



Oregon State
University

Welcome to the 2021-2022 Registration Information Handbook



How to Use the Registration Handbook.....	2
Quick Links.....	3
Student Records – Right to Privacy.....	4
Eligibility to Register.....	5
When and How to Register	6
Cancellation & Withdrawal.....	8
Registration Procedures and Details.....	9
Zero to Success in 77 Days	12

How to Use this Handbook

This handbook is produced by the Office of the Registrar. We can help you with a range of questions and queries.

How to contact us

Office of the Registrar
B102 Kerr Administration
Oregon State University
Corvallis, OR 97331-8519
Phone: (541)737-4331

Website: registrar.oregonstate.edu/

Email: registrars@oregonstate.edu

❖ **Step 1—Meet your advisor**

Academic advising engages students in developing a plan to realize their educational, career and life goals. Advisors:

- Assist with course selection
- Maintain curriculum checklists
- Track degree progress
- Assist with major and career decision making
- Help integrate students with campus and academic cultures

❖ **Step 2—Select your classes**

- Login to Scheduler through the Schedule of Classes: classes.oregonstate.edu/
- Add courses to your primary cart
- When registration opens, submit your schedule
- Be mindful of the registration deadlines in the Academic Calendar: registrar.oregonstate.edu/osu-academic-calendar/

❖ **Step 3—Register online**

- Go to Online Services in MyOregonState: my.oregonstate.edu/
- Courses you chose in your primary cart of Scheduler will populate to the Registration screen
- Submit your changes to register
- Follow the instructions and guidelines at registrar.oregonstate.edu/registration

Quick Links

Academic Catalog

Check your program requirements before registering for classes. Familiarize yourself with the Catalog Rights Policy, Academic Regulations and Academic Calendar.

catalog.oregonstate.edu

Academic Regulations

All students are governed by the academic regulations and it is expected that you will consult the regulations and discuss questions with advisors.

catalog.oregonstate.edu/regulations

Baccalaureate Core

The Bacc Core is OSU's general education program. All OSU students fulfill the Bacc Core as part of their baccalaureate degree.

catalog.oregonstate.edu/earning-degrees/bcc/

Course Placement

➤ **Chemistry**

Select a general chemistry course by visiting chemistry.oregonstate.edu/content/placement-students-chemistry

➤ **Mathematics**

For students completing START, all incoming students are required to take the ALEKS Placement Assessment:

math.oregonstate.edu/mlc-placement-home

➤ **Second Language**

Students with experience in a second language who do not have advanced placement or college credit must take a placement exam before enrolling in a language course:

liberalarts.oregonstate.edu/slcs/world-languages-and-cultures/students/placement-testing

Glossary

Learn the difference between a BA and BS, how credits are determined, and many other OSU terms and definitions.

catalog.oregonstate.edu/glossary-catalog-definitions/

ID Cards

Your OSU ID card is your official identification for using campus services, facilities (door access) and activities, and is valid as long as you are registered for classes. It is scanned at many locations to verify registration and is your meal card if you live in university housing.

fa.oregonstate.edu/business-affairs/id-center

ONID

You must activate your ONID account in order to register for classes, use university email, access course materials, find out grades and review financial accounts.

onid.oregonstate.edu/

MyOregonState

The student portal where you can access online services, such as registration, find events and announcements from across campus, track your GPA and academic standing, see what's due in Canvas, set up direct deposit and pay your bills, and more.

my.oregonstate.edu/

Scheduler/Schedule of Classes

Use the Schedule of Classes to find the classes you want to register for. Search anonymously or login to use Scheduler, a personalized experience where you can test different schedules, add courses to your cart and link directly to the Registration screen.

classes.oregonstate.edu

Transfer Credits

Decisions on transfer courses are made by the Office of Admissions in consultation with academic departments. Some requirements may be met by advanced placement or international baccalaureate.

admissions.oregonstate.edu/course-articulations

Tuition and Fee Information

Tuition rates vary depending on factors such as academic program, residency, campus, and student or course level. For a full listing of tuition and fees, visit fa.oregonstate.edu/business-affairs/students

For special fees and residency requirements, visit catalog.oregonstate.edu/fees-residency-requirements/

Student Records – Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

Those rights are:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education record that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oregon State University to comply with the requirements of FERPA.

