

IX. STUDENT REGISTRATION THROUGH MyIPFW AND OASIS

Students admitted to IPFW can use the Online Access to the Student Information System (OASIS) through myIPFW to register for classes and view class schedules and course descriptions. In addition, students can view their grades and unofficial transcript as well as any transfer credits or registration holds.

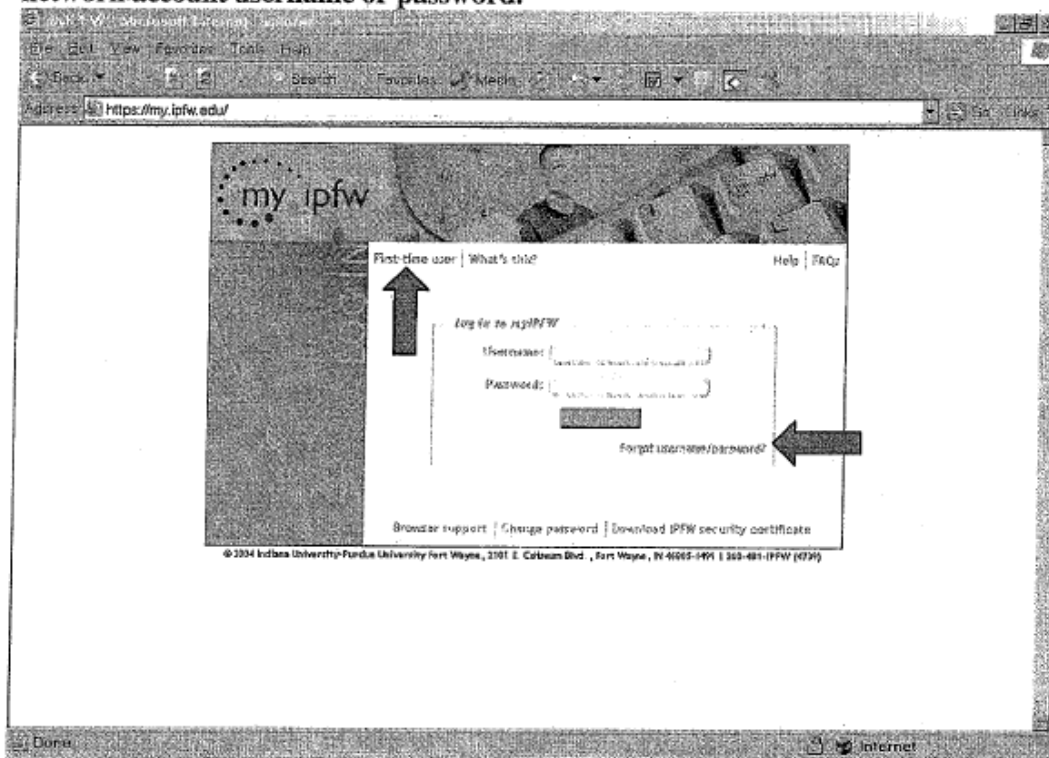
Instructions

1. Pick up registration information and a printed copy of the *Schedule of Classes* from your academic advisor. An online Schedule of Classes is available [here](#). Create your schedule using the [OASIS Class Scheduling Template](#) (requires [Adobe Acrobat Reader](#)). Make sure all the classes you select have seats available.
2. Go to <https://my.ipfw.edu> (myIPFW).
3. **First time users of myIPFW:** Click on "First Time User" and follow the instructions to set up your computer network username and password. You will need to know your birth date and the last 4 digits of your IPFW student ID number (typically your Social Security number). After completing the account setup, login to myIPFW with your username and password.
4. **Continuing users of myIPFW:** Login to myIPFW with your assigned computer network username and password. If you have forgotten your username or password, click on "Forgot Username/Password?" or contact the ITS Helpdesk (KT 206).
5. After successfully logging into myIPFW, click on the OASIS link in the top right hand corner of myIPFW.
6. Click on the yellow log in button to enter OASIS. If you receive an error message that your account has been disabled for too many log in attempts, contact the Registrar's Office (KT 107).
7. To continue with registration click on "Student Services and Financial Aid"
8. Click on "Registration"
9. Click on "Add/Drop Courses"
10. Then "Select a Term". Select "Summer 2005" or "Fall 2005" and click "Submit Term" button.
11. Read the information at the top of the registration page carefully. Remember that Web registration is self-paced. You may go as fast or slow as you like, but after 15 minutes of inactivity you will be automatically logged out.
12. Enter the Course Request Numbers (CRNs) for the classes you wish to register in the spaces provided. The "CRN" is a five digit number assigned to every course. When entering a call number, you must use all 5 digits. For example: 13566. CRNs can be located in the schedule of classes or online in "Look Up Classes to Add" of OASIS. When you have entered all the CRNs, choose the "Submit" button.
13. Check for Registration Errors: Check below the instructions of the Registration page for any errors.
14. Search for a Class: You may search for a class by clicking on the "Class Search" or "Look Up Classes to Add" on the registration menu. You may search by Subject, Course, Title, instructor, days, times, etc. You must select a Subject for your search.

