

# How to Register for Classes

From the Oregon Tech homepage, click “Login”

The image shows the top navigation bar of the Oregon Tech website. On the left, the logo reads "Oregon TECH" in white and blue text on a dark blue background. To the right of the logo is a hamburger menu icon. Further right is a dropdown menu labeled "I am a..." and a search bar labeled "Search this site...". Below these are navigation links: "Index A-Z | Directory | Wilsonville | Login". The "Login" link is circled in red, and a red arrow points to it from the right. Below the navigation bar is a large featured image showing a "Respiratory Care Simulation" with several red ambulances and a blue and white AirLink helicopter. The text "Respiratory Care Simulation" is overlaid in white at the bottom left of the image. At the bottom of the image are navigation arrows and a series of five dots, with the second dot from the left being white, indicating the current slide.

# Login to MyOIT and navigate to Web for Students



**:: SECURE LOGIN**

Username ⓘ

Password ⓘ (Forgot my password)

**LOGIN >**

Faculty/Staff: [Internal Login](#)

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**:: LOGIN TO ACCESS**

- ~ Campus Announcements
- ~ Course Registration
- ~ Email
- ~ DegreeWorks
- ~ Home Directory Files
- ~ Online Courses
- ~ Student Records/Account Summary

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**:: New Student?**

Your Oregon Tech account will not be created until you have registered for classes.

You may register:

- ~ [Online using Web for Student](#)
- ~ By Visiting the Registrar's Office.

**:: Not a Current Student?**

If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:

- ~ [Request Official Transcripts](#)
- ~ [Re-Enroll at Oregon Tech](#)
- ~ [Registration for Re-Enrolling Students](#)
- ~ [Pay Your Bill](#)

**First time students, click here to create account**

The Main Menu displays. Click the “[Student Menu](#)” link to begin the registration process.

**Oregon TECH**

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

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## Main Menu

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Last web access on Jan 04, 2013 at 12:41 pm

- [Employee Menu](#)
- [Faculty Menu](#)
- [Financial Aid Menu](#)
- [Personal Information Menu](#)
- [Student Menu](#)
- [E-mail Us](#)

**Annotations:**

- A red arrow points from the text "You won't have all of these options as a student, so your list will look a little different." to the Faculty Menu, Financial Aid Menu, and Personal Information Menu.
- A red arrow points from the text "Click this link to register for classes." to the Student Menu, which is circled in red.

**RELEASE: 8.4**

The Web for Student Menu displays next. Click the “[Student Registration](#)” link to continue with the registration process.

**Oregon TECH**

Registration Term: Winter 2013 01/04/2013 12:50 p.m.

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## Web for Student

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- [Student Registration](#)
- [Student Records](#)
- [Athletics](#)

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On “Student Registration Menu” **do not** click the “Look-up Classes” link, which shows only on-campus classes (**Learn more on next pages.**)

## Student Registration

[Check Your Registration Information](#)

[View Holds](#)

[Register, Add or Drop Classes](#)

[Look-up Classes](#)

[Distance Education Classes](#)

[Student Schedule by Day and Time](#)

[View Faculty Schedules](#)

[Student Schedule by Class Detail](#)

[Select Term](#)

← Click here to see your registration dates and to see if you have any holds.

← Click here to register for classes.

← Click here to view a list of online courses. **NOTE:** Don't use the "Look-up Classes" link above this link. That link includes classes taught on campus.

The “Check Your Registration Information” link states when you can register, whether you have holds, plus your Advisor PIN. (Click the **BACK** button to return to the Student Registration menu.)

**Oregon TECH**

Registration Term: Spring 2008 02/22/2008 09:18 a.m.

Main Menu Web for Student Personal Information

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### Registration Status

*You may register during the following times*

From	Begin Time	To	End Time
Feb 28, 2008	02:30 pm	Feb 28, 2008	11:59 pm
Feb 29, 2008	06:00 am	Apr 01, 2008	11:59 pm

You are a non-admitted student. You are not required to see an advisor. Your Advisor PIN for registration purposes is NADMIT.

