



Registration Guide

2019-2020
Fall | Winter | Spring

Table of Contents

Academic Calendar	3	Tuition and Fees	15
Campus Directory	4	Student Information	16
Who May Register, How to Register	5	Privacy Rights: Student Records	
When to Register	6	Directory Information	
Registration Procedures, Course Withdraws	7	SSN Disclosure Consent Statement	
Audit Procedures, Grading System	8	Non-discrimination Policy	
How to Register.....	9	Students with Disabilities	
Web for Student Navigation	10	Final Exam Schedule	17
Register, Add, or Drop Classes	12	Graduation.....	18
Waitlists	13	Campus Map.....	back cover
Online Class Schedule Key.....	14		
Audit Procedures, Grading System	15		

Get Ahead and Still Have Time to Play



Attend Summer Term!

Academic Calendar

Fall 2019

May	
13-23	Fall priority registration
September	
18	Registration (for those not registered in advance)
25-27	New student orientation
30	Classes begin
October	
4	Last day to use <i>WebREG</i> for registration, adds/drops
11	Last day to drop without a "W"
11	Tuition and fees due
November	
11	Veterans Day Holiday
12-22	Winter priority registration
15	Last day to withdraw from a course with a "W"
27	Thanksgiving Holiday (begins 1:00pm)
December	
6	Last day to completely withdraw from the University
9-12	Final exams week
13	Term ends
16	Grades due from instructors (12:00 noon)

Winter 2020

November	
12-22	Winter priority registration
January	
6	Registration (for those not registered in advance)
6	Classes begin
10	Last day to use <i>WebREG</i> for registration, adds/drops
17	Last day to drop without a "W"
17	Tuition and fees due
20	Martin Luther King Jr. Holiday
February	
17-27	Spring priority registration
21	Last day to withdraw from a course with a "W"
March	
13	Last day to completely withdraw from ALL classes
16-19	Final exams week
20	Term ends
23	Grades due from instructors (12:00 noon)

Spring 2020

February	
17-27	Spring priority registration
March	
30	Registration (for those not registered in advance)
30	Classes begin
April	
3	Last day to use <i>WebREG</i> for registration, adds/drops
10	Last day to withdraw without a "W"
10	Tuition and fees due
May	
1	Summer registration for all students
11-21	Fall priority registration
15	Last day to withdraw from a course with a "W"
25	Memorial Day Holiday
June	
5	Last day to completely withdraw from ALL classes
8-11	Final exams week
12	Term ends
13	Commencement
15	Grades due from instructors (12:00 noon)

Key Dates for Future Terms

Summer 2020

May 1	Registration for all students
June 22	Classes begin (8wk session)
Aug 14	Term ends

Fall 2020

May 11-21	Fall priority registration
September 30	Classes begin

For information regarding refund dates related to dropped courses please see the Cashier's Calendar at:

<http://www.oit.edu/faculty-staff/business-affairs/accounts-receivable/cashiers-office>

Campus Directory

Office	Location	Phone
Admissions	College Union	541-885-1150
Affirmative Action	Snell Hall - Main Level Rm 108	541-885-1108
Athletic & Fitness Center	Fitness Center	541-885-1624
Business Office	Snell Hall Main Level	
Cashier/Tuition & Fees		541-885-1202
Director		541-885-1628
Campus Security	Main Campus Entrance	541-885-1111
Career & Student Employment Services	Learning Resource Center - Second Level	541-885-1020
Counseling	Student Health Center	541-885-1800
College Union Information Desk	College Union - Main Level	541-885-1030
Student Success Center	Learning Resource Center - Second Level	541-851-5179
Financial Aid	College Union - Main Level	541-885-1280
Multicultural Student Services	College Union - Second Level	541-885-1389
Oregon Tech Online	Boivin Hall	866-497-0008
Orientation	Admissions	541-885-1150
Peer Consulting Services	Learning Resource Center	541-851-5226
President's Office	Snell Hall - Top Level	541-885-1103
Provost's Office	Snell Hall - Top Level	541-885-1663
Public Relations	Snell Hall - Top Level	541-885-1162
Registrar's Office	Snell Hall - Lower Level	541-885-1300
Registration/Transcripts		541-885-1305
Application for Degree		541-885-1307
Grades		541-885-1354
Transcripts		541-885-1305
Transfer Evaluations (A-L)		541-885-1302
Transfer Evaluations (M-Z)		541-885-1301
Veteran's Affairs		541-885-1302
Residence Hall Office	Residence Hall - Second Level	541-885-1094
Residence Hall after 4 p.m.	Residence Hall - Main Level	541-885-1080
Services for Students with Disabilities	Learning Resource Center	541-885-1790
Student Activities (ASOIT)	College Union	541-885-1825
Student Health Center	Student Health Center	541-885-1800
Tech Opportunities Program	Learning Resource Center	541-885-1129
Tech Nest Bookstore	College Union	541-885-1050
Testing Services	Learning Resource Center	541-851-5176
Portland-Metro Campus	27500 SW Parkway Ave, Wilsonville	503-821-1250

Registration Essentials

Who May Register

Admitted Students

All student who wish to take more than eight credits in a term, receive financial aid, and/or graduate from Oregon Tech, must apply and be accepted for admission. Admitted students, who are new to Oregon Tech, whether entering from high school or transferring from another college, must participate in a Registration, Event in order to sign up for classes. Registration Events for new students occurs in the summer and at the beginning of each term. For more information regarding new student registration events, please contact the Admissions Office at (541) 885-1150 or email oit@oit.edu.

Non-admitted Student Registration

New students preferring to register for eight credits or less may register as non-admitted (non-matriculated) students without being formally admitted. The non-admit student application may be completed online at www.oit.edu/admissions. The non-admit application must be completed at least one week prior to enrollment to avoid processing delays.

While advisor approval is not required for non-admitted students, you may wish to consult with an advisor prior to registering. Please be sure to read the complete instructions regarding registration printed in this schedule.

New non-admitted students who plan to take any math or writing courses must take placement tests prior to registration. Students may arrange to take these tests by calling (541) 851-5179.

Continuing students who are non-admitted (non-matriculated) are able to register during priority registration. See the Priority Registration Schedule on page 6 for times and dates.

