  - Civil Engineering

Course Search Advanced Search

## Sections Found

### Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	10175	ACC	201	01	150	4.000	Prin of Accounting I	MTWR	11:00 am-11:50 am	20	7	13	0	0	0	0	0	0	Carmen Morgan (P)	09/25-12/08	OW 142
<input type="checkbox"/>	11033	ACC	201	01P	200	4.000	Principles of Accounting I	R	06:00 pm-09:50 pm	20	2	18	0	0	0	0	0	0	Richard Rainbolt (P)	09/25-12/08	WILSON 244
<input type="checkbox"/>	10080	ACC	201	02	150	4.000	Prin of Accounting I	MTWR	09:00 am-09:50 am	20	5	15	0	0	0	0	0	0	Sandra L Bailey (P)	09/25-12/08	OW 142

Register Add to WorkSheet New Search

7. Check the box to the left of the CRN for the class you want to register for
8. Click "Register"

# Waitlists

## Waitlists

The Web for Student online system allows students to add themselves to an existing waitlist for some closed classes. A waitlist is simply an ordered list of students who would like to become registered in the closed class if a registered student drops the course.

Usually, waitlists are established only for a few classes that have a limited number of seats. The instructor must request that a waitlist be created. Once a waitlist is established and the class becomes closed, students can add themselves to the waitlist providing that waitlist slots remain vacant. Here's how:

### Add or Drop Classes

For information on registration, course adds/drops,

After registration schedule is submitted, yo

1. In Web for Student, click "Student Menu" then click "Register, Add, or Drop Classes"
2. Enter in your Advisor PIN (different from your login PIN)
3. Enter the CRN of the course you want to be on the waitlist for
4. Click "Submit Changes"

### Add Classes Worksheet

CRNs

10344

Submit Changes Class Search Reset

### Add or Drop Classes

For information on registration, course adds/drops, and n

After registration schedule is submitted, you can or

5. A registration error message will display indicating that the class is closed. If a wait list has been established for the class and the wait list is not full, there will be a drop-down menu to the left of the CRN of the class. Classes without established wait lists will not have this drop-down menu option.
6. Select "Waitlist" from the drop-down menu.
7. Click on the "Submit Changes" button.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	I
Closed - 1 Waitlisted	Waitlist	10344	ANTH	452	01W	

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

When a registered student drops the class, the instructor will contact the first student on the wait list to learn if the student still wants to be registered in the class. No one can register ahead of the wait-listed students via *WebREG*. It is important that a current phone number and email address is available to the class instructor in the Web for Student system, so check your information through the "Update Contact Information" menu item.

# Online Class Schedule Key

View the Online Class Schedule at <http://www.oit.edu/academics/search-for-classes>

4	1	2	3	5	6	7	8	9	10	11	12
<b>BIO102</b>											
<b>General Biology</b>											<a href="#">View Description</a>
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
20197	01	4	M,W,F	9:00-9:50	Klamath DOW263	Sale, K	Open(14/30)				
<b>General Biology Lab</b>											<a href="#">View Description</a>
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
20952	01L	0	R	8:00-10:50	Klamath DOW263	Sale, K	Open(4/15)				
21739	02L	0	W	2:00-4:50	Klamath DOW263	Sale, K	Open(10/15)				
<b>BIO105</b>											
<b>Microbiology</b>											<a href="#">View Description</a>
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
22118	01	4	M,W,F	1:00-1:50	Klamath BH145	Clark, B	Closed(26/14)				
25171	02	4	M,W,F	10:00-10:50	Klamath DOW252	Clark, B	Closed(33/32)				
<b>Microbiology Lab</b>											<a href="#">View Description</a>

- Subject** - These letters indicate the department or academic unit offering the course.
- Course Number** - Courses numbered 0-99 are not applicable toward degree requirements, 100-299 are lower-divisions, 300-499 are upper-division.
- Title** - The catalog title of the course listed as it will appear on your Oregon Tech transcript.
- CRN** - The course reference number that is used to request a course on your class schedule or Add/Drop Form. Your course enrollment is entered on the computer by use of this number. Please copy it accurately.
- Sec** - The section number of the course, which distinguishes multiple classes of the same course number and subject. A section number followed by an "L" indicates a laboratory course.
- Cr** - The number of quarter credits granted for the course. A zero may be used to affect registration in a laboratory course or similar situation.
- Days** - Refers to the meeting days of the section: Monday = M; Tuesday = T; Wednesday = W; Thursday = R; Friday = F; Saturday = S; Sunday = U; and TBA = To be announced or by arrangement.
- Time** - Refers to the time of day the class meets.
- Location** - Refers to the building abbreviation and room number within the building. See the building location key below.
- Instructor** - Refers to the name of the instructor of the class as scheduled at press time. "Staff" indicates that an instructor has not yet been assigned to a course section. Oregon Tech reserves the right to change instructors.
- Status** - Refers to whether a class is open or closed and how many seats are available in each section.
- View Description** - Allows you to view the course description as outlined in the Oregon Tech Catalog.

