

Student Self Registration

Logging In

- Go to Self Service at campus.owu.edu or through the www.OWU.edu website
 - Log in using your user name and password (If your username and password is not working, please contact the helpdesk at helpdesk@owu.edu.)

Using the Cart

It is recommended that you build a potential schedule using the Cart function prior to your meeting with your faculty advisor. To do so:

- Be sure you are logged into Self Service.
- Click on Find Courses located in the body of the webpage.
- **Change the Period filter to current registration period (Year/Term)** otherwise you will get both Fall and Spring information.
- Click Search to see all courses after selecting the current registration period, then choose a department from the Department dropdown list, or click Advanced Search to use selective criteria (like Department, Meeting days, Instructor, etc.).
- To see more than 10 courses at a time, change Results Per Page to 100.
- Once you have located the course of your choosing, click on the Add button located on the far right hand side of your screen. **This will add the course to your Cart but will not register you.**
- Continue this process until your preferred schedule is complete.
- **Remember to watch the dates and section numbers for modular courses.** The first module starts on August 24 and the section codes are A, B, C, and D. Second module classes start on October 17 and the section codes are M, N, O, and P. You can use October 17 as an advance search criteria to view all second module classes.
- If you encounter a course that requires permission, please see the permission request instructions [here](#).
- If you encounter a course with a wait list, please see the wait list instructions [here](#).
- Click View Cart in the popup window.
- When viewing the cart, you can Empty Cart, Add Sections, or View Schedule. **Please do not select Empty Cart** as this will deactivate your account. You will not be able to register and your advisor will not be able to access your information in the system.

Requesting Permission to Add a Course

- If you add a course to your Cart that requires permission, a pop-up window will appear at the top of the screen.
- If you would like to ask the instructor for permission to add the course, select the Request Permission button in the pop-up window.
- A larger window with a Comment section will appear.
- Type your request in the Comment section of the window. Be sure to include details as to why you feel you are prepared to take the course. Please note, **not all requests will be approved** and you may be asked to meet with the instructor in person to discuss your qualifications.
- Once you are satisfied with your request, select the Send Request button at the bottom of the window. Be patient, it may take a few seconds for this to process.
- The instructor will receive a notification containing your comments when your registration window opens and you submit your schedule. At that point, they have the option to approve or

deny your request. Remember, you must have authorization from your advisor and your registration window must be open before the course can be added to your schedule.

- To register for an approved course:
 - Click on the Registration tab.
 - Select Traditional Courses from the menu line located beneath the tab.
 - Check to see if the course is in your cart and approved.
 - Click Next at the bottom of your screen. You will need to click the Next button three times in order to register.

Wait List

- If a course is full, the Add button on the right side of the screen will change to Wait.
- If you would like to be added to the wait list for this course, click on the Wait button
- Submit your Cart during your registration window (see instructions below).

Note: You will need to check the wait list daily to see if you have been allowed in the course. The system permits 48 hours for a student to respond to the wait list approval. After that time, the open seat will be offered to another student. **The portal must be open in order to register for a wait listed course.**

- To accept an approved wait listed course:
 - Click on the Registration tab.
 - Select Traditional Courses from the menu line located beneath the tab. (Your class portal or the open registration portal must be open in order to register for a wait listed course.)
 - Click Next at the bottom of your screen. You will need to click the Next button three times in order to register. If you do not get the "Congratulations" screen, then the change in registration did not go through.

Registering in Courses

(The registration portal must be open for your class and your advisor must authorize you.)

- **When viewing the Cart, click on Register.**
Note: You will not be able to see courses in the Schedule tab until you have registered. The registration term will not be an option until you actually have courses in your schedule.
- View the list of Courses to Add and the list of Registered Courses.
- Click Next at the bottom of your screen. You will need to click the Next button three times in order to register. If you do not get the "Congratulations" screen, then the change in registration did not go through.
- If there are errors in the registration (conflicting courses or missing co-requisites), you will be notified and given the opportunity to add or remove courses from the cart.

Dropping a Course after Finalizing Registration

- Click on the Register tab along the top of the page.
- Click on Traditional Courses.
- Select the registration term (Year/Term) period.
- Use the checkbox to the left of the course to select the course to be dropped.
- Click Next at the bottom of your screen. You will need to click the Next button three times in order to register. If you do not get the "Congratulations" screen, then the change in registration did not go through.

Tips

- To view your schedule after you have registered, select the Classes tab and choose Schedule from the menu line. Make sure the Period is set to the current registration term (Year/Term). If you have courses in your Cart or on a Wait list, you can see them by checking the boxes beneath the Period drop down box and clicking the Submit button.
- You can see the status of your permission requests by selecting the Classes tab and then the Permission Requests option beneath the tabs.