

# DEGREE PLANNING AND REGISTRATION TOOLS

## PLAN YOUR SCHEDULE

### MYDEGREES CHECKLIST

#### Courses you need to take:

- ◆ Track GPA for cumulative OSU, major, etc.
- ◆ Create future term course plans in Planner
- ◆ Use 'what-if' to explore alternative majors, options and minors

### ADVISING GUIDES

#### Order in which to take courses:

- ◆ Shows several sample paths for major and list pre-professional orientation courses.
- ◆ Outlines major requirements (including major-specific Bacc Core courses)
- ◆ Provides course availability by term for academic year
- ◆ Details OSU graduation requirements

### OPTION GUIDES

#### Paths that focus on courses in specific areas:

- ◆ For Biology majors, explore more focused coursework through options in ecology, genetics, marine biology, physiology and behavior, pre-education, pre-medicine (and PA), pre-dental and pre-veterinary medicine.
- ◆ Declaring an option in the Biology major will alter parts the elective parts of the major



## SAVE YOUR PLAN

### MYDEGREES PLANNER

#### Your plan for taking courses developed using the tools above:

- ◆ Allows creation of course plan for future term(s)
- ◆ Export to Scheduler to load courses for registration
- ◆ Allows 'placeholders' with comments about courses



## REGISTER FOR YOUR COURSES

### SCHEDULER

#### Scheduling courses you will take next term:

- ◆ Creates schedule for upcoming term
- ◆ Use break feature to accommodate personal schedules.
- ◆ Import course plan from MyDegrees planner by selecting Add Course> MyDegrees

## FAQs—COURSE PLANNING AND REGISTRATION

**When can I register?** To view your personal registration date, go to MyOSU>Student>View Priority Registration Status.

**Why do I see a phase I and phase II registration date?** In phase I, you can register for up to 16 credits. In phase II, you are allowed additional credits and can also **waitlist courses** if this option is available.

**What if I have a hold on my account and can't register?** Contact the number or email listed next to the holds in the header of MyDegrees checklist for assistance.

**I'm getting registration errors—help!** Many courses have sections that are restricted. These sections are for specific groups of students or may be restricted by major. For example, 09X sections are restricted to EOP students in all OSU courses. See page 2 for help with common registration errors.

#### Still need help?

*Corvallis Students: Visit the Science Success Center in Kidder 109 or call 541-737-3854 for assistance from our peer advisors!*

*Ecampus Students: Contact Ecampus student services at [ecampus.ess@oregonstate.edu](mailto:ecampus.ess@oregonstate.edu) or 800-667-1465 (option 1),*

# COMMON REGISTRATION ERRORS

## • Common Errors

### A required prerequisite course(s) or test score has not been completed satisfactorily

Check you meet prereqs and contact Dept. if you meet prereqs through transfer courses (see **overrides** below)

### Linked course required

Missing lab, lecture or recitation. This is commonly the result of being dropped from one of the linked course parts due to a restriction in one of them (see above)

### Restricted by major, minor or option

You are not in an eligible major, minor or option. Select another section. View the catalog and view the restrictions column. [catalog.oregonstate.edu](http://catalog.oregonstate.edu)

### SAPR—Department Approval

You may not be eligible for this course, see restrictions for course sections in the catalog

### Level Restriction

Your class standing does not allow you to register (i.e. Freshman, Sophomore)

- **Identify and resolve** [Common Registration Errors](#).
- **Advisors** cannot get you into courses (but can help you identify alternatives)
- **Course access** is granted only through the department offering the course. Contact the department offering the course for assistance.
- Contact **Department** offering course for trouble registering for a specific course (see below)
- **Avoid restricted sections**—go to [catalog.oregonstate.edu](http://catalog.oregonstate.edu) and search for the course you are trying to add. Click on the course to see detail and reference the **Registration Restrictions** section. Make note of any **sections** that are major or otherwise restricted to a group you do not

## WAITLISTING

- Allowed beginning in phase II of registration
- Does not guarantee seat in course
- Register within 24 hours upon notification by department a seat is available to secure spot (**check your OSU email often!**)
- If a course is full, but has a waitlist, you should add yourself to the waitlist (**especially math and chemistry**).
- Use the course catalog to view sections of a course, and add choose waitlists with the fewest number of students to increase your chance of being added to the course.

## OVERRIDES

### May be required if:

- You have completed prerequisite coursework, but this coursework is not yet visible in your MyDegrees
- Prerequisite courses appear in MyDegrees but are transfer credits (LDT/LD2)
- Courses require departmental approval (see catalog)
- Courses are major-restricted and your major is not listed (note: it is extremely rare to be granted access to sections that are not for your major)

### IMPORTANT!

Be prepared with your **student ID, CRN for the course(s) for which you are trying register and any SPECIFIC errors** you received when trying to register if appropriate. A screen shot of the error is most helpful.

## DEPARTMENT CONTACTS FOR OVERRIDES

**Biology and Zoology:** Email [ib@science.oregonstate.edu](mailto:ib@science.oregonstate.edu) or call 541-737-2993.

**Chemistry:** Some chemistry sections may be restricted to Chemistry majors (+520 code). For other chemistry issues and overrides, contact the main chemistry office email (preferred) to [chemistry.registration@oregonstate.edu](mailto:chemistry.registration@oregonstate.edu), or phone the CH main office at 541-737-2081. Use the online form for overrides based on transfer credits or test scores: [Override Request Form](#)

**Math:** [mathplacement@math.oregonstate.edu](mailto:mathplacement@math.oregonstate.edu) or Use the online form for overrides based on transfer credits or test scores: [Override Request Form](#)

**Microbiology:** Contact Linda Bruslind at [bruslindl@oregonstate.edu](mailto:bruslindl@oregonstate.edu)

**Biochemistry:** For override requests or registration issues please complete the [Registration and Override Help Form](#)

**Other units:** If you are taking a course from any other department you need to contact them directly. Call 541-737-0123 or review the [OSU College and Department Contacts](#)