All students are encouraged to review the full FERPA guidelines outlined online.

OSU Directory

The OSU Campus Directory is a directory of staff and student names, addresses and telephone numbers. This information is extracted at the end of the second week of the fall term and is published annually and posted on the OSU website: directory.oregonstate.edu/

Students who do not want information to be included in either the printed or electronic version should indicate that in their Directory Profile in MyOregonState before the end of the second week of fall term. A student may request in writing that directory information be kept confidential. This option may be exercised by filing a written, dated, and signed Confidentiality Request at the Office of the Registrar at any time. The restriction remains in effect until revoked by the student, even if the student leaves the university or graduates.

Release of Student Information to Military Recruiters

Oregon State University provides information about students that is requested by military recruiters under requirements of the Solomon Amendment and the Interim Rule. Under this federal law military recruiters may request information for the immediately previous term, current term, or future term for all students age 17 and older who are or were registered at OSU for at least 1 credit in the requested term. Read more about the Solomon Amendment: catalog.oregonstate.edu/grades-regulations-records/right-to-privacy/

Use of Social Security Number (SSN)

You are requested to provide voluntarily your Social Security Number to assist OSU (and organizations conducting studies for or on behalf of OSU) in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instructions; internal identification of students and alumni; collection of student debts; or comparing student educational experiences with subsequent workforce experiences.

Provision of your Social Security Number and consent to its use is not required and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent to the use of your Social Security Number at any time by contacting the Office of the Registrar.

All access and use at Oregon State University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance, and reporting.

Eligibility to Register

Who You Are	What You Need to Do
Newly Admitted Undergraduate Students	<p>All newly admitted students must attend an orientation and meet with an advisor prior to registering for courses. Visit New Student Programs & Family Outreach for details about new student orientation and advising programs. When you have completed the orientation and advising session, you will get a registration PIN which you will need to enter at the time of registration: newstudents.oregonstate.edu/START</p> <p>Newly admitted online students need to complete the Ecampus Undergraduate Orientation: ecampus.oregonstate.edu/orientation/</p>
Newly Admitted Postbacc Students	<p>All newly admitted post bacc students need to meet with an advisor to obtain a registration PIN prior to registering for courses.</p>
Nondegree Students	<p>Non-degree seeking students can register one week prior to the beginning of the term. No registration PIN is needed to register for courses. See Priority Registration for more details: registrar.oregonstate.edu/priority-registration</p> <p>Newly admitted online students with Ecampus need to complete the Nondegree Online Orientation: ecampus.oregonstate.edu/orientation/nondegree.htm Once you complete the orientation, you will receive a registration PIN that will give you access to register for courses.</p>
Continuing Students	<p>Continuing students who remain in acceptable academic standing and with no outstanding financial holds may register during their assigned registration time for the next available term. See Priority Registration for more details. All undergraduate students must have a registration PIN to register for classes. Registration PINs are provided by college at the time of advising.</p>
Change in Student Status	<p>Students who wish to change their student status, such as completing an undergraduate degree and continuing on to seek a second bachelor's degree (undergraduate status to post bacc status), must apply for admission under the new status through the Office of Admissions.</p> <p>Undergraduate students that are registered for courses for a term subsequent to the term in which their degree is awarded must apply for admission under a new status. If an application for a new status is not completed, the status will be changed to non-degree for the future term in which they are enrolled.</p>
Returning Students	<p>Undergraduate, non-degree, or post bacc students who have been absent from the university for four terms (not including summer) are placed in an inactive status and are unable to register for courses. Students who wish to re-enroll must apply for readmission. See Readmission for more details about applying for readmission: registrar.oregonstate.edu/readmission</p>

When and How to Register

Plan your schedule

Plan which courses to take for the term by meeting with your college advisor and using MyDegrees. You can also use Scheduler to help you compare schedules that will fit your various time commitments.

