University Registrar Overview

Office of the University Registrar
August 23, 2018
University Registrar Website (www.ohio.edu/registrar)
MyOHIO Student Center

• Three ways to MyOHIO Student Center
  – http://sis.ohio.edu/student
  – Direct link from Registrar Webpage (www.ohio.edu/registrar)
  – My OHIO Portal – Academics Tab (my.ohio.edu/)
MyOHIO Student Center
https://sis.ohio.edu/student

• The main conduit to your student information stored at Ohio University and different actions you may take
  – Name, preferred name, and pronouns
  – Addresses, phones, and emergency contact details
  – Academic details and registration
MyOHIO Student Center
https://sis.ohio.edu/student

- Information and actions, continued...
  - Apply for Graduation
  - Holds and to-do items
  - Student accounts and financial aid
  - Register for Classes!
How to Register for Classes

Registering for Classes at Ohio University with My OHIO Student Center

https://www.ohio.edu/registrar/How-to-Register.cfm
Using My OHIO Student Center for Registration

• Three-step process to move classes from shopping cart to schedule
  – Pick your classes and enter into shopping cart
  – Confirm your classes
  – Finish Enrolling

Add Classes

3. View results

View the following status report for enrollment confirmations and errors

Fall Semester 2018-19 | Undergraduate | Ohio University

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS 3520</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

My Class Schedule  Add Another Class
• Be aware of variable hour classes
• Classes that meet less than the full semester
• Check MyOHIO Student Center for deadlines
### Fall Semester 2018-19 Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1320-100 LEC</td>
<td>MoWe 2:00PM - 2:55PM</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1320-102 DIS</td>
<td>We 4:35PM - 5:30PM</td>
</tr>
<tr>
<td></td>
<td>Bentley Hall 206</td>
</tr>
<tr>
<td>MATH 2302-102 LEC</td>
<td>MoWeFr 3:05PM - 4:00PM</td>
</tr>
<tr>
<td></td>
<td>Morton Hall 215</td>
</tr>
<tr>
<td>MATH 2302-108 REC</td>
<td>Th 4:35PM - 5:30PM</td>
</tr>
<tr>
<td></td>
<td>Morton Hall 115</td>
</tr>
<tr>
<td>REC 1130-101 LAB</td>
<td>TuTh 3:05PM - 4:25PM</td>
</tr>
<tr>
<td></td>
<td>McCracken Hall 234</td>
</tr>
</tbody>
</table>

**Weekly Schedule**

- Enrollment Shopping Cart
Student Center

Academic Calendar Deadlines

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1320</td>
<td>World History Before 1750</td>
<td>08/27/2018</td>
<td>12/15/2018</td>
</tr>
</tbody>
</table>

**Drop Calendar**

- **Drop - Delete Record** 09/07/2018: A class dropped on or before this date will be deleted from your academic record.
- **Drop - Retain Record** 09/07/2018: A class dropped on or before this date will be retained on your academic record with a status of dropped.
- **Drop with Penalty** 12/07/2018: A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.
- **Last Date to Drop** 11/02/2018: You are not allowed to drop after this date. If you must drop, you need to contact your advisor.

**Cancel & Withdrawal Calendar**

- **Cancel** 08/26/2018: Classes within a session, canceled on or before this date will not appear on your transcript.
- **Withdraw without Penalty** 09/07/2018: Classes within a session, withdrawn on or before this date will not appear on your transcript.
- **Withdraw with Penalty** 12/07/2018: Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.

(Note: Academic Calendar dates are subject to change)

Return to Student Center
## Academic Calendar Deadlines

### Fall Semester 2018-19 Regular Academic Session

<table>
<thead>
<tr>
<th>REC</th>
<th>1130</th>
<th>Section</th>
<th>101</th>
<th>Fundamentals of Canoeing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Class Start Date</td>
<td>09/04/2018</td>
<td>End Date</td>
</tr>
</tbody>
</table>

### Drop Calendar

- **Drop - Delete Record** 09/03/2018: A class dropped on or before this date will be deleted from your academic record.
- **Drop - Retain Record** 09/05/2018: A class dropped on or before this date will be retained on your academic record with a status of dropped.
- **Drop with Penalty** 09/17/2018: A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.
- **Last Date to Drop** 09/13/2018: You are not allowed to drop after this date. If you must drop you need to contact your advisor.

### Cancel & Withdrawal Calendar

- **Cancel** 09/03/2018: Classes within a session, canceled on or before this date will not appear on your transcript.
- **Withdraw without Penalty** 09/05/2018: Classes within a session, withdrawn on or before this date will not appear on your transcript.
- **Withdraw with Penalty** 09/17/2018: Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.

(Note: Academic Calendar dates are subject to change)
Questions?

Contact:

Office of the University Registrar
First Floor, Chubb Hall
740.593.4191
registrar@ohio.edu