STEPS TO PREREGISTER VIA OASIS

Web registration through the “My.Olivet” portal, http://my.olivet.edu, will be open November 4, 2012 at 8:00 p.m. for those with 60 credits or more, November 11 at 8:00 p.m., for those with 30 credits or more, and November 14 at 8:00 p.m. for everyone. The following steps will guide you through the preregistration process via the “My.Olivet” portal.

PLEASE CONTACT THE REGISTRAR’S OFFICE (5201) IF YOU NEED ANY HELP. When the instructions refer to a term, please make sure you select the correct term.

The overall process for preregistering for classes is as follows:

I. Work out a schedule for the next semester by selecting classes from the schedule booklet.
II. Meet with your advisor for advising and approval to preregister.
III. Clear any holds that you may have.
IV. Log into “My.Olivet” portal, http://my.olivet.edu, and add the courses, which have been approved for you to take, to your shopping cart. Check the status of each of the courses in your shopping cart to make sure they still have available spots. Make changes as necessary.
V. Register for the desired courses in your shopping cart.
VI. Verify that you are preregistered for courses that you want.

I. Work out a schedule for the next semester.
A. Determine the classes for which you want to preregister. You can do this with the aid of the schedule booklet, catalog, faculty advisor, and any other materials that the department of your major may have available.

Olivet provides the student a variety of sources to assist with academic advising; however, it is the student’s primary responsibility to meet all requirements for graduation.
B. Once you determine the classes you want to take, fill out the class preregistration form. Include course alternates in case the classes chosen are closed.

II. Meet with your advisor for advising and approval to preregister.
A. When the preregistration form is filled out, contact your faculty advisor to schedule an appointment for approval and signature. The advisor listed on your preregistration form must electronically clear you for preregistration via the “My.Olivet” portal. If you want to change your advisor, go to the Registrar's office to update your information before seeing the advisor. Your advisor should keep a copy of your preregistration form.

III. Clear any holds that you may have.
A. If you have any HOLDS, get clearance from these holds before attempting to preregister. The upper right side of the class preregistration form lists any holds that you may have. The following is a list of holds that may delay or prohibit your preregistration:

<table>
<thead>
<tr>
<th>Hold</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>FA</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>CH</td>
<td>Chapel Office</td>
</tr>
<tr>
<td>HO</td>
<td>Health Office</td>
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<tr>
<td>SA, SB</td>
<td>Student Accounts</td>
</tr>
<tr>
<td>CD</td>
<td>Collections Department</td>
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<tr>
<td>PL</td>
<td>Perkins Loan</td>
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<tr>
<td>AD</td>
<td>Registrar/Assistant Dean</td>
</tr>
</tbody>
</table>

INSTRUCTIONS FOR APPLIED MUSIC/ENSEMBLE PREREGISTRATION

Applied Music Registration. To register for applied music courses in Brass, Keyboard, Percussion, Strings, Voice, or Woodwinds for the first time, students must audition in the music department and then register accordingly. Students continuing in applied music instruction should register for the appropriate course in consultation with their advisor and/or instructor. The courses for private instruction are as follows:

- 109 - for non-majors or secondary applied.
- 111 - for lower division major credit.
- 311 - for upper division major credit.

All students taking 109, 111, or 311 are required to take MUAP 050, 060, or 070 concurrently with the private lessons.

Preregistration for ensembles is permitted for students continuing in the same group. Otherwise registration will follow auditions for specific ensembles.
IV. Add approved classes to the preferred section list.
   A. Once the holds are cleared, you can proceed to the “My.Olivet” portal website to preregister. First you need to log into your “My.Olivet” account. The “My.Olivet” portal website is: http://my.olivet.edu.

   B. Enter your username and password and click on the Login button.
   
   C. Once logged in, click on the link for “Registration” under “OASIS – Personal Information”.

   D. Click on the “Register for Sections” on the “My.Olivet” portal.

Let’s assume you have already met with your advisor, have received clearance to preregister and all holds have been cleared. You have decided to take the following seven classes:
32671 BSNS 253 01 PRIN OF MARKETING
32744 COMM 105 07 FUNDAMENTALS OF COMMUNICATION
33886 FACS 111 01 TEXTILES AND DESIGNS
32908 FINA 101 02 INTRO TO FINE ARTS
32976 MATH 117 02 FIN MATH W/BUS APPL

You’ll notice a number in front of each class listed. This is called the “synonym”. The synonym will save time on data entry when you are preregistering using “Express Registration”.
E. On the next page, Choose “Express Registration” or “Search and register for classes.” Generally you should use “Express Registration” option. However, if you need to find alternate courses because some of your classes are closed, use the “Search and register for sections” option.

F. If you chose “Express Registration” the following screen will be displayed.

G. Fill in this form with the courses you wish to preregister for using just the synonym or filling in the full information for the class minus the synonym. Compare the two screen shots below. They show the classes listed in letter D above. Once filled in by the method you choose, click on “Submit”. Remember that the maximum number of credit hours that a student can register for is 18 hours.
Once you submit the ‘Express Registration’ screen the courses will be placed in a preferred section list (shopping cart). Check the status of each course in your shopping cart to make sure there is still space available in the courses.

V. **Register for the desired classes in the preferred sections list (shopping cart).**
   
   A. Registering for courses is done by selecting ‘Register’ from one of the ‘Actions’ drop-down lists. If you want to register for all of the courses, select ‘Register’ from the ‘Actions’ drop-down list above the courses. If you do not want to register for all of the courses in the shopping cart then select ‘Register’ from the ‘Actions’ drop-down list in front of each course for the courses that you do want to register for.

   B. Click on the ‘Submit’ button once you have the correct actions chosen.
   
   C. “My.Olivet” will return a ‘Registration Results’ page as shown below.

   D. Click on the ‘OK’ button. This will take you to the main menu page.
VI. Verify that you are preregistered for courses that you want.

A. On the main screen click on the link for ‘Academic Profile’.

B. Click on the link for “My Class Schedule”.

C. Select the appropriate term. Once selected, click on submit.

D. Verify that the correct classes are on the schedule.