Scheduler

Scheduler is a program that works directly with the [Schedule of Classes](#) to help you determine a class schedule.

To use Scheduler, you need to be signed into your OSU account. If you are not already signed in, you can do so using the login link at the top of the Schedule of Classes. You can search for classes using keywords such as CRN, course title or instructor or you can use the drop-down filters in the search panel, such as term, subject, level and campus.

Once your registration time opens, login to Scheduler in the Schedule of Classes, add courses to your primary cart and submit your registration cart. This will direct you to the Registration screen in Online Services, where you will see the courses you chose populated into the registration screen. Submit your changes in Online Services to register.

Priority Registration

Students are assigned a registration date and time based on their class level and total earned and in-progress credits. Transfer credits are included in your earned credits used in part to determine your priority registration time. The registration process consists of two different phases. Students may register during their assigned registration time for that phase or at a later time until the end of the phase.

The two phases enable automated wait listing. Here is how it works for undergraduates:

- Phase 1 allows registration in a maximum of 16 credits. No wait listing is allowed.
- Phase 2 allows registration in a maximum of 19 credits plus a maximum of three wait listed classes.

Students may obtain registration times via their MyOregonState account. Click on the “Student” tab. Under Registration Tools, select View Priority Registration Status or see the priority registration tables in the Office of the Registrar’s website: registrar.oregonstate.edu/priority-registration

Registration Priority by Student Status

- Disability Access Services (DAS) approves priority registration for students with disabilities on a case-by-case basis.
- Graduate and professional students will be able to register at the beginning of priority registration.
- Postbaccalaureate students will be able to register after undergraduate seniors.
- Athletes and Honors College students are provided with priority time slots to accommodate their special scheduling needs.
- Veterans who submit appropriate documentation are eligible for priority registration. Visit the veteran priority registration page for more information: registrar.oregonstate.edu/veterans-priority-registration

Registration PIN from Advisor

All degree-seeking undergraduates (including postbaccs) must have a Registration PIN to register for classes. Registration PINs are provided by colleges at the time of advising. Graduate students are not required to have registration PINs. Non-degree Ecampus students have a PIN and can register early; Corvallis campus non-degree students do not have a PIN and register later.

Registering Online

Registration tutorials on adding, dropping, and waitlisting courses are available on the Office of the Registrar’s website.

1. Check ‘Eligibility to Register’ in this handbook to see if you are eligible to register.

2. Obtain your Registration PIN number from your college advisor. (Not required for nondegree students.)
3. Log in to MyOregonState. Enter your ONID name and password and click Login.
4. Obtain your registration times for phases 1 and 2: Click on the Student tab, and under Registration Tools select View Priority Registration Status and follow the directions or consult the Priority Registration schedules to find out when you may register.
5. Use Registration Tools to register. Follow the online instructions to complete your registration.

Caution: Do not wait until the last minute to process registration changes. Although generally available 24 hours a day, if you wait until 10 pm or later on a Friday night, you may encounter “system unavailable” messages or busy signals due to many people trying to use the system at the same time.

Registration Confirmation

You may confirm your schedule and print a copy of your schedule by logging in to MyOregonState, select the Student tab and under My Student Stuff, click on ‘My Class Schedule’.

IMPORTANT: Course offerings, course times and locations, and other important information related to courses may change. The Schedule of Classes is continually updated and should be referred to for the most accurate information.

Registration and Schedule Changes Before Classes Begin

Online registration generally is available 24 hours a day and you may register or change your schedule at any time after the priority registration schedule and before the first day of classes.

Late Registration and Fees

A late registration fee will be assessed for all initial registrations beginning the first day of classes of a term according to the deadlines on the Academic Calendar:

registrar.oregonstate.edu/osu-academic-calendar

Schedule Changes After Classes Begin

Use the “Register/Add/Drop Classes” of MyOregonState, select Student, then under Registration Tools, click on Add/Drop Classes.