How to Register

Steps to Follow Before Registration

Prior to registering, you will need to complete the following steps:

1. Meet with your faculty advisor. A meeting with your faculty advisor is required each term, unless you are a non-admitted student. Make an appointment with your advisor before your scheduled registration time. For terms other than Fall, please contact The Rock.
2. Obtain your Advisor PIN (Personal Identification Number) from your advisor. Each term, you will need to obtain a new Advisor PIN from your advisor (or The Rock if applicable). If you are a non-admitted student, the Advisor PIN is always "nadmit" (in lower case).
3. Resolve any holds that might prevent you from registering. Your advisor can direct you to the correct campus office. It's wise to also check your holds in Web for Student to ensure that no holds have been added since the last time you registered.

Where to Get Help with Admissions

On the Klamath Falls Campus, stop by the Admission's Office in The College Union, visit www.oit.edu/admissions, email oit@oit.edu, call (541) 885-1150 or (800) 422-2017.

Where to Get Help with Registration

On the Portland-Metro Campus call (503) 821-1251 or e-mail anne.malinowski@oit.edu; Online call (866) 497-0008 or e-mail online@oit.edu; Klamath Falls Campus stop by the Registrar's Office in Snell Hall, call (541) 885-1300 or e-mail registrar@oit.edu.

If You Experience Login Problems

Ask for help through one of the methods listed below. If you have entered a Security Question and Answer previously and have now forgotten your PIN, you can use the "Forgot PIN?" button and then type in your Security Answer, which is case sensitive. With your correct Security Answer, the system will prompt you to change your PIN and you will be logged in. If you still can't login, present your photo ID at the Oregon Tech Registrar's Office or call (541) 885-1300. If you call, the Registrar's staff will ask questions to establish your identity. If you are unable to appear in person or call, you may submit a written, faxed, or emailed request. The written request to reset your PIN should also include your Student ID, your signature, your date of birth and a copy of a legible photo ID. You may fax your request to (541) 885-1274. To submit an email request send an email to registrar@oit.edu.

Excessive Course Load

Students are allowed to register for 21 credit hours (including audits) during an academic quarter without special permission. Fifteen credits are the maximum for summer session. Students wishing to register for an overload must have a 3.0 cumulative GPA and receive special approval from the advisor and the registrar. The class schedule will provide associated tuition costs.

Registration Essentials

When to Register

Students begin registering for classes during the priority registration period and may continue to make changes to their schedule after the term begins. Priority registration times are based on total earned credits, including transfer credits accepted by Oregon Tech. Credits in which you are currently enrolled are not included in determining the time of your registration. You can find your scheduled registration time by looking it up in Web for Student, asking your advisor during your advising session or on the registration schedule to the right.

Your scheduled registration time is the first opportunity you will have to register for the term. You should register as soon as possible once your registration date and time arrives in order to increase your chances of securing a seat in your preferred courses.

Registration Deadlines

The Academic Calendar, located on the first page of the Registration Guide lists deadlines related to adding, dropping and withdrawing from classes. You may continue to utilize Web for Student to register, add, or drop classes through the first week of the term. On the second Monday of the term *Web for Student* will be unavailable and you must obtain advisor and instructor signatures for all registration transactions.

Classes may be added or dropped with no record through the second week of the term, fees may apply (see the refund schedule on page 14). However, if a student withdraws from all courses, the student's transcript will note "Complete Withdrawal." You may withdraw from individual courses through the seventh week of the term to receive a "W" on your Oregon Tech transcript.

Non-attendance

If you register, pay fees and then decide not to attend Oregon Tech for that term, you may receive a full refund if you drop your courses using your Web for Student before classes begin.

Instructors will also report attendance after the first two weeks of the term. If you are dropped for non-attendance by your instructor this may have an impact on your financial aid.

If you have any questions, please feel free to contact the Registrar's Office at (541) 885-1300 or Financial Aid at (541)-885-1280.

Priority Registration Schedule for the 2019-2020 Academic Year

Student Type / Earned Credit	Fall 2019	Winter 2020	Spring 2020
Graduate Level	May 13	Nov 12	Feb 17
OHSU Students	May 13	Nov 12	Feb 17
Veteran Students	May 13	Nov 12	Feb 17
Online/Seattle/Portland-Metro	May 13	Nov 12	Feb 17
135 +	May 13	Nov 12	Feb 17
90-134	May 15	Nov 14	Feb 19
45-89	May 17	Nov 18	Feb 21
1-44	May 21	Nov 20	Feb 25
0	May 23	Nov 22	Feb 27
Non-admitted	May 23	Nov 22	Feb 27
High School Students	May 28	Nov 26	Mar 2

Registration Essentials

Traditional Registration Procedures

Traditional priority registration is based on your total earned credits at the end of the previous term, including transfer credits accepted by Oregon Tech. Credits in which you are currently enrolled are NOT included in priority registration.

Registration takes place in the Registrar's Office.

1. Make an appointment for advising. Check with your advisor first, as some departments will schedule special advising sessions.
2. With your advisor or in a departmental advising session, receive course selection approval. For terms other than Fall, you may contact The Rock. Get your advisor's signature or your advisor pin on your student schedule form.
3. Bring your completed student schedule form to the Registrar's Office in Snell Hall.
4. During priority registration processing, you will be notified regarding problems you may have with your schedule. For example: If you have a conflict or closed class, you will be registered in your open classes and notified of the exact problem.
5. After seeing your advisor or course instructor to work out the problem, you may present a signed add/drop slip to the Registrar's Office.

At this point, you are registered in classes for the next quarter and owe fees based upon your registration.

Excessive Course Load

Students are allowed to register for 21 credit hours (including audits) during an academic quarter without special permission. Fifteen credits are the maximum for summer session. Students wishing to register for an overload must have a 3.0 cumulative GPA and receive special approval from the advisor and the registrar. The class schedule will provide associated tuition costs each term.

Course Drop and Withdrawal

A student may drop/withdraw from a course through Friday of the seventh week of the quarter. Although teaching faculty may drop a student during the first two weeks of the term according to the *Non-Attendance Policy*. Students will be notified of instructor-initiated drops in writing.