15. **CR/NC and Variable Units:** If you have signed up for a class and wish to take it on a Credit/No Credit basis, or have signed up for a variable unit course, please see instructions in the printed Schedule of Classes.
16. **View and Print Your Schedule:** After you have completed registering for classes, view your schedule by returning to the registration menu and clicking on "Detail Schedule by class" or "Graphic Schedule". Then print a copy of your schedule by clicking your Browser's "Print" button at the top of the screen.
17. **Fees:** Registration fees and tuition are due by the deadlines stated in the Web registration pages and the Schedule of Classes. If you would like to pay for your fees online using a credit card, click on "Bills/Payment Plans" in the My Finances channel of myIPFW.

Student Access to Online Registration (OASIS)

1. Go to <https://my.ipfw.edu>
2. Enter network username and password. All continuing, active students have a network account. Newly admitted or re-admitted students are assigned a network account approximately 2-4 hours after admission. First time users need to click on "First-time user" and follow the instructions to activate the network account. If the student has activated their network account but has forgotten their username or password, click on "Forgot username/password link. Contact ITS HelpDesk for additional assistance. **Registrar Office staff do not have access to student's network account username or password.**



3. After logging in to myIPFW, student clicks on OASIS link in the upper right hand corner, or under the Resources link in the left hand menu.

The screenshot displays the myIPFW student portal. At the top, the browser address bar shows the URL: https://my.ipfw.edu/secure/myipfwprofile/finish_login.html. The page header includes the my.ipfw logo, a welcome message for Anthony F. Wayne, and the date: Today is Tuesday, February 8, 2005. A navigation menu on the left lists various services, with an arrow pointing to the 'Resources' link. The main content area is divided into several sections: 'Registration News' with a notice about the last day for 20% refund; 'Important Deadlines' listing deadlines for Pass/Not Pass and Audit to Credit (Feb 7), FAFSA (Mar. 10), and Credit to Audit (Mar. 10); 'OASIS' links for Register for Classes, Drop/Add Classes, My Unofficial Transcript, My Degree Evaluation, and My Class Schedule; 'My Registration Priority' and 'My Books' links; and a 'WEEKLY STUDENT EVENTS CALENDAR' for February 4th-14th. On the right side, there are links for Financial Aid Summary, Helmske Library, JUCAT, My IU Account, Databases & Indexes, Document Delivery Services, Reserves Express, Online Campus Climate Survey, and Children's Needs Assessment. An arrow in the top right corner points to the 'OASIS' link in the header.

