

## How to register for courses on-line

The following step-by-step instruction leads you through on-line registration.

- Go to: <http://www.oldwestbury.edu>
- Click “Student Information System” on the top center of the home page
- Click: “Log In to Secure Area”
  - ID (Student ID# or SS#)
  - PIN (6 digit date of birth, MMDDYY)
- If this is your first time logging in, it will ask you to set up a security question.
- Follow these links to get to the registration area:
  - Student Services
  - Registration
  - Add/Drop Classes
  - You will be asked for the Alternate Registration PIN given to you by your advisor.
  - Input CRNs of the courses you are registering.
  - When finished, click “Submit Changes.”
  - You can then view your schedule to double-check that you registered correctly.

### Tips for On-Line Registration

- Course Reference Number (CRN) is a unique number assigned to each section of courses. If you don't know the CRN for the course you are going to register for, you can use the “Class Search” function.
- You can drop/add courses on-line until the fifth business day of a semester.
- If you drop a course once you've registered, you cannot re-register for the same CRN course on-line. If you need to get back into the same CRN course, please contact to the Registrar's Office by e-mail at [registrar@oldwestbury.edu](mailto:registrar@oldwestbury.edu).
- Your alternate PIN does not expire until the beginning of the semester. Hold on to the number -- you might want to make changes later!

### Tips for On-Line Class Search

- Try not to be too specific. Just select “Subject” such as American Studies, English Language Studies and so on.
- If you are looking for a certain domain course for General Education, use “Attribute Type.” Select a domain such as American Experience, Western Tradition, Humanities and so on with all other criteria remain as default.
- If you don't see the course you are looking for in the result screen of “Class Search,” most likely the course has reached its capacity and closed for registration.