Student Initiated Withdrawals

Students may drop/withdraw from a course through Friday of the seventh week of the term.

- During the first ten days of the term, a student may drop one or more courses with no record. However, if a student withdraws from **all** courses, the student's transcript will note "Complete Withdrawal."
- After the first ten days of the term, a student may withdraw from one or more courses and will receive a "W" for those courses. Students may withdraw from individual courses through Friday of the seventh week of the term.
- After Friday of the seventh week, students will receive a letter grade ("A", "B", "C", "D", "F", "NP", "I", or "IP") from the instructor.

Actual deadlines for dropping/withdrawing from a course are listed in the Academic Calendar on page 3.

Faculty Initiated Withdrawals

Teaching faculty can drop a student, during the first two weeks of the quarter if the student has not attended by the second regularly scheduled meeting of that class, or if the necessary prerequisites are not met for the current class.

Medical Withdrawal

Students requesting a medical withdrawal based on a physical or mental-health condition should consult with the Vice President for Student Affairs or designee.

Complete Withdrawal

If a student is currently registered and decides to withdraw from all classes, the student must notify the Registrar's Office. Upon notification, the student will be required to complete the appropriate documentation.

- Complete withdrawals from the college may be processed through Friday of the week prior to Final Exam Week.
- Financial aid will be held for future terms after a complete withdrawal has been processed.
- A complete withdrawal will result in a notation or "W" grades on the student's transcript.
- Only Cashier's signature is required to completely withdraw.

Request for Incomplete

Students requesting a grade of incomplete must discuss this with the instructor. The deadline for make-up of an incomplete is the end of the next regular quarter or earlier as specified by the instructor. Students should not re-register for the course in subsequent terms.

Registration Essentials

Audit Procedures

A student has the option to enroll in a class for informational purposes only. This enrollment is classified as an audit and is regulated by the following procedures:

1. Audit classes are charged at regular tuition rates as printed in the class schedule, including overload assessment.
2. The only grade an audit class may be granted is "N" (audit). The "N" grade is disregarded in the grade point average and is not valid toward graduation requirements.
3. Class attendance shall be in accordance with the instructor's attendance policy for all students in the class.
4. Instructors of auditing students do not have an obligation to grade or record the auditing student's work.
5. An audit option may be requested during the registration period. Changes to and from the audit option may only be made during the first ten days of class.
6. Students auditing a course may, at a later term:
 - A. Register for the same course for credit.
 - B. Challenge the course by examination.

Where To Go For Help

On the Klamath Falls Campus, stop by the Registrar's Office in Snell Hall, or call (541) 885-1300. You can also email registrar@oit.edu. On the Portland-Metro campus, call (503) 821-1251 or email anne.malinowski@oit.edu

Grading System

Student academic achievement is evaluated and reported in accordance with a system of letter grades assigned at the end of each course. These grades become part of the student's transcript, a permanent academic record is expressed as a cumulative grade point average (GPA).

Undergraduate Grading Policy

Oregon Tech uses a 4.0 grading scale to evaluate student performance. Upon completion of a course or upon termination of attendance in the course, a student's performance will be graded by the instructor and reported to the Registrar as follows:

Letter Grade	Meaning	Points Per Credit Hour	Used to Calculate GPA
A	Exceptional	4	Yes
B	Superior	3	Yes
C	Average	2	Yes
D	Inferior	1	Yes
F	Failed	0	Yes
I	Incomplete	0	No
IP	In Progress	0	No
N	Audit	0	No
NP	No Pass	0	No
P	Pass	0	No
W	Withdrawn	0	No
Z	No Grade Assigned	0	No

Non Standard Grading

Courses may be graded on the pass ("P")/no pass ("NP") basis at the discretion of the department and the registrar. Courses may include, but are not limited to seminars, externships, co-ops, independent study, certificate classes, and physical education.

Repeat Policy

The following restrictions apply for course repeat situations:

- Students may attempt the same course (for a "W" or a letter grade) a total of four times.
- Each withdrawal ("W") is considered an attempt. Withdrawals, however, are not included in GPA calculations.
- The new grade earned will replace the previous grade(s) when computing GPA. Only the first two earned grades will be excluded from the GPA calculations. The last grade earned will be used on the petition to graduate.
- All grades and credits remain on the student's official transcript.

Note: Students should consult with their financial-aid counselor to determine financial eligibility for repeat courses.

Registration Essentials

How to Register

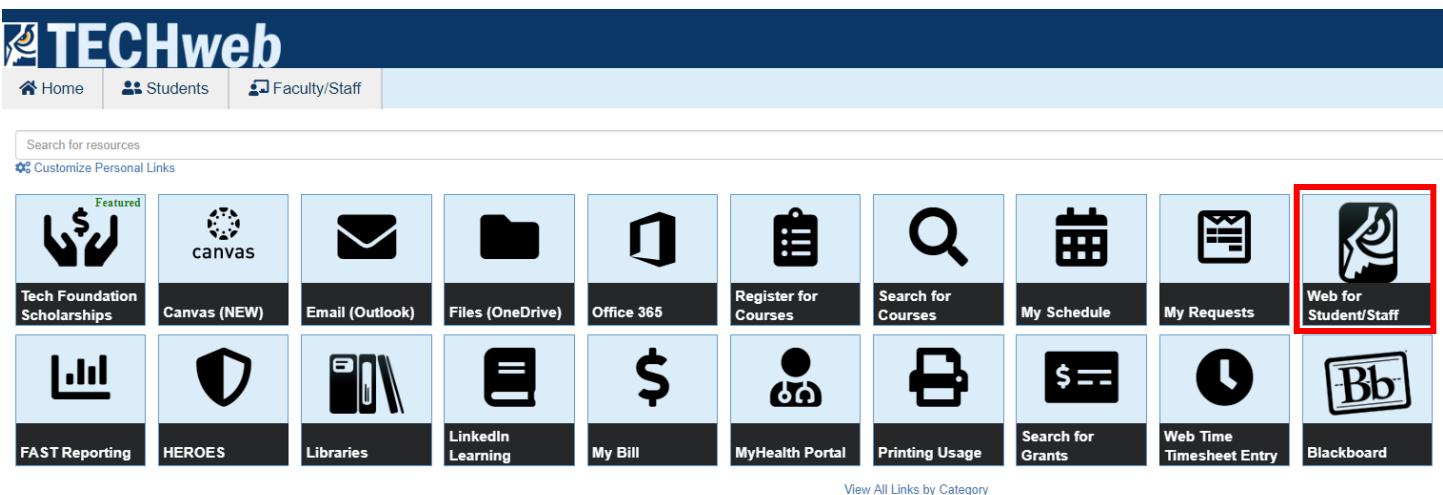
WebREG is the nickname for Oregon Tech's Web for Student Registration and Information System. You may also hear it referred to as Web for Student. Oregon Tech students can register for classes, look up their grades, view their unofficial transcripts, update their personal information, and more. You may utilize WebREG anywhere that you can access the internet. Computers for student use are available in the Registrar's Office in Snell Hall.