4. Click the yellow Log in button. Students are automatically logged in to OASIS (there is no need to enter the former OASIS username and PIN.) FYI-Until further notice, faculty and staff will continue to be prompted for the OASIS username and PIN.

my.ipfw

Welcome, Anthony P. Wayne | Log out | tests220@ipfw.edu | [Logout] | Email forwarding: tests220@ipfw.com | Today is Tuesday, February 8, 2005

My Academic Advisor: [William Bruening](#)

OASIS
ONLINE ACCESS TO STUDENT INFORMATION SYSTEM

[Log in](#)

Starting March 26, OASIS will be accessible only through my.ipfw.edu

Log on to my.ipfw.edu with your IPFW WebConnect account IDPT your OASIS ID.

- Students to continue to register and pay fees online your IPFW student WebConnect account must be validated
- If not, go to my.ipfw.edu and click on First Time users link

[View Your Schedule](#)
[OASIS Hours of Operation](#)

Prospective Students	Current Students	Faculty and Staff
<ul style="list-style-type: none"> Request admission information Study for admission 	<ul style="list-style-type: none"> Pay tuition and fees; current semester Register for classes View your financial aid information Change your address View your unofficial IPFW transcript, including credit transfer View other information in your IPFW record Connect to WebCT/distance learning 	<ul style="list-style-type: none"> Review class lists Submit grades Issue permission into a course View add/drop class schedules Review faculty class schedule

[Admission](#) | [Financial Aid](#) | [Register](#) | [Banner](#) | [ACES](#) | [Academics](#) | [Enrich](#) | [Class Schedules](#) | [Final Exams](#) | [Library](#)

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URL: <https://oasis.ipfw.edu/>

my.ipfw

Welcome, Anthony P. Wayne | Log out | tests220@ipfw.edu | [Logout] | Email forwarding: tests220@ipfw.com | Today is Tuesday, February 8, 2005

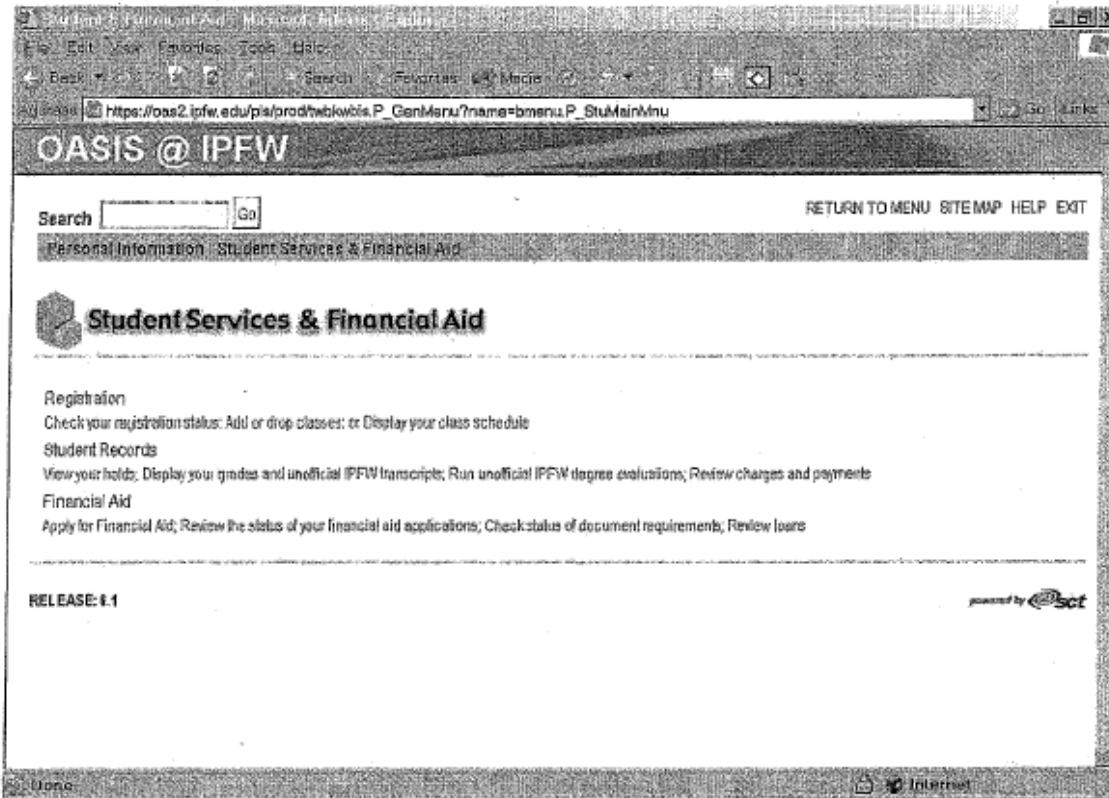
My Academic Advisor: [William Bruening](#)

