

# Registration Guide – How to Search for Courses in OASIS

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# Log In

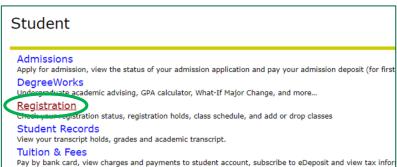
Visit MyUSF and log in to your account using your NetID and password.

Under "My Resources," click on OASIS.

# **Search for Courses**

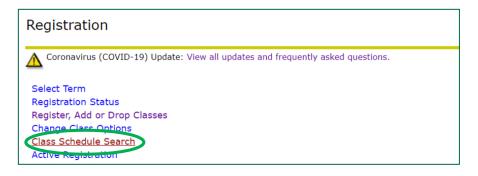
To explore the course offerings available to you on all campuses, log in to OASIS. From the Main Menu, click on **Student**, then click on **Registration**.



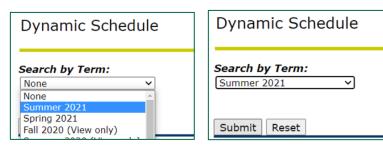




To search for courses, click on Class Schedule Search.



Select the term you want to register for from the drop-down menu, then click **Submit**.



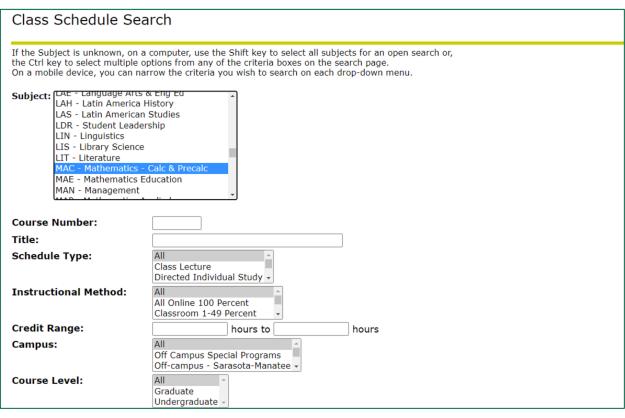
To start finding courses, you must first select a Subject.

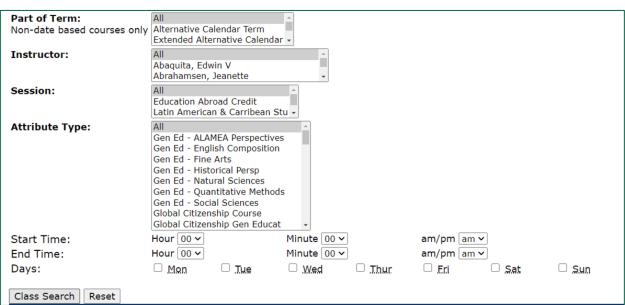
- On a computer: If the **Subject** is unknown, use the Shift key to select all the subjects for an open search, or the Ctrl/Command key to select multiple options
- On a mobile device: you can narrow down the subject you wish to search for on the Subject drop-down menu

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.









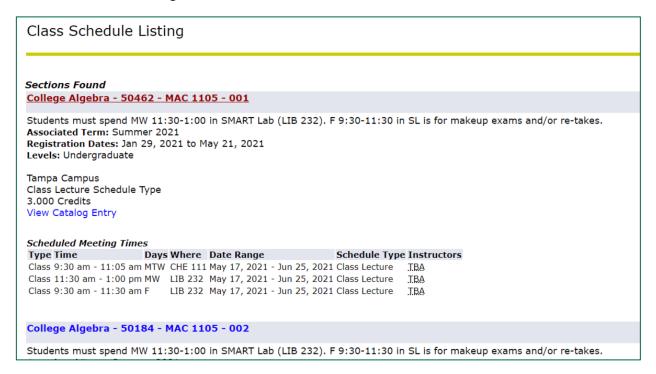
Once you are finished selecting all the criteria for your course(s), click *Class Search* at the bottom of the screen.

Start Time: End Time:	Hour 00 V	
Days:	□ Mon	□ <u>Tue</u>
Class Search Reset		

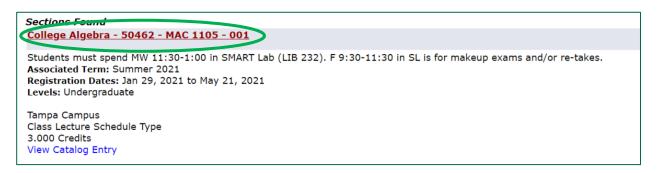
### **Navigating Class Schedule Search Results**

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



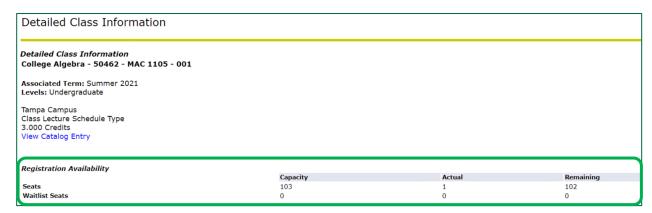
You can find the seat availability for the class by clicking on the Course Name & Information link.



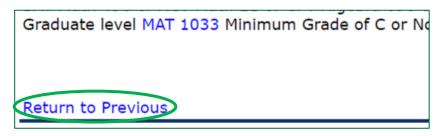


In the Registration Availability section of the Detailed Class Information page for the class, you will see:

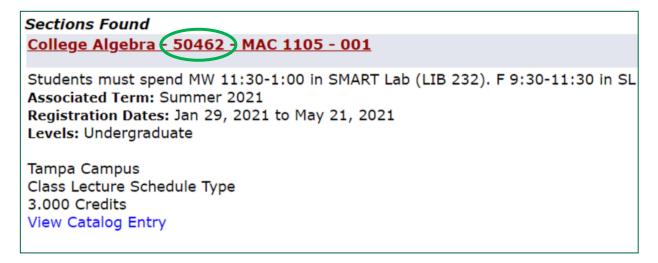
- Seat Capacity, Actual Seats taken, Remaining Seats
- Waitlist Seat Capacity, Actual Waitlist Seats taken, Remaining Waitlist Seats



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.

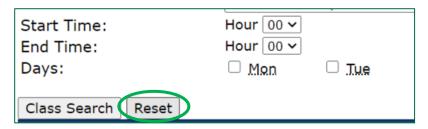




When you are done looking through your results, scroll to the bottom of the screen, and click **Return to Previous**. This will take you back to the Class Schedule Search page.



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.

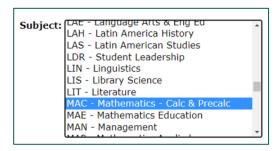


**IMPORTANT:** Be sure to create a "first choice" schedule of classes (you jotted down the CRNs), as well as a list of alternates, in case you are unable to get a course on your preferred list.



# Class Schedule Search Tips & Tricks

## Subject:



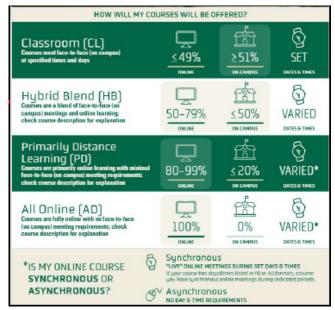
- Scroll through the list and click on a subject.
- To scroll quickly, click in the Subject box, then type the first letter of the subject you're searching.
- To search multiple subjects, hold down the control key while selecting the subject areas you would like to view.
- To search all subjects, click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



### 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.