Instructions

1. Access the Oregon Tech home page at www.oit.edu
2. Select **"Login"** to login to **TECHweb**



3. Follow the New/Current Students login instructions:
 - A. your username is in the format `firstname.lastname@oit.edu`
 - B. If you have never logged in before, your default password is Hootie followed by the last 4 digits of your University ID. If you have logged in before and don't remember your password call the ITS Service Desk at 541.885.1470.
4. Once you have logged into **TECHweb**, select the **Web for Student** tile to register:



Web for Student Navigation

This section of the Registration Guide provides an overview of Oregon Tech's Web for Student interface. Please log in to your Web for Student account. The Web for Student Main Menu includes 5 menu items: **(A) Student Menu, (B) Personal Information, (C) Financial Aid, (D) Purchase Parking Permit, and (E) Email Us.** Select **Student Menu**, then explore the following menu items in Web for Student: **Student Registration, Student Records, Athletics** (this menu item is for Oregon Tech athletes only), **View / Purchase Course Books and Materials.**

Student Registration

- [Check Your Registration Information](#)
- [View Holds](#)
- KEY** [Schedule Planner Menu](#)
- [Register, Add or Drop Classes](#)
- [Look-up Classes](#)
- [Online Classes](#)
- [Student Schedule by Day and Time](#)
- [View Faculty Schedules](#)
- [Student Schedule by Class Detail](#)
- [Select Term](#)

RELEASE: 8.8

(A.1) Student Registration Menu

Check Your Registration Information - This item will allow you to see what the system knows about you. For example: What is your scheduled registration time? Do you have holds? Who is your advisor?

View Holds - View holds placed on your account that may prevent you from registering for classes.

Schedule Planner Menu - This tool will allow you to select courses and will build a class schedule for you.

Register, Add or Drop Classes - This is where you actually register or change your schedule. To enter this area, you must have your Advisor PIN. Non-admitted students always use nadmit. Click HELP for extra instructions.

Look Up Classes - This allows you to search for classes by subject, time of day, day of week and instructor.

Online Classes - You can view a complete list of all distance education courses offered for the term.

Student Schedule by Day & Time - You can see and print your class schedule in a graphic format from here.

View Faculty Schedules - This will allow you to view the classes and office hours of each Oregon Tech instructor for the term.

Student Schedule by Class Detail - You can see and print your class schedule with details for each class.

Select Term - This allows you to change the term for which you are registering or looking up information.

(A.2) Financial Aid Menu

The screenshot shows the 'Web for Financial Aid' interface. At the top is a navigation bar with tabs: Main Menu, Employee, Faculty, Finance, Financial Aid (highlighted), Personal Information, Student, and Proxy Menu. Below the tabs are links: BACK, SITE MAP, HELP, and EXIT. The main heading is 'Web for Financial Aid'. Below this is a list of menu items: Financial Aid Menu, Financial Aid Forms, Financial Aid Contact Information, Pace and Credit Limit Calculator, and Online Documents. At the bottom, it says 'RELEASE: 8.8'.

Financial Aid Menu - View your complete financial aid status, eligibility requirements; view and accept your financial aid award for current year and review detailed financial aid from previous years.

Financial Aid Forms - All financial aid forms are located here.

Financial Aid Contact Information - Displays your Financial Aid Counselor's contact information.

Pace and Credit Limit Calculator - Displays your progress towards your degree and your standing with regard to credit limits.

Online Documents - Takes you to the Title IV & Prior Year Authorizations survey.

Web for Student Navigation

(A.3) Student Records Menu

Student Records

- Final Grades
- Unofficial Transcript
- Transfer Credit Evaluation Report
- Request Official Transcript
-  Reverse Transcribing
- Account Detail for Term
- Account Summary by Term
- Account Summary
- Select Tax Year
- Tax Notification
- CASHNet
- Enrollment Verification
- Student DegreeWorks Audit
- Major Change/Add Minor

RELEASE: 8.8

Final Grades - This allows you to see your grades for the most recent term. For grades older than last term, use "Unofficial Transcript."

Unofficial Transcript - This allows you to see and print your unofficial transcript. It includes all of your classes as well as credit and GPA information.

Transfer Credit Evaluation - You can view and print how any credits that were transferred to Oregon Tech and how they apply towards your Oregon Tech coursework.

Request Official Transcript - Use this online form to request an Official Transcript, which can be sent directly to you or a party you designate.

Reverse Transcribing - Use this online form to request credits to be transferred from a 4-year institution to a community college.

Account Detail for Term - Review detailed transactions for the current or future term.

Account Summary by Term - This shows your account summary for each term that you have conducted business with Oregon Tech.

Account Summary - This is a summary of all your Oregon Tech charges and payments to date.

Select Tax Year - This allows you to choose a tax year (calendar year) for tax information.

Tax Notification - This will display your Form 1098-T information for the tax year selected under Select Tax Year.

CASHNet - This feature directs you to the CASHNet site where you may pay your bill online.

Enrollment Verification - You may verify your enrollment status and print an enrollment verification certificate.

Student DegreeWorks Audit - You may look at your progress toward completion of your degree, view outstanding course requirements, or use the "what if" functions to view a major change or catalog year adjustment for a specific program.

Major Change/Add Minor - Use this to change your major or add a minor to your degree.