Logging into Oasis...

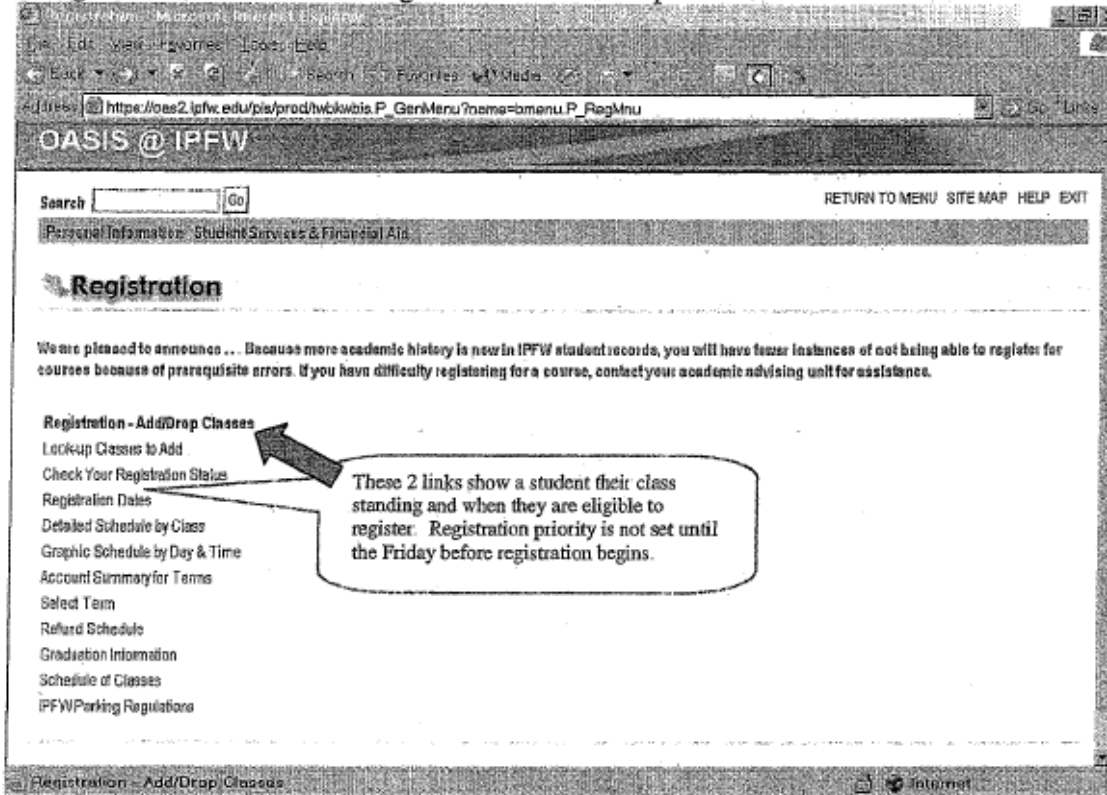
5. For registration, click on the "Student Services & Financial Aid" link. The "Personal Information" link provides options for updating address, phone number and other personal information.