You have no Holds which prevent registration.

Your Academic Standing is Good Standing which permits registration.

Your Student Status permits registration.

Your Class for registration purposes is Non-Admit.

Done Trusted sites

The “Distance Education Classes” link lists online courses offered and the CRNs. (Click the **BACK** button to return to the Student Registration menu.)

**Oregon TECH**

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Registration Term: Winter 2013 01/04/2013 12:59 p.m.

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Employee
Faculty
Financial Aid
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## Distance Education Courses for Winter 2013

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 This report lists all Distance Education courses offered for the selected term. Oregon Tech students may register for any Distance Education course as long as the course is not restricted, as noted in the comments below.

These interactive Internet courses are presented via the Blackboard CE learning management system. Each registered student will be emailed the password protected login to access the course. The courses will be online the first day of the term. **Most courses require a purchased textbook.**

Want more information about a specific class before you register? Go to the OIT Blackboard page at <http://online.oit.edu> and click the course information link. You will need to return to Web for Student to register in the class. Make sure your email address in Web for Student is correct so you receive the Blackboard login information after you register.

CRN	Course	Camp	Credits	Title/Comments	Max	Act	Rem	Instructor	Date	Location
<b>ACC</b>										
24738	ACC-101 99C	K	3.00	WEB Introduction to Accounting (Web course. \$642 tuition, \$60 distance delivery fee.)	25	4	21	Morgan, C	01/07-03/22	WEB
27428	ACC-201 99C	K	4.00	WEB Prin of Accounting I (Web course. \$856 tuition, \$60 distance delivery fee.)	25	25	0	Bailey, R	01/07-03/22	WEB
<b>AHED</b>										
26404	AHED-450 99C	K	3.00	WEB Instructional Methods	15	12	3	Hopper, S	01/07-03/22	WEB

Write down the CRN for the class you want to register in.

The “Register, Add or Drop Classes” page requires your Advisor PIN. Look up your Advisor PIN in the “Check Your Registration Information” link.

Registration Term: Spring 2008 02/22/2008 09:26 a.m.

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## Advisor PIN Verification

To register, add or drop classes, you must have an Advisor PIN for the term selected. The Advisor PIN changes each term for admitted students. Please click on HELP above for additional information.

Please NOTE that Advisor PINs are case sensitive and lower case is required for alphabetic Advisor PINs.

Online degree completion students use "degree" (with no quotes) for all terms. If you are a non-admitted student, the Advisor PIN is always "nadmit" (with no quotes) for all terms. If you are a metro student, the Advisor PIN is always "oitpdx" (with no quotes) for all terms.

Upon registration students are responsible for all tuition and fees which are due before Friday at 5:00 p.m. the first week of classes for each term.

Advisor PIN:  ← Type your advisor pin here.

← Click here to continue.

RELEASE: 7.3.3

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If you try to register too early, this warning displays. You must wait until your listed start date and time to register.

**Oregon TECH**

Registration Term: Spring 2008 02/22/2008 09:31 a.m.

Main Menu Web for Student Personal Information

BACK SITE MAP HELP EXIT

### Add or Drop Classes

You may register during the following times:

From	Begin Time	To	End Time
Feb 28, 2008	02:30 pm	Feb 28, 2008	11:59 pm
Feb 29, 2008	06:00 am	Apr 01, 2008	11:59 pm

This student can not register yet because the current date is Feb. 22. Registration for this particular student starts on Feb 28.

[ Distance Education Classes | Select Term ]

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On “View Contact Information” page, choose the “Update” button or “Information Correct” button (bottom of page), as appropriate

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Main Menu Web for Student Personal Information

BACK SITE MAP HELP EXIT

## View Contact Information

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OIT asks that you update your contact information once per term during registration. You may also also update your information whenever you like within the Personal Information menu.

If your contact information below is correct, please click the Information Correct button at the bottom of the page. If you need to make changes, click the Update button, also at the bottom of the page.

