

REGISTRATION OVERVIEW

Registration via computer is one of several options available to students in OASIS (On-Line Access to the Student Information System). Computers are available in labs across campus, and students may register at any location (on or off campus) where they can link into the central host. *Students are limited to a total of 90 minutes of registration time per day.*

Registration Times and Places. OASIS registration has three phases: Phase IA (Pre-registration) and IB (a continuation of Phase I which follows the original fee payment deadline); Phase II (Late Registration); and Phase III (Drop/Add). The exact dates and times for these phases for the current term are noted on the Academic Calendar in the Bulletin.

Preliminary Steps. Before you begin registration, take these steps to make your registration easier.

- ❑ **Meet with your advisor.** See your advisor to plan your schedule. Advisors or their designees must enter a registration clearance indicating you have been advised before OASIS will permit you to register. Prior to your advising appointment, you should be aware of any special authorizations or prerequisites to courses you are considering taking.
- ❑ **Check Course Authorizations.** Check the Schedule of Classes for any special permission you will need to register for a class, and see the appropriate department to obtain permission.
 - POD – Permission Of Department**
Take your advisement form to the department offering the course and request clearance. You will be placed on an access list, provided space is available.
 - POH – Permission Of Honors**
Clearance is obtained in the UGA Honors Program, Academic Building 542-3240.
 - POM – Permission Of Major**
If you are a student who is officially accepted into the designated major, you already have permission to register for the course provided space is still available. For other students, clearance must be requested through the department offering the course.
 - POS – Permission Of School**
If you are a student who is officially accepted into the designated school or college, you already have permission to register for the course provided space is still available. Other students must gain clearance through the department offering the course.
- ❑ **Check Course Prerequisites.** Make sure that you have the prerequisites to take the courses you have chosen. Many departments block registration to students who have not met prerequisites. See the for course prerequisites.
- ❑ **Check for Flags.** Go to the OASIS Registration Main Menu to check for flags on your record. Students with flags on their record for a given term will not be permitted to register until flags have been cleared.
- ❑ **Check Appointment Time.** While in the OASIS Registration Main menu, check your registration time so that you can begin to register at the earliest possible opportunity.

Note: For a listing of key dates (registration, exams, holidays, etc.), see the Academic Calendar in the Bulletin. For more information about registration, see the current online version of the Schedule of Classes, or contact your academic advisor.