

OBERLIN

COLLEGE & CONSERVATORY

Oberlin College ☐ Office of the Registrar Carnegie 124 ☐ 440 775 8450 registrar@oberlin.edu

Office hours: 8:00 – 4:30 For up-to-date information on deadlines, procedures:

<http://new.oberlin.edu/office/registrar>

IMPORTANT SPRING SEMESTER 2018 REGISTRATION INFORMATION FOR STUDENTS RETURNING FROM LEAVE

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

REGISTRATION DATES ARE: November 6-17

Completing the Registration Process in November

Please plan ahead so that you have checked in or met 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 **If you do not register in November, you will be withdrawn and you will be required to apply for reinstatement if you decide you wish to return.**

Degree Evaluation Software: Please remember that there is degree audit software, available in PRESTO, called Degree Works. You will use the same link in PRESTO (See “Degree Evaluation” on your “Student Records” menu in PRESTO). This is a valuable tool to help you determine where you stand in terms of degree requirements. We are available to help you review the degree evaluation and how it measures your progress toward your degree.

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**.* 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.

If you are on an academic leave, you do not need your RAP to register in November.

If you are on a personal leave, you DO need your RAP to register. At the conclusion of your advising meeting, your advisor will give you your six-digit RAP (registration alternate PIN). Only your advisor can release the RAP to you.

If you are currently enrolled in an off-campus Oberlin Program (London), you DO need your RAP to register. At the conclusion of your advising meeting, your advisor will give you your six-digit RAP (registration alternate PIN). Only your advisor can release the RAP to you.

PRESTO Online Registration: Important Details

You will need:

- Your ID number (T#), your PRESTO PIN, and your RAP (if you are on a personal leave or in an off-campus program).

Your registration appointment information: Because you are off campus and may not have regular access to the internet, your appointment will be the entire registration period from November 6 to November 17. (All registration times and PRESTO availability are Eastern Standard Time). **To see your registration appointment times**, logon to PRESTO and select “Student and Financial Aid”; then “Registration”; then “Registration Status”; then select Spring Semester 2018; then click submit.

If you will not be able to access the internet at all during this time, you will also find a “Proxy Registration Form” at this Blackboard site. You can download the form and email it, fax it or mail it to us. We will register you for courses beginning on February 5.

REMINDER: Enrollment for Spring Semester 2018 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, 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.

Winter Term Registration

Information regarding winter term registration will be forthcoming.

May 2018 Commencement

Are you planning to graduate in May 2018? 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 our Degree Auditors, degreeauditor@oberlin.edu if you are planning to graduate in May 2018.

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