IMPORTANT REGISTRATION INFORMATION FOR STUDENTS RETURNING FROM A PERSONAL LEAVE FOR SPRING SEMESTER 2016

REGISTRATION DATES: November 9-20

YOU ARE REQUIRED TO REGISTER FOR SPRING COURSES DURING THE NOVEMBER REGISTRATION PERIOD.

I. Completing the Registration Process in November

Please plan ahead so that you have spoken with your advisor before your registration appointment and secured consents for courses which require it. If you do not register in November, you will be withdrawn and you will be required to apply for reinstatement if you decide you wish to return.

 Academic Advising
Prior to registration, you will need to contact your academic advisor to plan for which courses you plan to take in the coming semester. We recommend that you email your advisor now to make an appointment prior to registration. Your consultation with your advisor will be an opportunity for you to discuss any questions you might have regarding your courses and your academic progress. At the conclusion of your meeting, your advisor will give you your six-digit RAP (registration alternate PIN); it is required for registration. Only your advisor can release the RAP to you. If you have two advisors, you will need to obtain parts of your RAP from each advisor.

PRESTO Online Registration: Important Details
Registration for the Spring Semester begins on November 9 and continues through November 20, 2015

You will need:
• Your ID number (T#), your PRESTO PIN, and your RAP.

Your registration appointment information: Because you are off campus and may not have regular access to the internet, your appointment will the entire registration period from November 9 to November 20. If you will not be able to access the internet at all during this time, you will also find a “Proxy Registration Form” at the Registrar’s home page (http://new.oberlin.edu/office/registrar/). You can download the form and email it, fax it or mail it to us. We will register you for courses beginning on November 9.

II. Winter Term Registration
If you plan to register for Winter Term 2016, please follow these directions to complete your registration:
• Please consult the information posted here.
• If you are planning to complete an on-campus winter term project, you may register on January 4th when you return.
• If you are planning to register for an off-campus project, you will need to secure your project sponsor’s approval in an email and forward it to registrar@oberlin.edu. In your email to your sponsor, please provide all of the information we need to register you. This includes:
1. your name and T#
2. title of the project (30 characters including spaces)
3. the sponsor’s department
4. the type of project you are doing (off campus individual or off campus group)
5. full or half credit
6. and the type of project: academic, field experience, personal growth or international (in which a group or individual spends at least 7 days outside the US on work directly related to the project).

III. REMINDER: Enrollment for Spring Semester 2016 during the first week of classes in February
Enrollment is the process by which all students confirm they have returned to campus. It is a different process than registration. When you return for the Spring Semester, you must enroll during the first week of classes via PRESTO. Do not forget this important step. If you do not enroll, you will be withdrawn from your classes for the spring semester.

Enrollment and Registration Holds
To avoid having a hold placed on your registration or enrollment, please ensure that you have satisfied your obligations to offices on campus. To view your hold status, access the PRESTO homepage, select the Student Menu and follow the Registration link to the View Holds link.

Are you planning to graduate in May 2016? Have you told the Registrar’s Office? If you have not filled out a yellow degree application, you need to do so immediately. Please email Kelly Cassidy, Degree Auditor, (Kelly.cassidy@oberlin.edu) if you are planning to graduate in May, 2016.

Questions? Email our office: registrar@oberlin.edu.