Second Week Add Procedure

Adding a course during the second week of the term will require departmental approval. You will need to request an override from the department responsible for the course in order to register for the course in MyOregonState – Register/Add/Drop Classes. Once you receive the override, enter the CRN for the course in the Add Classes Worksheet section and click Submit.

Waitlisting

In Phase 2 of registration, waitlisting will be in effect but only for certain sections selected by the departments: registrar.oregonstate.edu/waitlisting-courses

Look at the Schedule of Classes. You will see that some sections have waitlisting numbers listed above the course description.

To get added to a waitlist:

- 1) Type the CRN into the registration worksheet and click Submit.
- 2) Use the action column to choose waitlist.
- 3) Click Submit again to add yourself to the waitlist.
- 4) Monitor your OSU email account.

Waitlist courses are open to students on a first-come, first-serve basis. When an opening becomes available you will receive an email directing you to return to your registration and enroll in the course within the designated 24-hour window. If you do not enroll in the course within 24 hours you will be removed from the waitlist. At the time of registration, the system will check for registration errors (Time Conflicts, Duplicates, and Link Errors). If you have a registration error, you must resolve it and enroll within the 24 hours or you will be removed from the waitlist and the available seat will be passed on to the next student on the waitlist.

Waitlisting remains active through midnight Sunday at the beginning of the second week of classes. If you are still on the waitlist at this time, you are not registered in the course but if you wish to be, follow the Second Week Add Procedure.

Cancellation & Withdrawal

Registration Cancellation/Withdrawal from the Term

Your act of registering constitutes your commitment to attend Oregon State University. As a university student, you are both academically and financially responsible for all classes in which you register. If you want to cancel this commitment and reduce or eliminate tuition charges for the term, you must officially cancel your registration or withdraw from the term: registrar.oregonstate.edu/withdraw-term. Failure to pay tuition or to attend classes does not constitute official withdrawal. Students who simply stop attending classes are financially liable for all charges, and may also receive grades of U, N, or F depending on departmental policy.

Withdrawal from the Term

Beginning with the first day of the term to Friday of Dead Week, you may withdraw from the term by completing the online withdrawal survey available through the Office of the Registrar's website. Students may withdraw from the term for any reason **prior to the beginning of finals week**. See Academic Regulation 13 for details. See the Tuition/Fee Reduction and Refund Schedule in the Fees and Fee Payment section for information on the financial implications of withdrawing from the term.

Summer Term Withdrawal

The withdrawal from the term process for students enrolled during summer term is different due to the multiple sessions. Summer withdrawals from the term are handled by the course level – each session has specific drop and withdraw from course deadlines which are posted in the [Academic Calendar](#). There is not a special withdraw from term deadline for summer sessions as there is during fall, winter, and spring terms. **Students do not need to complete a Withdrawal Survey for summer term.** Students withdraw from their course(s) individually and use the same steps used in the other terms:

- 1) Login to MyOregonstate
- 2) Click on the Student tab
- 3) Under Registration Tools, click Add/Drop Classes

- 4) Select the term, enter your PIN number, click Submit
- 5) Select the course you want to withdraw from in the drop-down box
- 6) Click the Submit button at the bottom of the page. The page will reload
- 7) Scroll to the bottom to verify that you have withdrawn from the course. The course status column will show "Withdrawn" and the date of the transaction

A student who has dropped/withdrawn from all Summer session courses in accordance with posted deadlines will be considered as having withdrawn from the term. Term withdrawal processing will be completed by the Office of the Registrar at the conclusion of the Summer term.

Withdrawals resulting from a term withdrawal (as defined in Academic Regulation 13) do not count in the undergraduate 12-class withdrawal limit specified in Academic Regulation 12.

Withdrawal from the term does not disqualify you from registering for the next term. If you have any questions, contact the Office of the Registrar.

Registration Cancellation

Prior to the first day of the term, you may cancel your registration online at no charge.

Do not wait until the last minute to process registration changes online. If you wait until 10 pm or later on a Friday night, you may encounter "system unavailable" messages or busy signals due to many people trying to use the system at the same time.