The screenshot shows a web browser window displaying the OASIS @ IPFW website. The browser's address bar shows the URL: https://oas2.ipfw.edu/pa/proditwbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=Welcome,%20Kali,%20A,%20Housar. The website header includes the title "OASIS @ IPFW" and navigation links for "SITE MAP", "HELP", and "EXIT". A search bar is present with a "Go" button. Below the search bar, there are two main menu items: "Personal Information" and "Student Services & Financial Aid". The "Personal Information" menu item includes the subtext "View or update your address(es), phone number(s), e-mail address(es), marital status; Change your PIN". The "Student Services & Financial Aid" menu item includes the subtext "Register, View your academic records, Run an unofficial degree evaluation, and View Financial Aid". A third menu item, "WebCT.com, The e-Learning Hub", includes the subtext "Login to your WebCT account". At the bottom of the page, there is a "Return to Homepage" link, a "RELEASE: 00" notice, and a "powered by" logo for WebCT. The browser's status bar at the bottom indicates "Internet".

6. Click on the "Registration" link. The "Student Records" link provides access to the unofficial transcript and the online degree evaluation (CAPP). The "Financial Aid" link provides access to financial aid information.



7. There are two options for registration. If a student knows the CRNs for the courses they want to register for, click on the "Registration – Add/Drop Classes" link.



8. Select the appropriate term. Click the Submit button.

Address: https://bas2.ipfw.edu/pls/prod/bwskfrag.P_AllPin

OASIS @ IPFW

Search RETURN TO MENU SITE MAP HELP EXIT

[Personal Information](#) [Student Services & Financial Aid](#)

Select Term Mar 03, 2005 01:05 pm

Select Term:

RELEASE: 00 [\[Log Out\]](#) powered by

Internet

9. If the student is already registered for some classes, they will appear here. Under the "Add Classes" heading, there are empty boxes. Enter CRNs in the boxes and click the "Submit Changes" button. If the class is added successfully, it will be added to the "Current Schedule". If there is an error, it will appear between the "Current Schedule" and "Add Classes" heading, with a red octagon and an explanation of the error. Notice the links to "Detailed Schedule" and "Graphic Schedule" at the bottom of the page.

OASIS@IPFW

Search RETURN TO MENU SITE MAP HELP E01

Personal Information Student Services Financial Aid

Add/Drop Classes: Spring 2005
Mar 03, 2005 01:06 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. If you are registering for a course that requires a lab, you **must** request them at the same time. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Please Note: Any class which meets at a location of DE, DC or OC is a distance learning or off campus course. [Click here](#) for an explanation of distance learning and off campus location abbreviations. Contact the Division of Continuing Studies at (260) 491-6111 for additional assistance.

When a letter follows the section number (ex. 02N, 02M, 04C), the letter represents a distance learning format, an off campus location or special restriction for that section. [Click here](#) for an explanation of the section letters.

Your class registration will **NOT** be canceled if you do not pay. When you register for classes, you are responsible for paying your fees unless you drop your classes prior to the first day of the semester.

Current Schedule

Status	Action	CRN	Subj	Crs	Sec	Level	Cred	Grade Mode	Title
Registered on Oct 19, 2004	None	21381	EDUC	E341	01	Undergraduate	3.000	Regular Grade	Math Of Tch Reading II
Registered on Oct 19, 2004	None	21368	EDUC	E325	02	Undergraduate	3.000	Regular Grade	Soc St In Elem Sch
Registered on Oct 19, 2004	None	21371	EDUC	E328	02	Undergraduate	3.000	Regular Grade	Science In Elem Sch
Registered on Oct 19, 2004	None	21446	EDUC	N343	02	Undergraduate	3.000	Regular Grade	Math In Elem School
Registered on Oct 19, 2004	None	21413	EDUC	M301	02A	Undergraduate	0.000	Satisfactory/Unsatisfactory	Lab/Field Experience
Drop Fall Return on Jan 14, 2005		23723	EDUC	K206	02N	Undergraduate	0.000	Regular Grade	Tch Mth Sldnt Spc Need

