IX. STUDENT REGISTRATION THROUGH MyIPFW AND OASIS

Students admitted to IPFW can use the Online Access to the Student Information System (OASIS) through myIPFW to register for classes and view class schedules and course descriptions. In addition, students can view their grades and unofficial transcript as well as any transfer credits or registration holds.

Instructions
1. Pick up registration information and a printed copy of the Schedule of Classes from your academic advisor. An online Schedule of Classes is available here. Create your schedule using the OASIS Class Scheduling Template (requires Adobe Acrobat Reader). Make sure all the classes you select have seats available.
2. Go to https://my.ipfw.edu (myIPFW).
3. First time users of myIPFW: Click on "First Time User" and follow the instructions to set up your computer network username and password. You will need to know your birth date and the last 4 digits of your IPFW student ID number (typically your Social Security number). After completing the account setup, login to myIPFW with your username and password.
4. Continuing users of myIPFW: Login to myIPFW with your assigned computer network username and password. If you have forgotten your username or password, click on "Forgot Username/Password?" or contact the ITS Helpdesk (KT 206).
5. After successfully logging into myIPFW, click on the OASIS link in the top right hand corner of myIPFW.
6. Click on the yellow log in button to enter OASIS. If you receive an error message that your account has been disabled for too many log in attempts, contact the Registrar's Office (KT 107).
7. To continue with registration click on "Student Services and Financial Aid"
8. Click on "Registration"
9. Click on "Add/Drop Courses"
10. Then "Select a Term". Select "Summer 2005" or "Fall 2005" and click "Submit Term" button.
11. Read the information at the top of the registration page carefully. Remember that Web registration is self-paced. You may go as fast or slow as you like, but after 15 minutes of inactivity you will be automatically logged out.
12. Enter the Course Request Numbers (CRNs) for the classes you wish to register in the spaces provided. The "CRN" is a five digit number assigned to every course. When entering a call number, you must use all 5 digits. For example: 13566. CRNs can be located in the schedule of classes or online in "Look Up Classes to Add" of OASIS. When you have entered all the CRNs, choose the "Submit" button.
13. Check for Registration Errors: Check below the instructions of the Registration page for any errors.
14. Search for a Class: You may search for a class by clicking on the "Class Search" or "Look Up Classes to Add" on the registration menu. You may search by Subject, Course, Title, instructor, days, times, etc. You must select a Subject for your search.
15. CR/NC and Variable Units: If you have signed up for a class and wish to take it on a Credit/No Credit basis, or have signed up for a variable unit course, please see instructions in the printed Schedule of Classes.

16. View and Print Your Schedule: After you have completed registering for classes, view your schedule by returning to the registration menu and clicking on "Detail Schedule by class" or "Graphic Schedule". Then print a copy of your schedule by clicking your Browser's "Print" button at the top of the screen.

17. Fees: Registration fees and tuition are due by the deadlines stated in the Web registration pages and the Schedule of Classes. If you would like to pay for your fees online using a credit card, click on "Bills/Payment Plans" in the My Finances channel of myIPFW.
Student Access to Online Registration (OASIS)

1. Go to https://my.ipfw.edu
2. Enter network username and password. All continuing, active students have a network account. Newly admitted or re-admitted students are assigned a network account approximately 2-4 hours after admission. First time users need to click on "First-time user" and follow the instructions to activate the network account. If the student has activated their network account but has forgotten their username or password, click on "Forgot username/password link. Contact ITS HelpDesk for additional assistance. Registrar Office staff do not have access to student’s network account username or password.
3. After logging in to myIPFW, student clicks on OASIS link in the upper right hand corner, or under the Resources link in the left hand menu.
4. Click the yellow Log in button. Students are automatically logged in to OASIS (there is no need to enter the former OASIS username and PIN.) FYI–Until further notice, faculty and staff will continue to be prompted for the OASIS username and PIN.
5. For registration, click on the “Student Services & Financial Aid” link. The “Personal Information” link provides options for updating address, phone number and other personal information.

Welcome, r, to the IPFW Online Access to the Student Information System - OASIS! Last web access on Feb 26, 2005 at 19:28 am

- **Personal Information**
  - Personal Information
  - View or update your address(es), phone number(s), e-mail address(es), marital status; Change your PIN

- **Student Services & Financial Aid**
  - Student Services & Financial Aid
  - Register, view your academic records, run an unofficial degree evaluation, and view Financial Aid

- **WebCT.com, The e-Learning Hub**
  - WebCT at IPFW
  - Logon to your WebCT account

Return to Homepage

RELEASE: III
6. Click on the “Registration” link. The “Student Records” link provides access to the unofficial transcript and the online degree evaluation (CAPP). The “Financial Aid” link provides access to financial aid information.
7. There are two options for registration. If a student knows the CRNs for the courses they want to register for, click on the “Registration – Add/Drop Classes” link.

We are pleased to announce... Because more academic history is stored in IPFW student records, you will have fewer instances of not being able to register for courses because of prerequisite errors. If you have difficulty registering for a course, contact your academic advising unit for assistance.

These 2 links show a student their class standing and when they are eligible to register. Registration priority is not set until the Friday before registration begins.
8. Select the appropriate term. Click the Submit button.
9. If the student is already registered for some classes, they will appear here. Under the “Add Classes” heading, there are empty boxes. Enter CRNs in the boxes and click the “Submit Changes” button. If the class is added successfully, it will be added to the “Current Schedule”. If there is an error, it will appear between the “Current Schedule” and “Add Classes” heading, with a red octagon and an explanation of the error. Notice the links to “Detailed Schedule” and “Graphic Schedule” at the bottom of the page.
10. The second option for registration is to click on the “Look-up Classes To Add” link. This takes the student to a searchable schedule.

11. Select the appropriate term. Click the Submit button.
12. There are many options that can be utilized in the search. The student may choose any combination of fields to narrow the search, but at least one Subject must be selected. After choosing search options, click the "Class Search" button.
13. The results of the search now display. If the student and the course are eligible for registration, a small check box will appear before the CRN. Click the box next to the class selected for registration, and click the "Register" button. Note: If a "C" appears before the CRN, the class is closed; if a "NR" appears, the course is not currently available for registration (registration has not begun or has ended); if a "SR" appears, the student is not eligible for registration (usually due to inactive status).
14. If the class is added successfully, it will be added to the “Current Schedule”. If there is an error, it will appear between the “Current Schedule” and “Add Classes” heading, with a red octagon and an explanation of the error. Notice the links to “Detailed Schedule” and “Graphic Schedule” at the bottom of the page.