Undergraduate Planned Educational Leave Program (PELP)

Students may find that a planned interruption or pause in their regular, full-time education is needed. PELP is designed to enhance the prospect of successful completion of an academic program by allowing a student to arrange a voluntary absence that temporarily suspends their academic work for a period of time. For detailed information, refer to Academic Regulation 13

Registration Procedures and Details

Access for Persons with Disabilities

Students with disabilities who need help with Office of the Registrar’s services offered through MyOregonState or Online Services should contact the Office of the Registrar. The Office of the Registrar and Disability Access Services will make arrangements for classes in accessible locations. To obtain this publication in alternative formats, contact the Office of the Registrar.

Auditing Courses

Audit registration allows students to attend a course without receiving credit or a grade. Both degree-seeking and non-degree seeking students may audit courses. Audit registration is at the course instructor’s discretion; at the time of approval, the instructor and student will agree upon the student’s level of participation in the course.

Students wanting to audit a course must submit a completed Audit Registration form with the instructor’s permission to the Office of the Registrar for registration. Forms can be downloaded at registrar.oregonstate.edu/forms. Courses cannot be audited through the online registration system. The audit registration period runs Monday through Friday during the second full week of the term.

Audit courses are assessed instructional fees* at the same rate as credit courses. Any changes to an audit registration are subject to the same procedures, deadlines, and special fees as registration changes to regular courses. Upon completion of an audited course, the designation of “AUD” will be recorded on the transcript. The designation of “WAU” will be recorded on the transcript for students who withdraw from an audited course.

** Senior citizen audit registration is available for Oregon residents age 65 or older at no charge (without paying tuition or fees). Audit registration is dependent on available space in the course and prior instructor approval. All students wishing to audit courses must first be admitted as a student and pay a non-refundable application fee. Many senior citizens auditing courses choose to apply as a non-degree seeking student.*

Changing Grading Options (S/U, A–F)

All courses registered online are given the A–F or P/N grade option as appropriate. Any changes of the A–F option (to S/U) must be lodged via the procedure outlined at registrar.oregonstate.edu/change-grading-basis

Check the Academic Calendar for deadlines.

Classification Standing

Total Credits Earned	Class
1–44	Freshman
45–89	Sophomore
90–134	Junior
135 and more	Senior

Closed or Cancelled Courses

When you register online, classes that are closed or cancelled will be noted in the “Look-Up Classes to Add” results. We encourage you to have a few alternate courses or sections in mind so that you can complete your registration, or you may try online registration again at a later time (before the term) to add the closed class.

Course Restrictions

Some courses have restrictions, such as class standing, student level, major, and campus that are checked during the registration process. Course restrictions are listed in the [Schedule of Classes](#) under **Registration Restrictions** for a particular course. Registration overrides are given to students in order to register for courses that have restrictions or permissions. Some courses require multiple overrides depending on the error message you are receiving while attempting to register for the course.

You will need to request an override from the department offering the course. All overrides are handled online by the department or authorized staff. After an override is issued you must still register yourself for the course.

Online registration will explain the reason you did not receive the course selected. Generally speaking, departmental requirements on course restrictions

are firm. However, if you think your registration merits an exception, contact the course departmental office.

Departmental Approval of Registration for Courses

Some courses require departmental approval. Contact the appropriate department or school to obtain approval prior to registering. The department or school will not register you for the class, but will electronically authorize you to register for the course. You will then need to register for the course on your own.

Holds

When you attempt to register, the registration system will inform you of any registration holds that you have. You can view your registration holds in MyDegrees. Students with registration holds are not permitted to register until holds are cleared. The registration system will refer you to the appropriate departments and offices to contact to remove the holds.

Lectures/Labs/Recitations/Studios (Multi-Part Courses)

If a course lecture is “linked” to a noncredit laboratory or recitation or studio, you must register for all parts of the course at the same time. Online registration will not permit you to register for one part without the other. Likewise, you may not drop only one part of a “linked” course; if you do so, the other part will be dropped automatically. If you want to change one part of a multi-part course, you should drop the part and add a new part at the same time before processing your requested changes.

