

Registration Instructions for OASIS

To begin OASIS registration:

- Log in at either <http://my.uga.edu> or <http://oasisweb.uga.edu>
- When logging in via my.uga.edu, you should enter your myid and password. Click the OASIS button under resources.
- When logging in via oasisweb, you can enter your myid and password or your Student ID Number (SSN) and PIN.
- *NOTE:* The first time you use OASIS, your PIN will be your date of birth in the format MMDDYY (for example: May 9, 1995 would be entered as 050995).

Changing your PIN:

If this is the first time you have logged on to OASIS, you will be prompted to enter a new PIN.

- Enter your current PIN (your date of birth if this is your first time or if your PIN has been reset: mmddyy).
- Enter your new PIN, then press ENTER. Use 3 – 6 numbers for your PIN.
- Re-enter your new PIN for verification; press ENTER.

OASIS Main Menu:

You have reached the OASIS Main Menu screen. Select the Registration Main Menu and press ENTER.

Registration Main Menu: Select Register or Adjust Schedule. If flags exist, you must clear them before you can register. Press ENTER.

To Add a Course:

- Click the Add a Course icon.
- If you don't know the Call Number, use the prefix drop down menu to locate the course prefix. Click "Go." All Open courses with that prefix will be displayed. Press "Proceed" to view more courses. Highlight the course and click "add course." The course should then appear in your schedule. You may also drop a course from your schedule by clicking on "drop a course" and entering the call number at the bottom of the page. While adding courses, if a course goes to your Course Pending area, you will probably need to add an accompanying course (see below for information about Pending courses).

- If you know the Call Number of the course, type the call number and press ENTER. The course will appear on your Confirmed Schedule area in the top right portion of the Register or Adjust Schedule screen. Repeat until all desired courses are scheduled.
- To search for courses by beginning time of the course, click “Go” next to the search by time slot option. Place a check next to the desired time slot and press “Go.” Only OPEN sections of the course will be displayed (classes already filled will not be shown).
- To view a worksheet showing your schedule, press the Worksheet tab on the left side of your screen.

Pending Courses: Some courses for which you try to register may be placed in the Courses Pending But Not Confirmed section of the Register or Adjust Schedule screen.

- A class space is temporarily held for 15 minutes allowing you to resolve the situation causing the course to appear in Pending instead of Confirmed.
- When the situation that caused a course to be placed in Pending is resolved, the course in Pending will automatically move to your Confirmed schedule.
- On exiting OASIS, any courses still in Pending will be deleted.

Exiting Registration: Press ‘Next Screen’ to leave the Register or Adjust Schedule section.

Class Schedule: For your information and as a confirmation of your schedule, print this screen and save the printed copy. Press Exit.

Tuition/Fee Assessment/Waivers: On exiting the Register or Adjust Schedule screen, the Waive Fees screen may be accessed. Students eligible to do so may waive or assess certain fees.

Exiting OASIS: To exit OASIS, click “Exit.”