(B) Personal Information Menu

Personal Information

- Change PIN
- Change Security Question
- Update Contact Information
- Name Change Information
- SSN Change Information
- Update Emergency Contact
-  Update OIT-Alert Contact Information

RELEASE: 8.8

Change PIN - Use this item to change your PIN for login.

Change Security Question - Use this item to change your Security Question and Security Answer.

Update Contact Information - Use this item to check and edit your current (local), permanent, work address(es) and telephone numbers, as well as your campus, home and work email addresses that are listed in Oregon Tech's Web Information System. In addition, this item will automatically display the first time you use your new Advisor PIN each term. Note that current (local) and permanent address information is required by the WebREG system.

Name Change Information - This item describes procedures for officially changing your name at Oregon Tech.

Social Security Number Change Information - This item describes procedures for correcting your Social Security Number or changing your Student ID.

Update Emergency Contact - Change your emergency contact information.

Update OIT-Alert Contact Information - Use this item to update your contact information to be alerted to any campus emergency situations such as snow day closures, earthquake, fire, or other emergency.

(C) Email Us

This menu item is an email link to send feedback, questions and problems to registrar@oit.edu

Exit the WebREG System

Don't forget to exit WebREG before you close your browser. This is especially important when you are using a public computer because it is the only way to ensure your information will not be viewed by anyone using the computer after you. To exit, click EXIT at the top right of your WebREG screen, then close your Internet browser.

Register, Add or Drop Clas-

Main Menu Employee Faculty Finance

BACK SITE MAP HELP EXIT

Student Registration

Check Your Registration Information

View Holds

Student Schedule Planner

Register, Add or Drop Classes

Look-up Classes

Online Classes

Student Schedule by Day and Time

Student Schedule by Class Detail

View Faculty Schedules

Select Term

DegreeWorks Audit

RELEASE: 8.8

Main Menu Employee Faculty Finance Financial Aid Personal Information

BACK SITE MAP HELP EXIT

Student Term Registration

Please **verify you are registering for the correct term** by looking in top left

If you are a newly admitted, full-time student and this is the first time you are regarding these charges, please contact the business office at 541-885-1202.

To register, add or drop classes, you must have an Advisor PIN for the term se

- If you are a Wilsonville Student your PIN will always be **oitpdx** unless yc
- If you are a non-admitted student, your PIN will always be **nadmit**.
- If you are a Rosing Employee, your PIN will always be **seatar**.
- If you are a degree completion student your PIN will always be **degree**.

Please **NOTE** that Advisor PINs are case sensitive and lower case is required fo

Upon registration students are responsible for all tuition and fees whic

SUMMER TERM: Academic advising is not required for summer term. To regis

- All admitted students use **summer**.
- All non-admitted students use **nadmit**.
 - If your PIN is usually oitpdx, use **oitpdx**.
 - If your PIN is usually degree, use **degree**.

Advisor PIN:

Submit

Look-Up Classes

Are you searching the term you intend? If

Use the selection options below to search the c
is complete, click the Class Search button.

NOTE: Limit your search to classes on only you

Subject: Academic Success
Accounting
Allied Health
Anthropology
Applied Behavior Analysis
Art
Biology
Business
Chemistry
Civil Engineering

Course Search

Advanced Search

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	10175	ACC	201	01	150	4.000	Prin of Accounting I	MTWR	11:00 am-11:50 am	20	7	13	0	0	0	0	0	0	Carmen Morgan (P)	09/25-12/08	OW 142
<input type="checkbox"/>	11033	ACC	201	01P	200	4.000	Principles of Accounting I	R	06:00 pm-09:50 pm	20	2	18	0	0	0	0	0	0	Richard Rainbolt (P)	09/25-12/08	WILSON 244
<input type="checkbox"/>	10080	ACC	201	02	150	4.000	Prin of Accounting I	MTWR	09:00 am-09:50 am	20	5	15	0	0	0	0	0	0	Sandra L Bailey (P)	09/25-12/08	OW 142

Register

Add to WorkSheet

New Search

1. Click "Student Menu"
2. Click "Student Registration"
3. Click "Register, Add or Drop Classes"

4. Enter your six digit **Advisor PIN** (different from your login PIN) then click "Submit"

5. Click "Class Search" and select the "Subject," then click "Course Search"
6. Once you find the course to register for, click "View Sections"

7. Check the box to the left of the CRN for the class you want to register for
8. Click "Register"

Waitlists

Waitlists

The Web for Student online system allows students to add themselves to an existing waitlist for some closed classes. A waitlist is simply an ordered list of students who would like to become registered in the closed class if a registered student drops the course.

Usually, waitlists are established only for a few classes that have a limited number of seats. The instructor must request that a waitlist be created. Once a waitlist is established and the class becomes closed, students can add themselves to the waitlist providing that waitlist slots remain vacant. Here's how:

Add or Drop Classes

For information on registration, course adds/drops, and n

After registration schedule is submitted, yo

1. In Web for Student, click "Student Menu" then click "Register, Add, or Drop Classes"
2. Enter in your Advisor PIN (different from your login PIN)
3. Enter the CRN of the course you want to be on the waitlist for
4. Click "Submit Changes"

Add Classes Worksheet

CRNs		
<input type="text" value="10344"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>

Add or Drop Classes

For information on registration, course adds/drops, and n

After registration schedule is submitted, you can or

5. A registration error message will display indicating that the class is closed. If a waitlist has been established for the class and the waitlist is not full, there will be a drop-down menu to the left of the CRN of the class. Classes without established waitlists will not have this drop-down menu option.

Registration Add Errors					
Status	Action	CRN	Subj	Crse	Sec
Closed - 1 Waitlisted	Waitlist	10344	ANTH	452	01W

6. Select "Waitlist" from the drop-down menu.
7. Click on the "Submit Changes" button.

Add Classes Worksheet

CRNs		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>

When a registered student drops the class, the instructor will contact the first student on the waitlist to learn if the student still wants to be registered in the class. No one can register ahead of the wait-listed students via WebREG. It is important that a current phone number and email address is available to the class instructor in the Web for Student system, so check your information through the "Update Contact Information" menu item.