Building Location Key	
<b>BH</b>	Boivin Hall
<b>CO</b>	Cornett Hall
<b>CU</b>	College Union Auditorium
<b>DOW</b>	DOW Center for Health Professions
<b>LRC</b>	Learning Resources Center
<b>OW</b>	Owens Hall
<b>PE</b>	Physical Education Building
<b>PV</b>	Purvine Hall
<b>RH</b>	Residence Hall
<b>SE</b>	Semon Hall
<b>SN</b>	Snell Hall



# Registration Essentials

## Traditional Registration Procedures

Traditional priority registration is by appointment, based on your total earned credits at the end of the previous term, including transfer credits accepted by Oregon Tech. Credits in which you are currently enrolled are NOT included in determining your appointment time. A credit check is made, and students who are ahead of their appointed time will not be allowed to continue.

Registration takes place in the Registrar's Office.

1. Make an appointment for advising. Check with your advisor first, as some departments will schedule special advising sessions.
2. With your advisor or in a departmental advising session, receive course selection approval. For terms other than Fall, please contact The Rock. Get your advisor's signature or your advisor pin on your student schedule form.
3. Bring your completed student schedule form to the Registrar's Office in Snell Hall at the appointed time. Do not come before your scheduled time.
4. During priority registration processing, you will be notified regarding problems you may have with your schedule. For example: If you have a conflict or closed class, you will be registered in your open classes and notified of the exact problem.
5. After seeing your advisor to work out the problem, you may present a signed add/drop slip to the Registrar's Office.

When you finish registration, you should have the following materials: a copy of your schedule and computer-printed bill for your Oregon Tech financial account. At this point, you are registered in classes for the next quarter and owe fees based upon

## Excessive Course Load

Students are allowed to register for 21 credit hours (including audits) during an academic quarter without special permission. Fifteen credits are the maximum for summer session. Students wishing to register for an overload must have a 3.0 cumulative GPA and receive special approval from the advisor and the registrar. The class schedule will provide associated tuition costs each term.

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## Course Drop and Withdrawal

A student may drop/withdraw from a course through Friday of the seventh week of the quarter. Although teaching faculty may drop a student during the first two weeks of the term according to the *Faculty Initiated Withdrawal Policy*, they are not required to do so. Students will be notified of instructor-initiated drops in writing.

### Student Initiated Withdrawals

Students may drop/withdraw from a course through Friday of the seventh week of the term.

- During the first ten days of the term, a student may drop one or more courses with no record. However, if a student withdraws from **all** courses, the student's transcript will note "Complete Withdrawal."
- After the first ten days of the term, a student may withdraw from one or more courses and will receive a "W" for those courses. Students may withdraw from individual courses through Friday of the seventh week of the term.
- After Friday of the seventh week, students will receive a letter grade ("A", "B", "C", "D", "F", "NP", "I", or "IP") from the instructor.

Actual deadlines for dropping/withdrawing from a course are listed in the Academic Calendar on page 3.

## Faculty Initiated Withdrawals

Teaching faculty can drop a student, during the first two weeks of the quarter if the student has not attended by the second regularly scheduled meeting of that class, or if the necessary prerequisites are not met for the current class.

## Medical Withdrawal

Students requesting a medical withdrawal based on a physical or mental-health condition should consult with the Vice President for Student Affairs or designee.

## Complete Withdrawal

If a student is currently registered and decides to withdraw from all classes, the student must notify the Registrar's Office. Upon notification, the student will be required to complete the appropriate documentation.

- Complete withdrawals from the college may be processed through Friday of the week prior to Final Exam Week.
- Financial aid will be held for future terms after a complete withdrawal has been processed.
- A complete withdrawal will result in a notation or "W" grades on the student's transcript.

## Request for Incomplete

Students requesting a grade of incomplete must discuss this with the instructor. The deadline for make-up of an incomplete is the end of the next regular quarter or earlier as specified by the instructor. Students should not re-register for the course in subsequent terms.