Contact Information		
Email Addresses		
Email Type	Email Address	Preferred
Campus:	joe.student@oit.edu	Preferred
Home:	joe@yahoo.com	
Work:		
Current (Local) Address		
Address Line 1:	100 Main Street	
Address Line 2:		
Address Line 3:		
City:	Klamath Falls	
State or Province:	OR	
Zip or Postal Code:	97601	
Nation:		
Area Code:	541	
Phone Number:	885-0000	
Phone Extension:		
International Access Code:		
Permanent Address		

On “View Emergency Contact Information” page, edit your contact information or click the “Information Correct” button to continue.

**Oregon TECH**

Main Menu Web for Student Personal Information

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## View Emergency Contact Information

OIT asks that you update your contact information once per term during registration. You may also also update your information whenever you like within the Personal Information menu.

If your contact information below is correct, please click the Information Correct button at the bottom of the page. If you need to make changes, click the Update button, also at the bottom of the page.

Information Correct

**Contact Information**

Add New Contact

This student doesn't have any contact person listed. They would need to click this button to add a contact person.

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The “Add or Drop Classes” page displays. Enter each of your course CRNs and click the “Submit Changes” button to save them.

**Oregon TECH**

Registration Term: Spring 2008 03/05/2008 08:14 a.m.

Main Menu Web for Student Personal Information

BACK SITE MAP HELP EXIT

## Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

### Add Classes Worksheet

CRNs

Type the five digit CRN here. To register for another class, type the CRN here.

33666

Submit Changes Class Search Reset

RELEASE: 7.3.3

Click here to submit your changes. [ [Distance Education Classes](#) | [Select Term](#) ]

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The updated “Add or Drop Classes” page displays with your current registration. (You can purchase your books immediately if you like. See the next page.) If you are finished registering, click the “EXIT” link at upper right.

**Oregon TECH**

Click here if you're done adding classes.

Registration Term: Spring 2008 03/05/2008 08:24 a.m.

Main Menu Web for Student Personal Information

BACK SITE MAP HELP EXIT

### Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
**Web Reg** on Mar 05, 2008	None	33666	MIS	101	99C Undergraduate	1.000	Graded	WEB	Word Process Software Lab

Total Credit Hours: 1.000  
Billing Hours: 0.000  
Maximum Hours: 8.000  
Date: Mar 05, 2008 08:24 am

#### Add Classes Worksheet

CRNs

You can add additional classes here.

Submit Changes Class Search Reset

[ Distance Education Classes | Select Term ]

You can purchase your books now, or you can wait and order them later. To order your books and other required materials now, click the link at the bottom labeled “Bookstore Shopping Cart.”

Registration Term: Summer 2013 06/27/2013 03:39 p.m.

Main Menu Financial Aid Personal Information Student

BACK SITE MAP HELP EXIT

### Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

After registration schedule is submitted, you can order any required course materials by clicking on “Bookstore Shopping Cart” link at the bottom of this page.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Reg** on Jun 27, 2013	None	41893	ACC	101	99C	Undergraduate	3.000	Graded		WEB Intro to Accounting
**Web Reg** on Jun 27, 2013	None	43226	ECO	201	99C	Undergraduate	3.000	Graded		WEB Princ of Economics, Micro
**Web Reg** on Jun 27, 2013	None	41857	MATH	097	01	Undergraduate	2.000	Pass/No pass		Algebra Review

Total Credit Hours: 8.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 15.000  
Date: Jun 27, 2013 03:39 pm

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[ Distance Education Classes | Select Term | **Bookstore Shopping Cart** ]

To drop a class, click the down arrow in the column labeled Action, select “Web Drop/Delete,” and then click the “Submit Changes” button.

**Oregon TECH**

Registration Term: Spring 2008 03/05/2008 08:24 a.m.

Main Menu Web for Student Personal Information

BACK SITE MAP HELP EXIT

### Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
**Web Reg** on Mar 05, 2008	Web Drop/Delete	33666	MIS	101	99C Undergraduate	1.000	Graded		WEB Word Process Software Lab

Total Credit Hours: 1.000  
Billing Hours: 0.000  
Maximum Hours: 8.000  
Date: Mar 05, 2008 08:24 am

Change this to "Web Drop/Delete" to drop a class.

