URL: http://presto.cc.oberlin.edu/

GETTING STARTED ON PRESTO

Click on PRESTO from Oberlin On Campus (http://oncampus.oberlin.edu) or enter the URL above. At the PRESTO homepage, click on the light bulb to log on.

Log on using your **USER ID,** (your user ID is your T-number) **and PIN** (your PIN is a six digit number printed on the registration information letter you received in your registration packet.) **The "T" in your T number must be capitalized**. If this is the first time you have logged on to PRESTO with your PIN, you will be told that your PIN is now expired and you will be asked to supply a new one. Make it something that you will easily remember but cannot be easily guessed by someone else. You will then be prompted for a security question which will enable you to obtain your PIN in the event you lose it. You can then click on **Continue** and you will be taken to the first page of PRESTO. **Click on Login.**

Click on **Personal Information**. At this page, you can change your PIN if you wish and you can view your address info. Please check this page periodically to make sure your information is up-to-date. Changes may be submitted to our office in Carnegie 124.

When you are accessing semester information in PRESTO, (for example, classes or your specific registration information), you must always need to select a term. Remember that multiple terms may be active so you must select the correct one to see the correct information.

Click on the **Return to MENU** link (**do not use the back button) located in the upper right corner** and then click on **Student and Financial Aid Menu**. If you are a transfer student or you took Advanced Placement credits you can click on Student Records and choose Academic Transcript to see the courses/credits that have been applied as elective credits toward your Oberlin degree. Return to the Menu.

Click on **Registration.** Click on **Registration Status.** Submit term which is Fall 2014. Listed will be your registration and add/drop times along with other information about you (e.g., registration holds). You can also see any courses for which you have been given consent.

To begin registration, click on **Add/Drop courses. (the link is at the bottom of the page)** You will be asked to supply your **Registration Alternate PIN**

which is called your **RAP**. The alternate PIN is the 6-digit number you receive from your advisor (on a sticky label). Once you have entered the RAP you may begin to register.

IMPORTANT STEPS TO A SUCCESSFUL REGISTRATION

- Do not use the Back or Forward Buttons
- **You must use CRN's**, (Course Reference Numbers) to specify which course you wish to add. *For example, if you are registering for Religion 105, you need to register for CRN 10075.*
- Some courses are limited by "consent" which means the faculty member teaching the course (or the dean's office) has control over enrollment in the course. There are two ways to obtain entry into a consent course; your consent will depend on the method the particular instructor chooses to use: **web consent** or a **Schedule Adjustment Request.** If you have already obtained web consent, then PRESTO will recognize that and allow you to add the course. If the faculty member wishes to give you consent via a Schedule Adjustment Request form (i.e., via paper rather than PRESTO), you will need to pick up a form from the Registrar's Office and take it to the faculty member. Forms are available in the lobby of the Carnegie Building in our supply cabinet. (We will have a supply of them at Registration.)
- **Registering for variable hour courses**: If a course is listed in the Class Schedule with a range of hours (for example, 1.0 to 2.0), it means that it is a variable hour course and you have the option of choosing the number of credit hours. The number of hours will **default to a pre-set number so you must** change the number of hours to your desired amount if it does not agree with the default.
- You may need **to search for courses by using** one or several criteria to search for a course, but you **must select at least one subject** to use the search mechanism.
- **Checking for open seats in a course:** Before PRESTO is available for registration, you can still check for open seats but you will see "**NR**" next to each course indicating that, at this time, the section is "**n**ot **r**egisterable."To check for open seats in a particular class, click the **Look Up Classes** link. You may be prompted to select a term; remember to select Fall 2014. Highlight the appropriate subject and click on the **Class Search** button. The system will bring up all of the courses in that department and provide a status for you. Once registration is open in PRESTO, you will see codes next to each course:"C" (closed), R (reserved for specific class levels), or available (indicated by a check box.) Scroll to the right; you will see three columns: "Cap," "Act," and "Rem." These stand for the **Cap**acity of the course, the number of students who have **Act**ually registered so far and the **Rem**aining seats left open in the course.
- On this page, you will also see that the CRN is highlighted; if you click on the crn, you will be able to see more detailed course information including the description of the course (see "View Catalog Entry), the "attributes" for the course (Arts and Humanities, Social Science, or Natural Sciences and Mathematics.)
- While you are registering, you may encounter error codes which are responses to actions you are attempting. On the reverse side of this sheet are the error codes and their descriptions.

Message	Problem	Solution
Closed Section	The course/section is fully enrolled	Call the academic department to ask about a waitlist for the course.
Link Error: XX Required	You have attempted to register for a course or section that requires a "linked" CRN. For example, you cannot register for a lab without registering for the associated lecture, and vice-versa.	Enter the CRN of the two required "linked" courses (i.e. both the lecture and the lab) in the Add/Drop grid and click Submit Changes. Both courses should appear in your schedule.
Dupl CRSE with Sec xxxx	You have already registered for this course/section.	If you want to keep the course that is in your current schedule, do nothing. If you want to switch to the course in your error grid, **Web Drop** the course in your current schedule, put the CRN of the error grid course in your Add Classes grid, and click Submit Changes.
Time Conflict with xxxx	This course/section conflicts with a course For which you are already registered.	If you want to keep the course that is in your current schedule, do nothing. If you want to switch to the course in your error grid, **Web Drop** the course in your current schedule, put the CRN of the error grid course in your Add Classes grid, and click Submit Changes. If the two courses can be taken together with a slight conflict in time, you will need the permission of one of the faculty members to take the courses with the conflict. Permission forms are available at the Registrar's Office and in our lobby forms supply area.
CORQ-xxx	You must register for a co-requisite course to be taken during the same term as this course.	Enter the CRNs for both courses into the Add Class grid and click Submit Changes.
Instructor's Signature	This is a course for which you need the consent of the instructor.	See the person in charge of consenting the course, who will either web-consent you (you may then register for the course during your registration window), or sign a Schedule Adjustment Request, which you then must submit it to the Office of the Registrar.
CRN does not exist	The CRN is not recognized by the system. You may have entered the number incorrectly or the class may have been Cancelled.	Check the CRN in the Schedule of Classes to make sure you have the right one. If it still fails, call the Office of the Registrar.
Pvt Rdg Card	Private Readings cannot be handled via PRESTO.	Complete your Private Reading card and hand it in to the Office of the Registrar.
Reserve	The only open seats in the course are reserved for students who meet specific criteria (i.e. major or class).	If you think you do meet the criteria for the class, contact the Office of the Registrar.
Reserve Closed	Since the seats in the course that have been reserved for your major or class are filled, you cannot register for the class.	Check your Registration Status screen to make sure your class and major information is correct in the system. If it is incorrect, contact the Office of the Registrar.
PREQ and TEST SCORE	The course has a pre-requisite which you have not met. Consult the course catalog for more information.	If you believe that you are qualified to take the course, speak to the faculty member teaching the course. He or she can override the pre-requisite if he or she wishes to do so by entering a special consent for you.
Class Restriction	The course has seats reserved for students who meet specific criteria (i.e. major or class); since you do not meet these criteria, you cannot register for the class.	If you think that you **do** meet the criteria for the class, contact the Registrar's Office.
Max Hours Exceeded	The system will not let you register for the course since it would exceed your maximum allowed credit hours (18 for A&S students, 24 for Conservatory and 26 for DD students).	Clear your error grid if you have one; the system counts the hours in your error grid against your max hours. Otherwise, drop a course in your current schedule to make room for the new course. **Note:** if you have multiple error messages in your grid, ALL of them will revert to "Max Hours Exceeded" once you go over your allowed hours.