Online Class Schedule Key

View the Online Class Schedule at <http://www.oit.edu/academics/search-for-classes>

4	1	2	3	5	6	7	8	9	10	11	12
BIO102											
General Biology											View Description
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
20197	01	4	M,W,F	9:00-9:50	Klamath DOW263	Sale, K	Open(14/30)				
General Biology Lab											View Description
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
20952	01L	0	R	8:00-10:50	Klamath DOW263	Sale, K	Open(4/15)				
21739	02L	0	W	2:00-4:50	Klamath DOW263	Sale, K	Open(10/15)				
BIO105											
Microbiology											View Description
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
22118	01	4	M,W,F	1:00-1:50	Klamath BH145	Clark, B	Closed(26/14)				
25171	02	4	M,W,F	10:00-10:50	Klamath DOW252	Clark, B	Closed(33/32)				
Microbiology Lab											View Description

- Subject** - These letters indicate the department or academic unit offering the course.
- Course Number** - Courses numbered 0-99 are not applicable toward degree requirements, 100-299 are lower-divisions, 300-499 are upper-division.
- Title** - The catalog title of the course listed as it will appear on your Oregon Tech transcript.
- CRN** - The course reference number that is used to request a course on your class schedule or Add/Drop Form. Your course enrollment is entered on the computer by use of this number. Please copy it accurately.
- Sec** - The section number of the course, which distinguishes multiple classes of the same course number and subject. A section number followed by an "L" indicates a laboratory course.
- Cr** - The number of quarter credits granted for the course. A zero may be used to affect registration in a laboratory course or similar situation.
- Days** - Refers to the meeting days of the section: Monday = M; Tuesday = T; Wednesday = W; Thursday = R; Friday = F; Saturday = S; Sunday = U; and TBA = To be announced or by arrangement.
- Time** - Refers to the time of day the class meets.
- Location** - Refers to the building abbreviation and room number within the building. See the building location key below.
- Instructor** - Refers to the name of the instructor of the class as scheduled at press time. "Staff" indicates that an instructor has not yet been assigned to a course section. Oregon Tech reserves the right to change instructors.
- Status** - Refers to whether a class is open or closed and how many seats are available in each section.
- View Description** - Allows you to view the course description as outlined in the Oregon Tech Catalog.

Building Location Key

BH	Boivin Hall
CO	Cornett Hall
CU	College Union Auditorium
DOW	DOW Center for Health Professions
LRC	Learning Resources Center
OW	Owens Hall
PE	Physical Education Building
PV	Purvine Hall
RH	Residence Hall
SE	Semon Hall
SN	Snell Hall

Tuition & Fees

Tuition Refund Schedule

(Fall, Winter, Spring)

Starting from the day upon which classes begin for the term for complete or partial withdrawal:

- 100% refund for courses dropped before the close of the 2nd Friday of the term.
- 50% refund for courses dropped before the close of the 3rd Friday of the term.
- 25% refund for courses dropped before the close of the 4th Friday of the term.
- No refund for courses dropped after the 26th calendar day (4th Friday) of the term.

Appeals regarding the refund schedule should be made to the Director of Business Affairs, Snell Hall 201.

Refund Amount

Fall 2019

Before Oct 11.....	100%
Before Oct 18	50%
Before Oct 25.....	25%
Oct 25 and After.....	0%

Winter 2020

Before Jan 17.....	100%
Before Jan 24	50%
Before Jan 31.....	25%
Jan 31 and After.....	0%

Spring 2020

Before Apr 10.....	100%
Before Apr 17	50%
Before Apr 24.....	25%
Apr 24 and After.....	0%

Students become responsible for payment of their tuition and fees upon completion of registration. It is the student's responsibility to withdraw from their courses if the student wishes to cancel registration. Please contact the Registrar's Office if you have any questions.

Payment is due by 5 p.m. on Friday the second week of the term.

Tuition and Fees by program can be found at:

www.oit.edu/college-costs/tuition-fees

Additional Fees

A \$315 one time non-refundable matriculation fee and \$40 Transcript for Life fee is assessed to all admitted new and transfer students.

Students enrolling in online or developmental courses (i.e. MATH 070) are charged a special course fee in lieu of tuition.

Courses that include a "W" in the section number (i.e. 01W) are online courses. Online courses are offered as a service by the Oregon Technology Center and receive no State support. The tuition for these courses will vary. Fees for these courses are shown immediately below the course listing in the Online Class Schedule.

Some courses have additional fees to cover tickets, professional liability, athletic fees, etc. In addition, the building, technology, health service and incidental fees are based upon total hours carried (including remedial plus self-support and regular credit).

Student Information

Privacy Rights: Student Records

Under the *Family Educational Rights and Privacy Act of 1974*, you are entitled to review records, files, documents and other materials containing information directly related to you which are maintained by the college.

You may challenge information considered inaccurate or misleading. A list of college records, the responsible custodian, and the college policy on records are available in the Registrar's Office.

Directory Information

The following information is considered *Directory Information* and may be made available to the public unless you restrict its release by written notice to the Registrar by the last day to register or add courses for the current term.

Oregon Tech designates the following items as *Directory Information*: student name, current address, current telephone number, dates of attendance, classification (year in school), major field of study, most recent previous school attended, degrees and awards received (including dates), hometown, past and present participation in officially recognized activities and sports; and for members of athletic teams: age, height and weight.

SSN Disclosure Consent Statement

You are requested to voluntarily provide your Social Security Number (SSN) to assist the University in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, Oregon Tech will disclose your SSN only in a manner that does not permit personal identification of you by individuals other than representatives of OUS or the organization conducting the study for OUS, and only if the information is destroyed when no longer needed for the purposes for which the study was conducted.

By providing your SSN, you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085.

Provision of your Social Security Number and consent to its use is not required and, if you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent for the use of your SSN at any time by writing to the Oregon Tech Registrar.

Non-discrimination Policy

Oregon Institute of Technology does not discriminate on the basis of race, color, national origin, gender, mental or physical disability, age, marital status, religion, sexual orientation, pregnancy or gender identity in its programs and activities. Requests for additional information and complaints should be directed to the Affirmative Action Officer, Snell Hall 108, (541) 885-1108.

Students with Disabilities

Oregon Institute of Technology is committed to accommodating the needs of qualified students with disabilities. Students with disabilities who anticipate needing academic adjustments or auxiliary aids should contact Disability Services as soon as possible to assure timely provision of services. (541) 851-5227 or TTY (541) 885-1072.