Total Credit Hours: 12.000
Billing Hours: 14.000
Maximum Hours: 24.000
Date: Mar 03, 2005 01:06 pm

Add Classes Worksheet

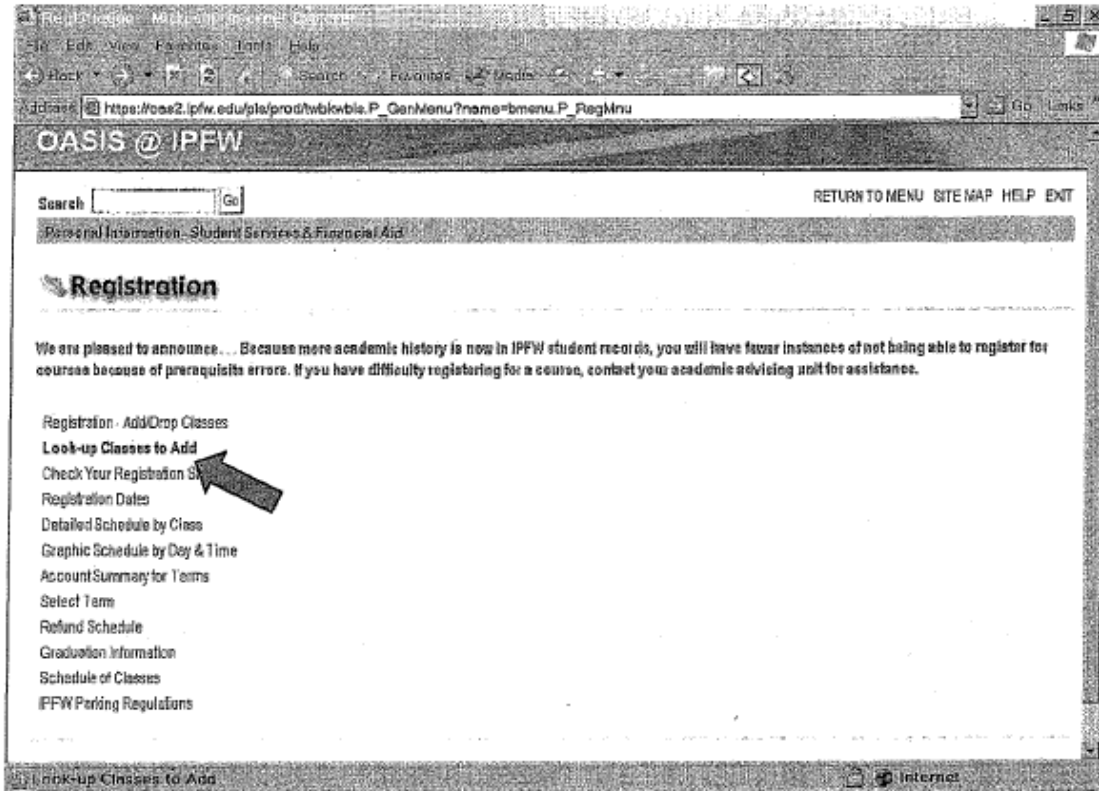
CERN:

[[Check Registration Status](#)] [[Detailed Schedule](#)] [[Graphic Schedule](#)] [[Select Term](#)] [[Registration Fee Assessment](#)] [[Registration Menu](#)] [[View Help](#)] [[Exit](#)]

