How to register for classes using the schedule planner
Go to MyUSF Portal to register

To Register Go to “My Resources”, click on OASIS
How to Check Registration Date and Holds!

1. Log onto MyUSF using your netID and password
2. Under the “MY RESOURCES” tab click OASIS
3. From the Main Menu click “Student” and then “Registration”
1. Log onto MyUSF using your netID & password, Go to “MY RESOURCES”
2. Click on OASIS
3. From the Main Menu click “Student” and then “Registration”
Step 1. When Registering for Classes
first Select Term

Step 2. Click on “Registration Status”
STEP 2.: Click on Registration Status to view HOLDS

*** ALWAYS Check for Registration Holds. You will not be able to register for classes if you have holds
Next click “Registration Status”

Are there any holds?

You may register during the following times:
From Nov 10, 2016 07:55 am To Mar 25, 2017 11:59 pm
End Time

You have No Holds which prevent registration

Registration Date and Time!

If there are any holds present!

Then click on “VIEW HOLDS”

How to view your Holds!
Registration Status

Displayed below are various items which may affect your registration. Your Registration Assistant Academic Standing, Student Status, Class, and Curriculum may prevent registration or restricts permitted to select.

You may register during the following times
From Begin Time To End Time
Nov 05, 2014 07:55 am Mar 21, 2015 11:59 pm

You have Holds which prevent registration in on-campus courses
View Holds

Your Student Status permits registration.
Your Academic Standing permits registration.

Common Registration Holds

- AP/AD- Academic Probation or Dismissals (Former student returning under these conditions will be required to meet with an academic advisor to discuss academic coursework)
- AR- Academic Records (Missing final transcripts)
- IM/MH- Immunizations and Medical History
- CC- Cash Collections
- SI- Student Insurance
- OB- Remediation required; see your advisor
Please review Schedule Planner Videos

• USF System Student Schedule Planner
  – https://www.youtube.com/watch?v=CPlJhN1rDdc 1:26 video

• #How To College - Schedule Planner
  – https://www.youtube.com/watch?v=PYAcE6-dGJQ 4:15 video
Plan your schedule CAREFULLY

• **Classes back to back CAN BE** too exhausting to concentrate for long periods of time AND thus difficult to retain what was covered.
  – If possible, space them so you can review your notes after each class for better retention of the material covered in class.

• Pay attention to **pre-requisite requirements**, and which semester courses are offered *(Spring only? Fall only?)*!

• What are the most time-consuming and toughest classes?

• How many are problem-solving classes?

• If you are taking 2 problem-solving classes now...
  – You may go to 3 problem-solving classes
  – Be careful about jumping to **Four** problem-solving classes
When Registering for Classes select the term

Select Term and Submit

Select Term: Spring 2021
To get to the Schedule Planner
Select Tampa or for online classes see below

If you want to search for online courses, select all off campus

Select USF System Institution

Select All USF System Institutions
- Off Campus Special Programs
- Sarasota-Manatee
- St. Petersburg
- Tampa

Save And Continue
Option 1: Degree Works Plan

Choose this option if you have created a plan in Degree Works with your advisor. This will pull in all of your planned courses for the semester.

Add Course

You currently have no active plans in Degree Plan.

Click "Done" to return to the homepage and generate schedules.
Added courses will appear on the list on the right side of the screen.
See options for each class

See days/locations, instructors
Reduce the number of possible schedules by unclicking some of your choices
Add Breaks to your schedule

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Open Classes Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>USF System Institutions</td>
<td>1 of 4 Selected</td>
</tr>
<tr>
<td>Term</td>
<td>Spring 2018</td>
</tr>
</tbody>
</table>

**Courses**

- **CCJ 3024**  Survey of the Criminal Justice System  Credits: 3
- **CCJ 3621**  Patterns of Criminal Behavior  Credits: 3
- **LIT 2000**  Introduction to Literature

**Breaks**

Add times during the day you do not wish to take classes.

Instructions: Add desired courses and breaks and click **Add Breaks** button.

You are planning courses only for the term indicated. To plan for another term, please return to **Oasis** and select another term.
When you have added all of your classes, select Done.
This message will appear. Select OK

This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?

[Cancel] [OK]
NEXT: Click on Shopping Cart

Registration

Select Term
Registration Status
Schedule Planner
Schedule Planner Registration Cart
Register, Add or Drop Classes
Change Class Options
Class Schedule Search
Active Registration
Welcome to the Schedule Planner Registration Cart. When you select "register", your course selection will be processed and you will see your registration status on the next screen. 

