

Student Record and Course Registration Information

Questions?
440-775-8450
Record or registrar questions:
registrar@oberlin.edu
Course-selection questions:
first.year.advice@oberlin.edu

Oberlin College
Office of the Registrar
Carnegie Building 124
52 W. Lorain St.
Oberlin, OH 44074

www.oberlin.edu/regist

This section contains important information about your student record, registering for courses, academic advising, and using PRESTO, Oberlin's online student records system.

Student Record Information

Your personal information will be stored on your Oberlin student record. To establish this record, **all incoming students are required to complete the Personal Information form that follows this section and submit it by June 15, 2009.** You will be asked to verify this information once every year while you are a student at Oberlin.

Academic Advising and Planning Your Schedule

Before you begin planning your course schedule, please read the Academic and Advising Information section in this book that pertains to your degree program. The following resources will help you in the planning process:

- The online *Course Catalog* (catalog.oberlin.edu) contains information on Oberlin College's academic policies and a descriptive listing of courses offered at Oberlin in a given academic year.
- The online *Schedule of Classes* (www.oberlin.edu/regist/fall09schedule.html) provides an up-to-date listing of courses that will be offered during the fall semester, including class meeting times and days.
- The Registrar's open classes web site (www.oberlin.edu/regist/openclasses.doc) lists courses that are **appropriate and available for first-year students.**
- The *First-Year Seminar Program Catalog* (mailed with this book) includes detailed descriptions of the courses in Oberlin's seminar program for first-year students. College of Arts and Sciences and double-degree students are strongly encouraged to register for a first-year seminar.
- If after reading the academic and advising information in this book, you still have questions regarding advising, you may e-mail your questions to first.year.advice@oberlin.edu.

Summer Course Registration

Transfer and conservatory students are asked to wait until they have come to campus and met with their advisor before registering for any courses.

First-year students in the College of Arts and Sciences and the double-degree program are **required** to register for one or two courses over the summer. To do this, you must

complete the Summer Registration Request that follows this section and submit it to the Office of the Registrar by June 15, 2009.

Every attempt is made to place you in your top-choice courses, but due to the high demand for certain courses and to enrollment limits on first-year seminars, it is not always possible to do so. Summer Registration Requests are processed in order of the date on which they are received, so it is to your advantage to return your request as soon as possible. While the priority deadline insures we will promptly review your course requests, we cannot guarantee that we will be able to register you in your first (and second) choices.

Results of your registration request will be available in PRESTO beginning August 14, 2009. Once you know these results, you should begin planning the rest of your fall semester course schedule. If you wish to change the course or courses you requested on your summer registration, you may adjust your schedule after your arrival on campus during registration or during the add/drop period.

PRESTO

Oberlin utilizes a web-based student records system, PRESTO (presto.cc.oberlin.edu), for such commonly used services as student record information, financial aid, and student accounts. During their time at Oberlin, students use PRESTO to register for classes, add and drop courses, search for course offerings, see their personal information (such as name and address), and review their semester grades and unofficial transcript.

To log on to PRESTO, you will need the T Number (Student Identification Number) and PIN (Personal Identification Number) printed on the cover of this book. These numbers are confidential, and you should safeguard them while you are a student.

When you enter PRESTO for the first time, your PIN will be preset to your birth date in a six-digit MMDDYY format. **For security reasons, once you sign on using that PIN, you will be told that the PIN is disabled and to create a new PIN.** You will be prompted to create a new PIN and a security question that will allow you to access PRESTO if you forget your PIN. Please contact the Office of the Registrar if you have questions or experience difficulties logging on. You can also refer to the PRESTO online instructions (www.oberlin.edu/acs/opus/prestohowto.htm).

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Student Record and Course Registration Information *(continued)*

To use PRESTO for course registration each semester, you will also need a six-digit Registration Alternate PIN (RAP) that will be given to you by your academic advisor at the end of your individual advising appointment. You will first meet your advisor during Orientation.

Course Registration during Orientation

On August 27 and 28, 2009, all incoming students (including those who participated in the summer registration process) will register for fall courses during their scheduled registration appointment. All Oberlin students are assigned registration appointments that define both the start time and end time for their registration period. Your registration appointment will be included in the materials you receive when you arrive on campus, or you can look it up in PRESTO beginning August 17, 2009. Log on to PRESTO, select the *Student Menu*, and follow the *Registration* link to the *Check Your Registration Status* link.

When you register, staff members from the Office of the Registrar and student academic ambassadors will be available to assist you. We suggest that you use the registration worksheet at www.oberlin.edu/regist/worksheet.doc to plan your schedule in advance. It is a good idea to make several copies of the worksheet and draft several alternative schedules. **It is essential that you have a tentative schedule with alternate course selections prepared before you arrive on campus.**

Using PRESTO to Find Your Campus Mailing Address

All students receive their mail in a mailbox at the Oberlin College Mail Room. On or before July 1, new students will be assigned an Oberlin Campus Mail Room (OCMR) box number. Once the mailboxes have been assigned, the box numbers will be available in PRESTO. To find your mailbox number, click on *Personal Information* and then on *View Addresses and Phones*. When you arrive on campus in August, you will be given the combination to unlock your mailbox. The address format for mailing items to your mailbox is:

Your Name
OCMR (your number)
135 W. Lorain St.
Oberlin, OH 44074-1081

Shipments of students' belongings will be accepted in the mail room after August 1, 2009.

Your Oberlin ObieID (e-mail) Account

You now have an Oberlin College **ObieID** and e-mail account. To activate your account, open a web browser and go to www.oberlin.edu/cit/newobie. Once you arrive at that website, follow the online instructions. You will need your **username**, which can be found on the cover of this book, and your initial password, which is your birth date in the form *MMDDYYYY*.

Your actual e-mail address is in the form *firstname.lastname@oberlin.edu*; this should be the address you provide to correspondents. (There may be some variances to this format if multiple people have the same first and last names.) You can view your official Oberlin College e-mail address in PRESTO. To do so, log in to PRESTO (using the T# and PRESTO PIN provided to you on the cover of this book), click on *Personal Information*, then *View E-Mail Addresses*. The address shown under *Link to LDAP directory* is your Oberlin College e-mail address.

NOTE: Your ObieID is different from your PRESTO sign-on. You will use your PRESTO sign-on information (your T-Number and PRESTO PIN, found on the front cover of this book) to log on to PRESTO; you will use your ObieID for e-mail and to access materials for many of your courses.

You will also need your ObieID account information (username and password) to log on to Oberlin's online housing and dining application system (see the Submitting Your Online Housing and Dining Forms section in this book).

You will be receiving official correspondence from Oberlin College at your Oberlin College e-mail address; therefore, you must keep your ObieID account active and accessible at all times.

Avoiding Student Record Holds

A student record hold—which prevents a student from enrolling—results when a student has not submitted all necessary forms and information. Student record holds will be posted in PRESTO by August 17, 2009. To see if your record has a hold on it, log on to PRESTO, select the *Student Menu*, and follow the *Registration* link to the *View Holds* link. Instructions about how to contact campus offices will be available in PRESTO.

What to Expect When You Come to Campus

When you arrive, the Office of the Registrar will have an information packet prepared for you. It will include the following items:

- the name of your academic advisor;
- the times and locations of required advising meetings (a group advising session and individual appointments with your academic advisor);
- detailed instructions for using PRESTO, which will prepare you for course registration;
- and the time and location for your registration appointment.

The Orientation schedule is available online at www.oberlin.edu/newstudents/orientation. The printed Orientation booklet will be available when you arrive on campus.