

## **REGISTRATION INFORMATION** Registrar's Office • 301 Culkin Hall • 315.312.2136 • [www.oswego.edu/registrar](http://www.oswego.edu/registrar)

You may register online, by mail, by fax, or in person. You are strongly encouraged to register online via myOswego.

### **ADVANCE REGISTRATION (March 18 - April 15)**

Payment of tuition and fees for courses you enroll in during this time must be made by April 30 or your registration will be cancelled.

### **CONTINUING REGISTRATION (April 16 - the day before your class begins)**

Payment of tuition and fees for courses you enroll in during this time must be made when you register.

### **FINAL REGISTRATION (The First Day of Class)**

You may register for courses on the first day of class by attending class and obtaining the instructor's signature on a registration form. After class, proceed to the Registrar's Office, 301 Culkin Hall, to register for the class. Payment must be made at the time of registration at the Office of Student Accounts, 408 Culkin Hall.

### **Online Registration for All Returning Students:**

Web Registration System (myOswego) for returning students:

You will need to use a computer with internet access

1. Go to URL: <http://myoswego.oswego.edu/>
  2. Use the "Sign in" button and then use your SUNY Oswego ID number and PIN to Login
  3. Select the "Registration" link from the menu
  4. Check the HOLDS screen to confirm that you are able to register
  5. From the Registration menu, select "Register-Add/Drop Courses"
  6. Follow the directions to select classes
  7. Please submit changes and check your current schedule. Correct any registration errors before exiting.
- If you need help, please refer to the online help screens or contact the Registrar's Office at 315.312.2136.

### **Online Registration for New Students:**

Web Registration System (myOswego) for new/nondegree students:

You will need to use a computer with internet access. You will be required to use your Social Security number to register online. If you do not wish to use your Social Security number, please register by mail, by fax, or in person.

1. Go to URL: <http://myoswego.oswego.edu/>
  2. Use the new/nondegree student button
  3. Follow steps to set up a myOswego account
  4. Once you have completed the account activation you can register
  5. Select the "Registration" link from the menu
  6. Check the HOLDS screen to confirm that you are able to register
  7. From the Registration menu, select "Register-Add/Drop Courses"
  8. Follow the directions to select classes
  9. Please submit changes and check your current schedule. Correct any registration errors before exiting.
- If you need help, please refer to the online help screens or contact the Registrar's Office at 315.312.2136.

**Note:** High School students cannot use online registration.

### **Registering by Mail:**

Complete the registration form and mail to: Registrar's Office, 301 Culkin Hall, SUNY Oswego, Oswego, NY 13126

### **Registering by Fax:**

Complete the registration form and Fax to: 315.312.3167

### **Registering in Person:**

Bring completed registration form to: Registrar's Office, 301 Culkin Hall, Monday – Friday, 8:00 am - 4:00 pm

**PLEASE NOTE: Parking and other holds will prevent you from registering for your summer courses.  
Please check for any holds online at [myoswego.oswego.edu](http://myoswego.oswego.edu) before attempting to register.**

### **Summer Course Load**

Students can combine classes of various lengths in their schedule during the summer as long as the following maximums are observed:

12 weeks of class	14 credits	9 weeks of class	11 credits
6 weeks of class	8 credits	3 weeks of class	4 credits

At the end of advance registration, all students with a credit-hour overload for summer will receive a letter from the Registrar's Office notifying them of the problem. Students will be given until May 19, 2009 to have an overload approval signed by their Dean or to adjust their schedule. Students who do not take care of their overloads will be administratively dropped from the appropriate number of classes in order to rectify the problem.