Major and Minor Changes or Declarations

Changes to an undergraduate student's current major or adding an additional major, concentration, or minor will go through advising staff, who will submit an online program change request through workflow to the Office of the Registrar. To access the online program change form, go to MyOregonState, under the Resources tab, click 'Academic', and select the Web for Advisors link. Click on the Program Change Request link.

If you have questions on how to submit a program change request, refer to the online FAQs and guide: registrar.oregonstate.edu/undergraduate-change-academic-program-process

Program change requests must be made by 5:00PM on Friday of Week 2 to be effective the current term. Requests made after Friday of Week 2 will be effective the following term.

It is essential for students to keep their major and minor information current.

Maximum Credit Loads

Undergraduates may register online for up to 19 credits and graduates up to 16 credits. Additional credits may be added, within the guidelines of the academic regulations, by completing an extra credits petition.

Open Courses, Open Sections

Available classes can be found by using the “Look-Up Classes to Add” feature of online registration. Open and current-to-the-minute section availability also can be checked through the Schedule of Classes.

Prerequisites

Prerequisites are required courses that provide the background necessary for successful performance in a course.

- The university uses an automated check of students' records—including transfer work—at the time of registration to determine whether students have successfully completed the prerequisites for certain courses.
- The Schedule of Classes lists prerequisites in the “Restrictions” section, where all registration restrictions for the class can be found. You must meet all restrictions that the department has placed on the course.
- Prerequisite checking applies to all students regardless of their level, class rank, or college.
- You will be permitted to register only if you have satisfactorily completed or are currently enrolled in the prerequisites for that course. Satisfactory completion may be:
 - D- grade or higher, or an S or P grade (note that some courses require C- or better)
 - Test score in the prerequisite.
 - Some chemistry, mathematics, and foreign language courses require a placement test.

- Accepted transfer work that is considered equivalent to the prerequisite course.
- Prerequisites will be enforced after grades are processed and students can be disenrolled for not meeting the prerequisites.

If you have not completed and are not registered for the prerequisite, then you will receive a prerequisite error message when you try to register. You may ask the department offering the course to consider giving you an override for it, which will allow you to register for the course without having first met the prerequisites. If the department declines to give you an override, then you must take the prerequisite in order to register for this course.

Time Conflicts

Online registration will not permit you to schedule two on-campus classes that meet at the same time. If, however, you want to schedule two time-

conflicting courses, you will need to obtain an override from the instructors and departments for each affected course. If approved, the departments will electronically authorize you to register for the courses.

Transfer Work

If you have transfer credits that you have not yet submitted to OSU, you need to submit official transcripts to the Admissions Office at least four weeks prior to registration opening. Transfer credits are included in your earned credits used in part to determine your priority registration time.

Variable Credit Courses

If a course is taught for variable credits, for example, 1 to 16 credits, online registration will prompt you to enter the correct number of credits for which you wish to enroll. If you need to change that number later, you may do so online during the add period for the term.

Zero to Success in 77 Days

The terms at Oregon State University move very quickly. Ten weeks of classes, and you find yourself facing finals week. Successful students are ones who stay on top of all of the little details. Here's a list you can follow to enhance your chances of success.

Week Zero (Before the term starts)/Welcome Week (Fall Term)

- Print out your detail schedule. You can get it by logging into the **MyOregonState dashboard page**: my.oregonstate.edu/ Go to the "Resources" page and search for "View Your Class Schedule in Detail". Make note of the class location and the name(s) of your instructor(s).
- If you can, purchase your textbooks before your classes start. That way you'll be ready for the first reading assignment, which is likely to be assigned the first class. You can find your textbooks by going to the **MyOregonState dashboard** "Resources" page and search for "My Textbooks".
- Check to make sure your **OSU email account** is active and working. It is a primary mode of communication for the university. If you've forgotten how to access your email, just login to the **MyOregonState dashboard** and you'll see a Gmail link on the "Overview" page.
- Buy a planner or use an electronic calendar— write down known responsibilities (class times, work schedule, recurring activities). Need a template? Check out **The Learning Corner**: success.oregonstate.edu/learning/all-worksheets
- Find all of your classrooms, so you know where you are going the first day of classes. In Fall Term, classes will begin in the middle of Welcome Week, so make sure to check out the Week One list below as soon as classes start.

