Oregon State UNIVERSITY **OSU** Extended Campus

Expanded Options Program
Registration Process

Overview

The school registers students. This process requires the student's OSU ID number (9 digits) and GAP (6 digit password) obtained from the OSU Admissions process. If this is a recently admitted student the registration system will request a new GAP after login. **Keep the GAP secure!** Do not share the GAP with the student. The student may have their ID number but release of the GAP would allow the student to incur charges to the district. Due to OSU student privacy policies, at the end of the 3rd week of the term, when student schedules are finalized, the OSU XOP Contact person will request all student GAPs. He will then change and retain the GAPs. This keeps the private student information within the OSU system. When it is time for registering students for the next term, request the GAPs from the OSU XOP Contact person and use them until the end of the 3rd week of the new term.

The most time consuming task will be identifying courses that work for the student and have openings. That is why it is important to register 2 or more weeks prior to the start of each term. Check the XOP Academic Calendar (http://p12.ecampus.oregonstate.edu/xop/calendar.html) for deadlines.

The OSU Schedule of Classes is available online at http://catalog.oregonstate.edu/Default.aspx. You can search for classes at http://catalog.oregonstate.edu/SOCSearcher.aspx.

The registration process is outline on the Registrar's Web pages with an easy to follow video. Please take a few moments to review this information. It can be found at http://oregonstate.edu/registrar/adding-courses-0

Once registered, notify the OSU Program contact person that registration is completed for this student. The school should then sign the student up for ONID which allows the student to log in to OSU campus computers and access Blackboard if they have an online class as follows:

- **ONID** *(required for student campus computer use and online courses)*
    - wait 1 day after Registration for data to transfer to ONID
    - http://www.onid.orst.edu/
    - click "Sign Up for ONID" *(upper left menu item)*
    - requires OSU ID & GAP
    - produces student login ID name, password, e-mail account, Blackboard login
    - give ONID site and login information to student
- **Blackboard** *(if class is online)*
    - http://my.oregonstate.edu/
    - requires student login ID and password
    - produces list of online classes in which the student is registered

The school should also determine the textbooks required for the students course. Knowing the course CRN, required textbooks can be looked up at http://www.osubookstore.com/Textbooks_List.asp. Textbooks can also be ordered through this system. Contact Justin at the OSU Bookstore (541) 737-0033 to set up a district account. Note that the Bookstore is a separate corporation, not part of OSU.