Number (CRN) in the Add Class table on the next screen. Classes may be dropped by using the options available in the Action field on the next screen. If no option is listed in the Action field, the class cannot be dropped.

To reserve textbooks, click this link: Reserve Textbooks

To obtain a refund for dropped courses, if paid by credit card - contact Cashier's Office at Cashiers@usf.edu - all other types of payment - contact Refund desk at SFSRefunds@usf.edu.

Repayment for Dropped/Withdrawn Courses funded by Bright Futures: A student receiving Bright Futures in or after Fall Semester 2009 will be required to repay recommended. The University of South Florida will only grant exceptions for documented, verifiable illness or emergency beyond the student's control approved by the Office of Student Financial Services. Registration is required to renew a Bright Futures award for a subsequent academic year in addition to the normal Bright Futures Renewal Requirements. 

Registration Agreement

In addition to the University of South Florida Policies, I agree to the following:

1. I agree to officially register and that I am responsible for knowing and complying with any and all registration deadline dates.
2. I agree to pay my account charges pursuant to USF policies. I understand the University does not send bills and I am responsible to view my student OASIS.
3. I agree to give the USF and our agent's permission to contact me on the cellphone number I provide.
4. I agree to update USF when I change my address or phone number within 7 days of such change.
5. I understand the withdrawal policy. If I do not attend, I am responsible for dropping classes before the end of Drop/Add period. I understand non-attendance is based on enrollment. Dropping classes may affect the amount of financial aid awarded. Any reduction in financial aid may result in a balance due to the University.
6. In the event of a default in payment, I agree to pay the amount owed and to reimburse the University the fees of any collection agency, which may be based on reasonable attorneys' fees we incur in such collection efforts.

Please note that College Scheduler is a registration scheduling tool. It does not serve as an official degree progression check. Please see your academic advisor or completion.

By clicking on the "Register" button below, I am entering into a legal and binding contract with the University of South Florida and I hereby acknowledge that I have reviewed and agree to the following:

I AGREE TO THE ABOVE POLICY WHEN I CLICK ON THE "REGISTER" BUTTON

Classes in the Registration Cart

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Code</th>
<th>Subj Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>87938</td>
<td>ECH</td>
<td>4931 003 Smart Materials</td>
<td><strong>Registered</strong> on Mar 26, 2018</td>
</tr>
<tr>
<td>91151</td>
<td>ECH</td>
<td>3023 001 Material &amp; Energy Balances</td>
<td><strong>Registered</strong> on Mar 26, 2018</td>
</tr>
<tr>
<td>91947</td>
<td>IDH</td>
<td>3400 010 Soc/Behavioral Sciences Honors</td>
<td><strong>Web Registered</strong> on Mar 26, 2018</td>
</tr>
<tr>
<td>92060</td>
<td>ARH</td>
<td>2000 001 Art and Culture</td>
<td><strong>Web Registered</strong> on Mar 26, 2018 Section FULL</td>
</tr>
</tbody>
</table>

Remember: Must Click "Register" at the bottom of the page to get registered!
Since some people forget, we do want to emphasize it. Register for the classes in the cart – by clicking on the “Register:” button at the bottom of the page.
Welcome to the Schedule Planner Registration Cart. When you select "Register", your course selection will be processed and you will see your registration status on the next screen. Number (CRN) in the Add Class table on the next screen. Classes may be dropped by using the options available in the Action field on the next screen. If no option is listed in the Action field, it indicates that the class cannot be dropped.

To reserve textbooks, click this link: Reserve Textbooks

To obtain a refund for dropped courses, if paid by credit card - contact Cashier’s Office at Cashiers@usf.edu - all other types of payment - contact Refund desk at Refunds@usf.edu.

Repayment for Dropped/Withdrawn Courses funded by Bright Futures: A student receiving Bright Futures in or after Fall Semester 2009 will be required to repay any unearned funds for any courses dropped before the end of the add/drop period. The student is responsible for the return of funds for any courses dropped after the add/drop period. The student is also responsible for the return of funds if the student is withdrawn for any reason.