Disclaimer

It is the intent of Oregon Institute of Technology to offer all courses listed on the class schedule, but such listings must not be construed to obligate the institution. The institution reserves the right to cancel a course in certain circumstances including, but not limited to, insufficient enrollment, budget limitations and the inability to provide satisfactory instruction.

State of Oregon Contribution to Higher Education

Oregon taxpayers assist in underwriting your higher education through support of operating costs as well as classrooms, laboratories, and other facilities.

Final Exam Schedule

Daytime classes meeting MWF, 4 days per week and daily					Daytime classes meeting TR			
Class Start Time	Monday	Tuesday	Wednesday	Thursday	Monday	Tuesday	Wednesday	Thursday
8:00-8:50	8:00-10:00							8:00-10:00
9:00-9:50		8:00-10:00			10:00-12:00			
10:00-10:50			10:00-12:00			10:00-12:00		
11:00-11:50		12:00-2:00					8:00-10:00	
12:00-12:50				10:00-12:00			12:00-2:00	
1:00-1:50			2:00-4:00		12:00-2:00			
2:00-2:50	2:00-4:00					2:00-4:00		
3:00-3:50			4:00-6:00					12:00-2:00
4:00-4:50		4:00-6:00			4:00-6:00			

Final Exam Notes

- Classes meeting one day per week on Monday, Wednesday, or Friday use the MWF schedule. Classes meeting one day per week on Tuesday or Thursday use the TR schedule.
- Evening classes beginning at 5 p.m. or later will conduct finals (2 hours) on the regularly scheduled night at the regularly scheduled time during final examination week. Classes meeting two nights per week will take the final examination on the first scheduled class night.
- Classes meeting on Tuesday or Thursday and which begin on the half hour use the T-R schedule. Use the left-most column and the class beginning time to determine exam time. For example, a class meeting TR 9:30-10:50, uses the 9:00 left hand block and the exam is on Monday 10:00-12:00.
- Final times are designed not to conflict. Students with final exam scheduling conflicts should contact the instructors involved to make special arrangements.
- Dead Week* is the last week of regularly scheduled classes for the term. No student activities or athletic events will be scheduled during this week. Projects and/or examinations due *Dead Week* may not exceed 20% of the final course grade without giving students at least three weeks prior notice. The Assistant Provost must approve any exceptions to this policy.
- All instructors will meet with their classes during *Finals Week* at the final examination time designated in the official "Class Schedule" issued at the beginning of each term.
 - Final examinations, when utilized, must be given at the scheduled time during *Finals Week*. (OIT 14-023, Final Examinations)
 - Methods of evaluation are at the discretion of the instructor. They should be specified in the course syllabus and distributed to students the first week of class. Instructors who use a final examination will administer that exam at the time designated in the official "Class Schedule."

Individual students may request exceptions to this policy. The instructor must approve these in advance. Course instructors may request exceptions to this policy. The Provost must approve the exception and students should be given at least three weeks prior notification of the change.

Graduation

What You Must Do To Graduate

Application to Graduate

An Application to Graduate must be signed by your advisor and submitted to the Registrar's Office at least two terms prior to anticipated graduation. Applications to Graduate can be obtained from the Registrar's Office or on the Registrar's Office website.

Commencement

Oregon Institute of Technology's graduation ceremony is held in June each year.. No person will be certified for graduation until all fees and charges due the college have been paid.

Applications to Graduate are due in the Registrar's Office two terms prior to degree completion!

Catalog of Graduation

Students must meet all degree requirements from one Oregon Tech catalog. The catalog may be chosen from the year the student was first admitted and enrolled at Oregon Tech or from any subsequent year. However, at the time of graduation all students, including transfer students, must use a catalog that is no more than seven years old. Transfer students may select their catalog of graduation prior to full admission to Oregon Tech by obtaining written approval from their Oregon Tech major department and the Registrar. The agreed-upon catalog will be the one a student uses when they transfer to Oregon Tech. Students must enroll at Oregon Tech within two years of this approval. Departments periodically review their curriculum for technical currency. As a result, significant program changes may occur. If courses previously required in the curriculum can no longer be offered, the major department will provide a transition plan for students to fulfill degree requirements. Programs discontinued by the college may have specific entrance and graduation limits that override this catalog of graduation policy.

Complete Curricular Requirements

Requirements for associate, bachelor, and master's degrees at Oregon Tech are determined by, and vary with, academic departments. Curricular requirements for each degree can be found in the catalog under each department.

Baccalaureate General Education

Communication: SPE 111 Fundamentals of Speech, WRI 121 English Composition, WRI 122 Argumentative Writing, plus 9 credits from Speech/Writing courses having WRI 122 or SPE 111 as a prerequisite; specified by the major department from the following: COM 205, 225, 320, 347, 401, 402, SPE 314, 321, WRI 123, 214, 227, 327, 328, 350, 410.

Humanities: Nine credits selected by student or specified by a major department from the following: ART -Art; ENG or LIT - Literature; HUM -Humanities; MUS - Music; PHIL -Philosophy; Languages (second year), and other transfer courses defined as "humanities" by the Registrar's Office may be used in this category. No more than three credits of activity or performance based courses may be used in this category.

Social Science: Twelve credits selected by student or specified by major department from the following: ANTH -Anthropology; ECO -Economics; GEOG -Geography; HIST - History; PSCI -Political Science; PSY - Psychology; SOC -Sociology. Other transfer courses, defined as "social science" by the Registrar's Office, may be used in this category.

Science/Mathematics: One four credit college-level mathematics course for which at least intermediate algebra is the course prerequisite. Plus 12 credits selected by the student or specified by major department from biological sciences (BIO, CHE), mathematics (MATH), statistics (STAT 412, 413, 415, or 431), physical sciences (PHY), physical geography (GEOG 105 or GEOG 115), geology (GEOL) or physical anthropology (ANTH 101). Other transfer courses defined as "Math/Science" by the Registrar's Office may be used in this category. At least four credits must be completed from a laboratory-

Bachelor of Science Degree: The Bachelor of Science Degree requires the student to opt between completion of 36 credits in mathematics and science or 45 credits in mathematics, science, and social science. Students placed at a higher beginning level of mathematics than is published in the curriculum of their major may choose to substitute those mathematics credits surpassed by their accelerated level of placement with electives from any department to attain the required number of general education credits required by the college for graduation.