Week One

- Check **Canvas** (you can find a link on the "Overview" page of the **MyOregonState dashboard**) to see your courses that are using Canvas tools as part of the class. Note the "To-do List" on the right-hand side of the page.
- Have you purchased your books yet? If textbook cost is an issue for you, check at the library as some instructors put copies of their texts on reserve there for students to access or the library may have access to digital copy. The Human Services Resource Center also has a textbook lending program: studentlife.oregonstate.edu/hsrc/textbooks
- Go to all your classes.** Don't buy into the myth that the first class isn't important. Every class is important, especially in the quarter system where we only have ten weeks!
- At the first class, you will likely get a **syllabus** or be referred to one in **Canvas**. Review this document thoroughly. You can use it to help you:
 - Write in your planner when assignments are due and tests are scheduled.
 - Establish a regular reading and study schedule for all of your classes. For strategies, check out **The Learning Corner** site at success.oregonstate.edu/learning or stop by the **Academic Success Center (ASC)** in 125 Waldo Hall.
 - Learn your professor's and TA's names and office hours.
- If you make schedule changes, do so as soon as you can this week, so you do not have to make up a lot of missed class time. Check here for info and deadlines on add/drop: registrar.oregonstate.edu/registration

Week Two

- ❑ You've gone to every class, right? If your class meets in person, try sitting in the front of the classroom to minimize distractions.
- ❑ Hopefully by now you are checking your Oregon State email account on a daily basis. If not, it is time to start.
- ❑ Check **Canvas** on a daily basis. This week, look for any course sites and materials that were not posted last week.
- ❑ Get contact information from at least one other student in each of your classes. Not only do you have a resource if you ever have to miss class, but the two of you could connect with other students to form a study group.

Week Three

- ❑ 20% of the term is in your rearview mirror! Review your syllabi and start your preparation for midterms. You should also get a start on projects or papers that might be due later in the term.
- ❑ Keeping up on your reading? Struggling at all with note taking? Any issues in completing all your homework? Don't let small problems early in the term become big problems later in the term! Visit **The Learning Corner site** (success.oregonstate.edu/learning) or the **ASC** to get help.
- ❑ Identify a question or concern you have about each class after the first few weeks and make it a point to visit your professor during office hours. It is a good way for you to get to know them, and more importantly a good way for them to put your face to your name on their roster. It also shows them you care about your learning.

Week Four

- ❑ Don't be surprised if your first midterms are happening this week (maybe you even had some last week). In fact, you may even have multiple midterms in a single day. Scheduling your studying in advance

helps you minimize your stress on days and weeks where you may have more than one exam.

- ❑ **Look Back:** The first exam always gives you a chance to do a critical evaluation of yourself and your term thus far. Being a full-time student, in terms of time investment (class time, reading, studying, and project time), equates to a full-time job. Are you performing the way you want? If not, visit your advisor or the **ASC** to strategize on how you can do better.

Week Five

- ❑ **Look Forward:** Very soon, you and your advisor will be planning for next term. Understand that whether your advisor is a professor or professional advisor, this individual has a very full schedule. Scheduling an appointment now assures that you will get in to see your advisor before priority registration starts later in the term.
 - If you need an external trigger to help you remember, use Halloween (fall term), Valentine's Day (winter term), and Cinco de Mayo (spring term) as target dates for advising appointments. **It is wise to see your advisor every term**, even if your specific academic major doesn't require it. You can prepare by using the **Planner** tool in **MyDegrees** (OSU's degree audit system) to develop your academic plan.
- ❑ It is important for all students to balance their academic lives with meaningful activities outside of the classroom. How are you spending your time when you are not in class or studying? Have you joined any clubs or organizations? Are you meeting new people and are you getting experiences that your classes don't offer? You can learn about many of the available student activities at OSU by visiting the Student Experience Center or by going to see.oregonstate.edu/

Week Six -- 50% of the term is gone!