Registration Agreement

In addition to the University of South Florida Policies, I agree to the following:

1. I agree to officially register and that I am responsible for knowing and complying with any and all registration deadline dates.
2. I agree to pay my account charges pursuant to USF policies. I understand that the University does not send bills and I am responsible to view my student OASIS.
3. I agree to give the USF and our agent’s permission to contact me on the cellphone number I provide.
4. I agree to update USF when I change my Address or phone number within 7 days of such change.
5. I understand the withdrawal Policy. I agree to withdraw from classes before the end of the add/drop period. I understand non-attendance based on documented, verified illness or emergency may result in a balance due due to the University's refund policy. Dropping classes may affect the amount of Financial Aid awarded. Any reduction in Financial Aid may result in a balance due to the University.
6. In the event of a default in payment, I agree to pay the amount owed and to reimburse the University the fees of any collection agency, which may be based on reasonable attorneys’ fees incurred in such collection efforts.

Please note that College Scheduler is a registration scheduling tool. It does not serve as an official degree progression check. Please see your academic advisor for these requirements.

By clicking on the "Register" button below, I am entering into a legal and binding contract with the University of South Florida and I hereby acknowledge that I have read and agree to the above policy when I click on the "Register" button.

I agree to the above policy when I click on the "Register" button.

Classes in the Registration Cart

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Crst Sec Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>87536 ECH</td>
<td>4921 003 Smart Materials</td>
<td><strong>Registered</strong> on Mar 26, 2018</td>
</tr>
<tr>
<td>91151 ECH</td>
<td>3023 001 Material &amp; Energy Balances</td>
<td><strong>Registered</strong> on Mar 26, 2018</td>
</tr>
<tr>
<td>91947 IDH</td>
<td>3400 010 Soc/Behavioral Science Honors</td>
<td><em>Web Registered</em>* on Mar 26, 2018</td>
</tr>
<tr>
<td>92650 ARH</td>
<td>2000 001 Art and Culture</td>
<td><strong>Web Registered</strong> on Mar 26, 2018 Section FULL</td>
</tr>
</tbody>
</table>

[Register] [Add to Worksheet] [Save Cart] [Clear Cart]
Note: Registration Success noted by “Web Registered” Status on class, or you will get a registration error.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Mar 26, 2018</td>
<td>None</td>
<td>91947</td>
<td>IDH</td>
<td>3400</td>
<td>010</td>
<td>Undergraduate</td>
<td>3.000 Regular</td>
<td>Soc/Behav</td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Mar 26, 2018</td>
<td>None</td>
<td>92060</td>
<td>ARH</td>
<td>2000</td>
<td>001</td>
<td>Undergraduate</td>
<td>3.000 Regular</td>
<td>Art and Cu</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Mar 26, 2018</td>
<td>None</td>
<td>87938</td>
<td>ECH</td>
<td>4931</td>
<td>003</td>
<td>Undergraduate</td>
<td>3.000 Regular</td>
<td>Smart Mat</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Mar 26, 2018</td>
<td>None</td>
<td>91151</td>
<td>ECH</td>
<td>3023</td>
<td>001</td>
<td>Undergraduate</td>
<td>3.000 Regular</td>
<td>Material &amp;</td>
<td></td>
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<tr>
<td><strong>Web Registered</strong> on Apr 03, 2018</td>
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<td>91851</td>
<td>IDH</td>
<td>3100</td>
<td>006</td>
<td>Undergraduate</td>
<td>3.000 Regular</td>
<td>Arts/Huma</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 12.000
Maximum Hours: 18.000
Date: Jul 20, 2018 10:46 am

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Submit Changes  Reset
Alternative way to add or drop classes by not using the schedule planner

Another way to register, OR Add or Drop a course

You will need the CRN # to add a course using this method
<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Course</th>
<th>Sec</th>
<th>Level</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Mar 26, 2018</td>
<td>None</td>
<td>91947 IDH</td>
<td>3400</td>
<td>010</td>
<td></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Reg</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Mar 26, 2018</td>
<td>None</td>
<td>92060 ARH</td>
<td>2000</td>
<td>001</td>
<td></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Reg</td>
</tr>
<tr>
<td><strong>Registered</strong> on Mar 26, 2018</td>
<td>None</td>
<td>87938 ECH</td>
<td>4931</td>
<td>003</td>
<td></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Reg</td>
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<tr>
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<td>None</td>
<td>91151 ECH</td>
<td>3023</td>
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<td></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Reg</td>
</tr>
</tbody>
</table>

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 12.000
Maximum Hours: 18.000
Date: Jul 20, 2018 10:46 am

Note: CRN – course reference number! You will need that to register a new class on this site.

Note: Registration Success noted by “Web Registered” under Status, or you will get a registration error.
Done? View “Week at a Glance” to be sure everything your registered for is there.