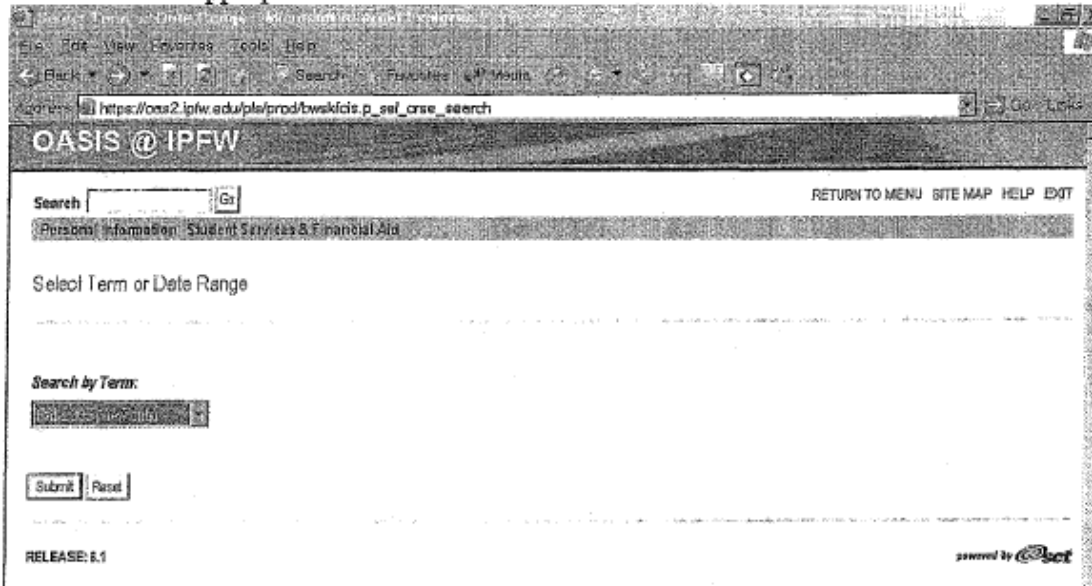
RELEASE: 6.1 powered by

Errors will appear in this area.

10. The second option for registration is to click on the "Look-up Classes To Add" link. This takes the student to a searchable schedule.



11. Select the appropriate term. Click the Submit button.



12. There are many options that can be utilized in the search. The student may choose any combination of fields to narrow the search, but at least one Subject must be selected. After choosing search options, click the "Class Search" button.

Address: https://oas2.ipfw.edu/pls/procd/bwvkgens.p_spl_term_date

OASIS @ IPFW

Search Go RETURN TO MENU SITE MAP HELP EXIT

Personal Information Student Services & Financial Aid

Look-Up Classes to Add Mar 03, 2005 01:08 pm

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject.

If you would like to search more than one Subject, hold down the control "ctrl" key and click on each desired subject. When your selection is complete, click Class Search to perform the search.

Subject: Afro American Studies - AFRO
Agriculture - AGR
Agronomy - AGRY

Course Number:

Title:

Schedule Type: Applied Music
Clinical

Credit Range: hours to hours

Part of Term:

Instructor: Abbott, B B
Abbott, J H

Attribute Type: ANS Humanities Course
ANS Math & Science Course

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

RELEASE: 8.0 (Graphic Schedule | Detailed Schedule | View Help | Registration Menu | Exit)

powered by eSCT

Internet

13. The results of the search now display. If the student and the course are eligible for registration, a small check box will appear before the CRN. Click the box next to the class selected for registration, and click the "Register" button. Note: If a "C" appears before the CRN, the class is closed; if a "NR" appears, the course is not currently available for registration (registration has not begun or has ended); if a "SR" appears, the student is not eligible for registration (usually due to inactive status).

The screenshot shows a web browser window with the address https://oas2.ipfw.edu/pls/prod/fwwskfcls_P_GetCrs. The page title is "OASIS @ IPFW". There is a search bar with a "Go" button and navigation links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". A menu bar includes "Personal Information", "Student Services & Financial Aid", and "Look-Up Classes to Add". The page is dated "Mar 03, 2005 01:11 pm".