Have you made that advising appointment yet?

- ❑ During week three, we recommended a visit to your professor during office hours. It is good to do that again this week. Possible topics of discussion could again include concepts you don't understand or questions you have, but by this time, you may have graded material from the class. It would be good to review that graded material face-to-face with the professor or your TA, especially if you didn't perform well.

Week Seven

- ❑ The first phase of Priority Registration for next term starts next week. During Phase 1, you can register for up to 16 credits. Remember you should see your advisor *prior to* priority registration. You can learn your priority registration date by searching for "Check Your Registration Status" on the Resources page of the **MyOregonState dashboard**. In that same tool, you can search for the "**Schedule of Classes: New Scheduler**", which you can use to start visualizing possible days and times for classes that interest you.
- ❑ With registration on the horizon, you should look to see if you have any holds that might impede your registration. To do this, search for "View Holds" on the Resources page of the **MyOregonState dashboard**.
- ❑ If your class has a second midterm, it is probably happening this week or next. Are you prepared? Consider what worked or didn't work on your first exam and how you might improve your performance on this exam.
- ❑ Friday of this week is the deadline to withdraw from a class (11:55 pm online) or change from letter grading to S/U grading (5:00 pm at the Office of the Registrar – Requires an advisor signature on an S/U form). If these terms and policies are confusing to you, consult with your advisor or take a look at Academic

Regulations 12 and 18 at catalog.oregonstate.edu/regulations/ Note that Withdrawing from a class can potentially cause a change in your registration time and day

Weeks Eight and Nine

- ❑ **Look Back:** This is another good time for self-assessment. Are you sticking to your study plan? Are you caught up on reading? How are those final papers and projects coming? Are you getting enough exercise and sleep? Are there any habits you want to adjust going into the last two weeks of the term?
- ❑ Starting in week nine, you receive notice that you are able to complete evaluations of your classes and instructors online. It is important for you to complete these evaluations. Your instructors really appreciate your feedback!

Week Ten (Dead Week)

- ❑ Phase 2 of priority registration usually starts sometime this week. You can add to your original 16 credits, and you can add your name to a wait list for a class if the department has made one available. To learn how to wait list, check out this site: registrar.oregonstate.edu/waitlisting-courses
- ❑ **Look Forward:** Get yourself ready for finals week which begins next week. If you haven't done so already, write down the time and location of all of your finals. This information should be on your syllabus, and you can also find it by going to this web site: registrar.oregonstate.edu/exams Regardless, you should confirm the information with your instructor to make sure nothing has changed. As you did with your midterms, develop a study schedule and plan ahead for how you might negotiate the stress of having more than one exam on one day.
- ❑ Final labs, papers, and projects are often due this week.

Finals Week and Beyond

- ❑ Prepare yourself to handle the logistics of finals. Your professor may require you to purchase a blue book or a scantron form from the bookstore. Make sure you have that along with pens, pencils, and anything else you might need for the exam.
- ❑ Show up to your finals 5-10 minutes early to give yourself a chance to get settled and relaxed before your exam.
- ❑ As your instructors finish their grading, they will post your final grades to Student Online Services system. All grades are due the Monday after finals week. Your term GPA will be calculated and your cumulative GPA

will be updated by Wednesday after finals week. Make sure you look at your grades by viewing your transcript in the “Academics” section of the **MyOregonState dashboard**.

- ❑ Good students will always seek clarity on a grade if it was lower than expected. Many instructors use the grade book function of Canvas, so you can see how you were graded on each assignment. If you have questions, follow up with your instructors as soon as you can to get clarity on your grades.

KEEP UP THE GOOD WORK – START AGAIN NEXT TERM!