START Registration Tips

FERPA
Guidelines for release of student record information are available from the Registrar's office web site (http://oregonstate.edu/registrar/GuidelinesforReleaseofStudentRecords.html). Remember to keep student information secure in your office and do not have items lying around, such as advising folders and PIN lists.

Locating a Registration PIN number
Registration PIN numbers are available through Web for Advisor. Colleges/Departments are able to print off Registration PIN lists from Data Warehouse providing up to date information. Remember this is your tool for enforcing advising. Please make your student aware of your college's policy on obtaining the registration PIN for future terms.

If you are unable to locate a student's name on the college list, advisors are able to locate Registration PIN numbers in Banner form SPAAPIN. Simply enter the Term code and student ID number, control page down, and the PIN number should display. If you are having difficulty please contact the Registrar's office at 7-0599.

Student GAP numbers
Student GAP numbers are initially set to a student's birth date (mmddyy). Upon initial entry into the web registration system a student will be required to update the GAP number to a six digit number known only to them. This is for security access to the student record information.

Do not ask your student for this number.

Also, have the student create a question/answer combination so they are able to reset their GAP if necessary.

*Financial Aid asked students to verify their awards prior to START and University Housing and Dining asked students to apply through the secure site as well. If students did so, the GAP number has been changed. If the student has forgotten please check the ***Forgot GAP?*** button to reset the GAP number. If you have difficulty please contact the Registrar's Office for assistance.

Overrides
Departments have the ability to override closed courses, class restrictions, college/major restrictions, level restrictions, time conflicts, department approval, and campus restrictions. The override is entered through Banner form SFASRPO. Simply enter the term and student ID, control page down, and enter the override code and CRN. Once this is saved the student is able to register for the course through the web registration system. **The student must type in the CRN and cannot add through the class search option**. If you need directions on how to utilize the Banner Override form please contact the Registrar's office.

Searching for classes

An open class list is available from data warehouse. Students may also search for classes while registering. The class search may be queried for a specific subject, course number, campus, instructor, time, days of the week. Most students query by campus, subject, and course number.

Unless the student is an EOP student, they will have to search for open sections of Math 65 and 95 offered through E-Campus.

Encourage your student to have several CRNs available when they register so searching is kept to a minimum. Please allow students to explore the search functionality, as they will be on their own in November when Winter term registration begins. Please make the students aware of the different campus types and encourage them to search on the Corvallis campus.

Other items

Help your student become familiar with the Registration Handbook and Online Catalog & Schedule of Classes. Point out deadlines, Academic Regulations, Priority registration, and other useful information found in the handbook. This will help your students become familiar with Oregon State University's procedures and policies.

The Catalog & Schedules quick link found on the home page provides direct access to the Online Catalog & Schedule of Classes. The Online Catalog & Schedule of Classes has recently been redesigned for easier navigation. Encourage your students to become familiar with these pieces of information. They will assist them throughout their academic career.

Students can access their information through OSU Online Services via the web site and Kiosks scattered around campus. Encourage your students to utilize these services to familiarize themselves with their student record.