Instructions for registration are provided: "To register for classes, check the box in front of the CRN (C identifies a closed class; NR, a course not allowed for registration; SR, a registration restriction) and click Register or Add to Worksheet." "Please Note: Any class which meets at a location of DE, OC or OC** is a distance learning or off-campus course. Click here for an explanation of distance learning and off-campus location abbreviations. Contact the Division of Continuing Studies at (260) 491-5111 for additional assistance." "When a letter follows the section number (ex. 02N, 03N, 04C), the letter represents a distance learning format, an off-campus location or a special restriction for that section. Click here for an explanation of the section letter."

Sections Found

Afro American Studies - AFRO

Select	CRN	Subj	Crs	Sec	Emp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date	Location	Attributes
NR	13072	AFRO	A210	01L	FW	3.000	Black Women W in America		04:30 pm- 07:15 pm	25	0	25	C A Patterson	09/22- 12/18	KT G44	IPFW Indiv. Culture, Society and History Majors- United States and ANS Humanities Course and Minorship of African Literature

Buttons: Register, Add to Worksheet, Class Search

Links: Graphic Schedule, Detailed Schedule, Your Fee Assessment

RELEASE: 03

powered by

Done Internet

14. If the class is added successfully, it will be added to the "Current Schedule". If there is an error, it will appear between the "Current Schedule" and "Add Classes" heading, with a red octagon and an explanation of the error. Notice the links to "Detailed Schedule" and "Graphic Schedule" at the bottom of the page.

OASIS@IPFW

Search RETURN TO MENU SITE MAP HELP EXIT

Personal Information Student Services & Financial Aid

Add/Drop Classes: Mar 03, 2005 01:06 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. If you are registering for a course that requires a lab, you must request them at the same time. When add/drops are complete click **Submit Changes**.

If you are unsure of which classes to add, click **Class Search** to review the class schedule.

Please Note: Any class which meets at a location of **DE, DC or DC**** is a distance learning or off campus course. [Click here](#) for an explanation of distance learning and off-campus location abbreviations. Contact the Division of Continuing Studies at (260) 431-6111 for additional assistance.

When a letter follows the section number (ex. 02V, 03Y, 04C) the letter represents a distance learning format, an off-campus location or a special restriction for that section. [Click here](#) for an explanation of the section letters.

Your class registration will NOT be canceled if you do not pay. When you register for classes, you are responsible for paying your fees unless you drop your classes prior to the first day of the semester.

Current Schedule

Status	Action	CRN	Subj	Crs	Sec	Level	Cred	Grade Mode	TRin
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Registered on Oct 19, 2004	None	21368	EDUC	E325	02	Undergraduate	3.000	Regular Grade	Soc St In Elem Sch
Registered on Oct 19, 2004	None	21371	EDUC	E328	02	Undergraduate	3.000	Regular Grade	Science In Elem Sch
Registered on Oct 19, 2004	None	21448	EDUC	N343	02	Undergraduate	3.000	Regular Grade	Meth In Elem School
Registered on Oct 19, 2004	None	21413	EDUC	M301	02A	Undergraduate	0.000	Satisfactory/Unsatisfactory	Lab/Field Experience
Drop Full Refund on Jan 14, 2005		23723	EDUC	K206	02N	Undergraduate	0.000	Regular Grade	Tch Mth Sklrd Spc Need

Total Credit Hours: 12.000
 Billing Hours: 14.000
 Maximum Hours: 24.000
 Date: Mar 03, 2005 01:06 pm

Add Classes Worksheet

CRNs:

Errors will appear in this area.

[[Check Registration Status](#)] [[Detailed Schedule](#)] [[Graphic Schedule](#)] [[Select Term](#)] [[Registration Fee Assessment](#)] [[Registration Menu](#)] [[Site Home](#)] [[Exit](#)]

RELEASE: 6.1 powered by SCT