How to Search and Register for Courses in OASIS

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Log In
Visit MyUSF and log in to your account using your NetID and password.

Under “My Resources,” click on OASIS.

Check Registration Time & Holds
It is very important that you know as soon as possible what your registration time is and whether or not your account has no holds that could prevent you from registering. To do this, click on Student then Registration from the main menu.
Then click **Registration Status**.

Select the Registration Term from the dropdown menu and click **Submit**.

Review your registration time, holds, student status, academic standing, campus, residency status for tuition purposes, and more. If you have any holds, address them immediately with the appropriate office. Once these have been cleared, you will be able to proceed with registration.
Search for Courses
To explore the course offerings available to you on all campuses, log in to OASIS. From the Main Menu, click on Student, then click on Registration.

To search for courses, click on Class Schedule Search.
Select the term you want to register for from the drop-down menu, then click **Submit**.

To start finding courses, you must first select a **Subject**.
- On a computer: If the **Subject** is unknown, use the Shift key to select all the subjects for an open search, or the Ctrl/Command key to select multiple options
- On a mobile device: you can narrow down the subject you wish to search for on the **Subject** drop-down menu

Narrow down your search by selecting other criteria.
- Filter by **Subject**, **Course Number**, **Title**, **Schedule Type**, **Instructional Method**, **Credit Range**, **Campus**, **Course Level**, **Part of Term**, **Instructor**, **Session**, **Attribute Type**, **Start & End Time**, and **Days**.
  - If you have questions about what each field means, check out the Class Schedule Tips & Tricks section on the following pages.
- To only view online courses, select ALL the off-campus options (Off-campus – Sarasota-Manatee, Off-campus – St. Petersburg; Off-campus – Tampa) in the Campus box.
Once you are finished selecting all the criteria for your course(s), click **Class Search** at the bottom of the screen.
Navigating Class Schedule Search Results

In each search result listed, you will see the following information:

- Course name, CRN, Subject & Course Number, Section Number
- Term, Registration Dates, Course Level
- Campus, Instructional Method, Credit Hours
- Scheduled Meeting Times & Instructor

You can find the seat availability for the class by clicking on the Course Name & Information link.
In the Registration Availability section of the Detailed Class Information page for the class, you will see:

- Seat Capacity, Actual Seats taken, Remaining Seats
- Waitlist Seat Capacity, Actual Waitlist Seats taken, Remaining Waitlist Seats

Once you ensure the class has available seats, you can return to your search results by clicking Return to Previous at the bottom of the screen.

Jot down the CRN (5 digit code listed in the course name). This is the number you will need to enter in OASIS to register for each of your selected courses.
When you are done looking through your results, scroll to the bottom of the screen, and click Return to Previous. This will take you back to the Class Schedule Search page.

If you would like to perform another search, click Reset at the bottom of the screen. This will reset all the criteria selection, and you can start over.

**IMPORTANT:** Be sure to create a “first choice” schedule of classes (you jotted down the CRNs), as well as a list of alternates, in case you are unable to get a course on your preferred list.
Class Schedule Search Tips & Tricks

Subject:

- Scroll through the list and click on a subject.
- To scroll quickly, click in the Subject box, then type the first letter of the subject you’re searching.
- To search multiple subjects, hold down the control key while selecting the subject areas you would like to view.
- To search all subjects, click on ACG - Accounting: General, then press Shift+Control+End.

Course Number & Title:

- Use % key as a wildcard when searching for "Course Number" and "Titles"

Instructional Method:

- This is what each instructional method choice means:

  ![Instructional Method Diagram]

  - Classroom (CL)
  - Hybrid Blend (HB)
  - Primarily Distance Learning (PD)
  - All Online (AD)
  - Synchronous or Asynchronous?

Campus:

- Select all to give the most options.
- Off-campus = online

Attribute Type:

- This can help you find courses that meet general education requirements.
- Select a particular Attribute such as State GE Core Humanities, then click "Class Search" to see a list of sections.
- When searching by attribute, search all subjects because they are categories of classes.
Registering for Courses

When it is your time to register, log into OASIS through MyUSF (see pages 1 – 2 for login instructions). In the Main Menu, click on Student, then click on Registration.

To register for courses using the CRNs you wrote down from your Class Schedule Search, click on Register, Add, or Drop Classes.
Select the term from the drop-down menu you are registering for, then click *Submit*.

### Registration Term

![Select a valid term.]

**Select a Term:** Summer 2021

Submit

On the **Add or Drop Classes** page, scroll down to the **Add Classes Worksheet** section. Here, you will enter the CRNs for the classes you want to register for.

Enter each CRN for your selected classes in a separate box, then click **Submit Changes**.

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td>50462</td>
</tr>
</tbody>
</table>

Submit Changes  Reset

The classes you entered will appear under the **Current Schedule** section of the **Add or Drop Classes** page. This means you are registered for the courses listed!
View Schedule
After registering for your courses, you can check your weekly and detailed schedule in OASIS

Week at a Glance View
To view your Week at a Glance, go to Student in OASIS and click on Registration

Click on Week at a Glance
The schedule will automatically show the current week. To view a week in the next term, enter a date in the future on the “Go to (MM/DD/YYYY)” box and click Submit.

Your weekly schedule for the next term will show on the screen. In person courses will show all the meeting times under each day. Online courses will be listed at the bottom, since they do not have assigned meeting times.

Student Detail Schedule
To view your Student Detail Schedule, go to Student in OASIS and click on Registration
Click on Student Detail Schedule.

Select the term you registered for, and click **Submit**.
In the **Student Detail Schedule**, you will be able to see all the details for every course you are registered for in that term.

### Student Detail Schedule

*The following is the schedule information you selected.*

**Total Credit Hours: 6.000**

**College Algebra - MAC 1105 - 001**
- **Associated Term:** Summer 2021
- **CRN:** 50462
- **Status:** **Web Registered** on Feb 11, 2021
- **Assigned Instructor:**
- **Grade Mode:** Regular
- **Credits:** 3.000
- **Level:** Undergraduate
- **Campus:** Tampa
- **Instructional Method:**
- **Notes:** Students must spend MW 11:30-1:00 in SMART Lab (LIB 232)
  F 9:30-11:30 in SL is for makeup exams and/or re-takes.

#### Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>9:30 am - 11:05 am</td>
<td>MTW</td>
<td>May 17, 2021 - Jun 25, 2021</td>
<td>Class Lecture</td>
<td>TBA</td>
</tr>
<tr>
<td>Class</td>
<td>11:30 am - 1:00 pm</td>
<td>MW</td>
<td>LIB 232</td>
<td>Class Lecture</td>
<td>TBA</td>
</tr>
<tr>
<td>Class</td>
<td>9:30 am - 11:30 am</td>
<td>F</td>
<td>LIB 232</td>
<td>Class Lecture</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**Intro to Psychological Science - PSY 2012 - 001**
- **Associated Term:** Summer 2021
- **CRN:** 50446
- **Status:** **Web Registered** on Feb 12, 2021
- **Assigned Instructor:**
- **Grade Mode:** Regular
- **Credits:** 3.000
- **Level:** Undergraduate
- **Campus:** Off-campus - Tampa