#### Add Classes Worksheet

CRNs Click here to save your changes.

Submit Changes Class Search Reset

[ Distance Education Classes | Select Term ]

**Always** click the “EXIT” link to log out of Web for Student.

**Oregon TECH**

Click here to log out.

Registration Term: Spring 2008 03/05/2008 08:34 a.m.

Main Menu Web for Student Personal Information

BACK SITE MAP HELP EXIT

### Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

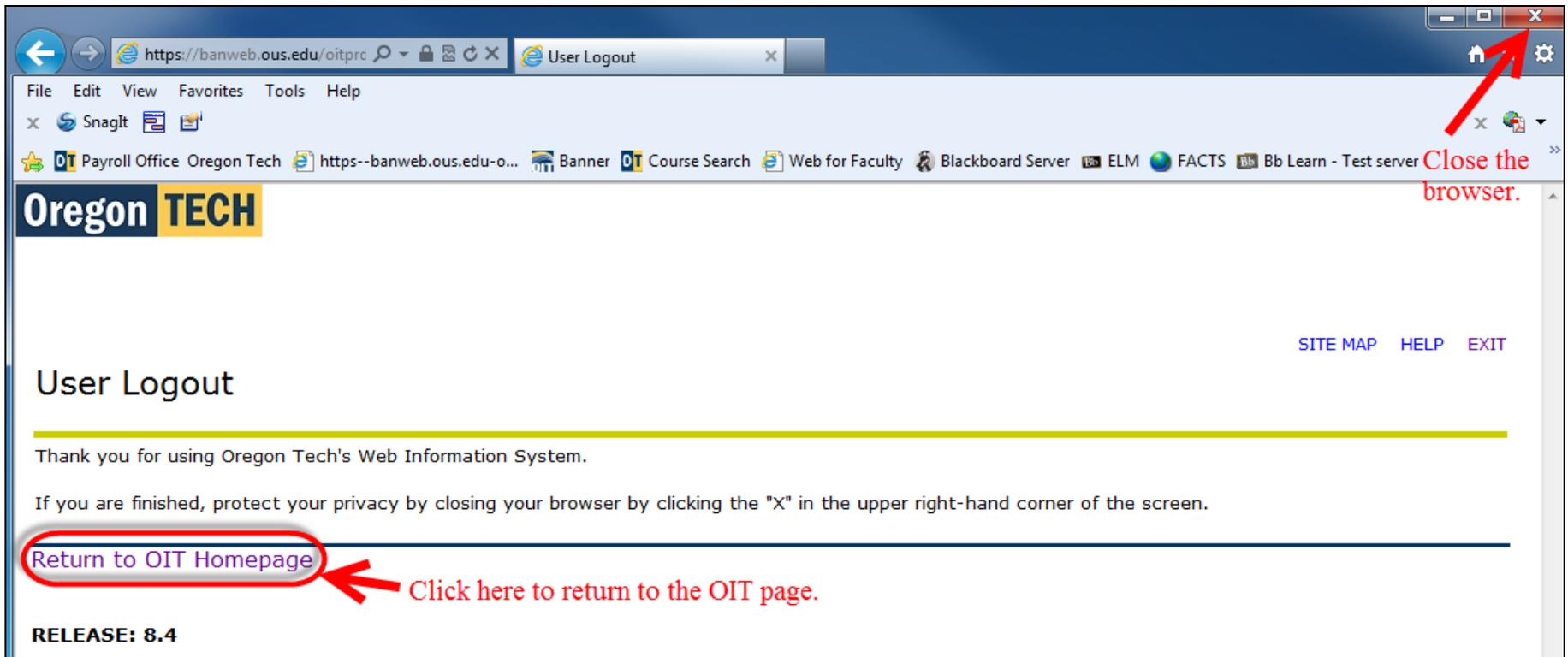
### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

RELEASE: 7.3.3 [ Distance Education Classes | Select Term ]

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Clicking “EXIT” displays this page. To close your browser, click the “

Close the browser.

Return to OIT Homepage

Click here to return to the OIT page.

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