

Quick Reference
for

**STUDENT
REGISTRATION ON
THE WEB**

for first time users

TO ACCESS OASIS ON THE WEB:

1. Go to the Student E-Services Homepage at www.uga.edu/ses.
2. Click on the <**Web-enable OASIS**> link.
3. Click <**Yes**> to install and run Jacada if necessary.
4. Type your **Student ID Number** (Social Security Number).
5. Type your **PIN** (Personal Identification Number). The first time you use OASIS, your PIN will be your birthday in the format MMDDYY. (for example: January 9, 1983 would be entered as 010983).
6. Click <**Go**>.

CHANGING YOUR PIN:

You will be required to change your PIN the first time you use OASIS.

1. Type your **current PIN** (your birthday).
2. Type your **new PIN**. Use 3-6 numbers (for example: last 4 digits of your home phone number). Click <**Go**>.
3. You will be asked to type your **new Pin** again for verification. Click <**Go**>.

OASIS MAIN MENU:

You have reached the *OASIS Main Menu* screen. To register, click on <**Registration Main Menu**>.

REGISTRATION MAIN MENU:

You have reached the *Registration Main Menu* screen. If flags exist, you must clear them before you can register. Click <**View Flags**> for information on whom to call to clear your flags. If you have no flags, click <**Register or Adjust Schedule**> to continue the registration process.

TO REGISTER FOR A COURSE:

1. Click <**Add a Course**>.
2. The *Browse Schedule of Classes* screen will be displayed. This screen offers three different ways to add a course:

<p>Option 1 Search by Course Prefix</p> <ol style="list-style-type: none">1. Note that the Day School curricular program is pre-selected. Make a different selection if necessary.2. Type a prefix in the course prefix box.3. You can narrow your search by entering a course number and/or a course suffix. Click <Go>.4. The next screen displayed will show open sections of courses with the specified prefix. Click on the down arrow button to scroll forward through the list. Click on the up arrow button to scroll backwards through the list.5. When you have found the course you want to add to your schedule, click on the course number and title to highlight.6. Click the <Add a course> button.

Option 2

Search by Time Slot

1. Click **<Go>** to search for ANY class at a specified class time.
2. The *Search Open Sections by Beginning Time* screen will be displayed. Click the class time you want to search.
3. Note that the Day School curricular program is pre-selected. Make a different selection if necessary. Click **<Go>**.
4. The next screen displayed will show open sections of courses with the specified class time. Click on the down arrow button to scroll forward through the list. Click on the up arrow button to scroll backwards through the list.
5. When you have found the course you want to add to your schedule, click on the course number and title to highlight.
6. Click the **<Add a course>** button.

Option 3

Enter a Call Number Directly

1. Enter a call number.
2. Click **<Go>**.

TO AUDIT A COURSE:

1. Add the course to your confirmed schedule.
2. Click **<Change Course Credit>** on the *Register or Adjust Schedule* screen.
3. The *Change Course* screen will be displayed. Enter the call number of the course to be audited.
4. Click in the **<Check here to audit this course>** box.
5. Click **<Go>**.
6. You will have to verify that you want to audit the course. Do so by clicking in the designated box.
7. Click **<Go>**.
8. On your confirmed schedule, the course that you have chosen to audit will appear with the grade of "V".

Continue adding courses until all desired courses are scheduled.

Each time you successfully add a course using either of the options, you will be taken back to the *Register or Adjust Schedule* screen and you will be able to see the course on your confirmed schedule.

TO DROP A COURSE:

1. Click **<Drop a Course>**.
2. The *Drop Course* screen will be displayed. Enter the call number of the course to be dropped and click **<Go>**.

Each time you successfully drop a course, you will be taken back to the *Register or Adjust Schedule* screen and you will be able to see that the course has been dropped from your confirmed schedule.

Continue dropping courses until all desired courses have been dropped from your schedule.