Grade Point Requirement

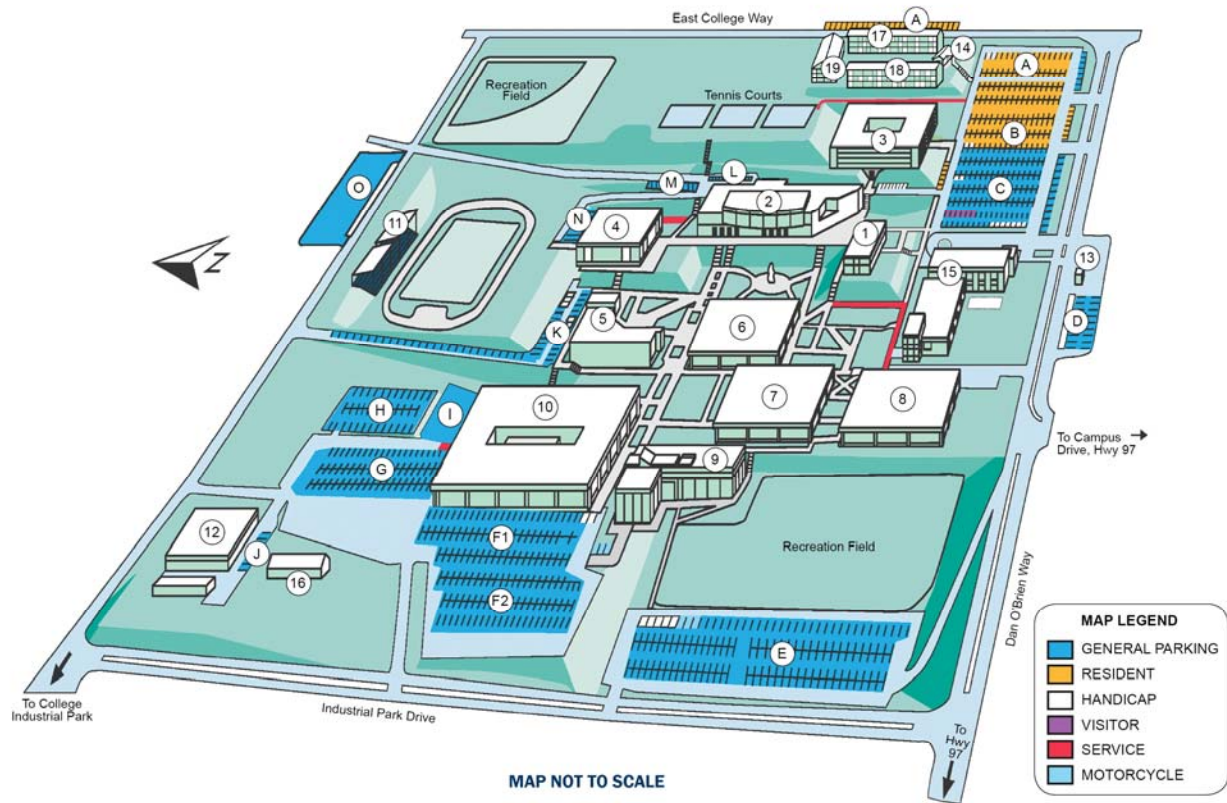
Oregon Institute of Technology requires a minimum cumulative grade point average of 2.00 for graduation.

Upper-division Requirement

Baccalaureate students must complete a minimum of 60 credits of upper-division work before a degree will be awarded. Upper-division work is defined as 300 and 400-level courses at a bachelor's degree-granting institution.

Residency Requirements

All degrees require students to take a minimum number of Oregon Tech courses. For an associate's degree, a minimum of 30 credit hours must be taken from Oregon Tech. For a bachelor's degree, a minimum of 45 credit hours must be taken from Oregon Tech. Credits earned through Oregon Tech course challenge or the Oregon Tech Credit for Prior Learning Program are considered resident credits toward graduation requirements. All other credits granted by examination (CLEP or AP) or other methods are non-resident credits.



- | | | |
|---|--|--|
| <p>1. SNELL HALL
Administrative offices, Alumni Relations, Cashier, Human Resources, Oregon Tech Foundation, Registrar</p> <p>2. COLLEGE UNION
Admissions, ASOIT, Bookstore, Campus Dining, Financial Aid, Information, KTEC, Meeting Rooms, Post Office, Student Affairs</p> <p>3. RESIDENCE HALL</p> <p>4. ATHLETICS
Gymnasium, Pool, Fitness Center</p> <p>5. LEARNING RESOURCE CENTER
Career Services, Center for Learning and Teaching (CFLAT), Offices, Shaw Historical Library, Student Success Center, Television Studio</p> <p>6. OWENS HALL
Classrooms, Laboratories, Offices</p> | <p>7. SEMON HALL
Classrooms, Dental Clinic, Laboratories</p> <p>8. BOIVIN HALL
Classrooms, Information Technology Services, Geo-Heat Center, Offices, Small Business Development Center</p> <p>9. PURVINE HALL
Classrooms, Laboratories, Offices, Oregon Renewable Energy Center</p> <p>10. CORNETT HALL
Campus Safety, Classrooms, Laboratories, Offices</p> <p>11. JOHN F. MOEHL STADIUM AND TRACK FACILITY</p> <p>12. FACILITIES SERVICES
Central Receiving</p> | <p>13. INFORMATION CENTER
Disabled Parking Information, Temporary and Visitor Parking Permits, Campus Security</p> <p>14. INTEGRATED STUDENT HEALTH CENTER</p> <p>15. MARTHA ANNE DOW CENTER FOR HEALTH PROFESSIONS
Classrooms, Laboratories, Offices</p> <p>16. MILLER HALL</p> <p>17. SUSTAINABLE VILLAGE 1</p> <p>18. SUSTAINABLE VILLAGE 2</p> <p>19. SUSTAINABLE VILLAGE 3</p> |
|---|--|--|