PENDING COURSES:

1. Courses may be placed in the **Pending Courses** section of the *Register or Adjust Schedule* screen.
2. You are **NOT** enrolled in any courses that appear in Pending.
3. A class space is temporarily held allowing you to resolve the problem that is causing the course to appear in Pending instead of Confirmed.
4. When the problem has been resolved, the course(s) in Pending will automatically move to Confirmed.
5. To drop a course in Pending, see **TO DROP A COURSE:** above.
6. When you exit OASIS, any courses left in Pending will be deleted.

WORKSHEET:

OASIS provides a worksheet that displays your registered classes in a chart format so that you can easily see open class periods on your schedule. To access the worksheet from the *Register or Adjust Schedule* screen, click on **<Worksheet>**. To return to the *Register or Adjust Schedule* screen, click **<Return>**.

EXITING REGISTRATION:

To leave the *Register or Adjust Schedule* screen, click on **<Next Screen>**.

CLASS SCHEDULE:

PRINT THIS SCREEN. For your information and as a confirmation of your schedule, you should print this screen and save the printed copy. Click **<Next Screen>** to exit this screen.

FEE ASSESSMENT:

Upon exiting the *Register or Adjust Schedule* screen, the *Fee Assessment* screen may be displayed. Those students eligible to do so may waive certain fees or assess additional hours. If you have questions about the fees or about how to proceed on this screen, click **<Help>**.

To see an itemized list of your current fee assessment, click **<Fees>**. Click **<Proceed>** to return to the *Fee Assessment* screen.

When finished, click **<Next>** to exit this screen.

METHOD OF PAYMENT:

Next, the *Method of Payment* screen will be displayed. This screen will provide payment options which are applicable to the individual student:

- Sponsorships
- Loans/Grants/Scholarships
- Payroll Deduction
- Check/Cash

Click <Help> if needed.

Sponsorships

Sponsorships will be applied automatically toward tuition and fees. If there is an outstanding balance after all sponsorships are applied, the *Method of Payment* screen will be displayed so that another selection may be made to satisfy the remaining balance.

Loans/Grants/Scholarships

To apply loans/grants/scholarships toward tuition and fees, you should enter the amount of the award. Once the available balance is zero, the limit of the award has been exhausted. If another award with an available balance is listed, that award may also be applied to fees.

Note: The "available balance" in the first loan/grant/scholarship listed must be exhausted before payments may be authorized from the next award.

Payroll Deduction

Select this option to have your fees deducted from your payroll check.

Credit Card

Use this option to pay your tuition and fees by credit card. Accepted credit cards are:

- Discover
- MasterCard
- Visa

To pay by credit card, you must provide the following information:

- Amount to be charged
- Credit card number
- Expiration date of the credit card

Check/Cash

The check/cash option should be selected if the other options are not available or desired. Enter the amount which will be paid by check or cash.

After declaring your method of payment, you will be required to confirm your payment selection. Then click <**Click here when finished**> to move to the *Fee Invoice* screen.

FEE INVOICE:

PRINT THIS SCREEN. A copy of your fee invoice must accompany your fee payment.

TO EXIT OASIS:

To exit OASIS entirely, click <**Log Out**>. To exit the *Fee Invoice* screen and return to the *Registration Main Menu* screen, click <**Menu**>.

HELPFUL TIPS:

- Students are limited to a total of 90 minutes of registration time per day.
- Always follow the proper procedure for exiting OASIS to ensure accurate registration and fee assessment. After registering, clicking on <**Log Out**> will ensure proper exiting of OASIS. From other screens in OASIS, click <**Return**> (if necessary), and then click <**Exit**> on each screen until the *Quit OASIS* window pops up, and then click <**Quit**>. Never close an active window to exit OASIS.
- Remember your PIN! You will need your new PIN number the next time you register. When an invalid PIN has been entered, a message will be displayed informing you that your PIN was invalid. After 5 attempts your access will be revoked and you will have to present identification to personnel in the Registrar's Office in order to have your PIN reset.