Registering for Classes

After you have selected the courses you plan to take and have met with an adviser, you need to register. Students register for their first-term classes during an orientation program. Your Personal Access Code (PAC) and Student ID number were sent to you by the admissions office and allow you to access DuckWeb functions. Your adviser will give you a First-Time Registration PIN after you have participated in an academic orientation and advising session. You will need to have PAC, ID, and PIN the first time you register for classes on DuckWeb.

For subsequent terms, refer to the priority registration schedule online to determine registration times. To help you with planning before your registration time, information on offered classes and seat availability can be found at http://classes.uoregon.edu.

DuckWeb Instructions

- Go to https://duckweb.uoregon.edu/.
- Enter your nine-digit UO ID number, your six-character Personal Access Code (PAC), and click on “Log In.”
- Click “Student Menu”, “Registration Menu”, “Select Term” and “Add/Drop Classes”.
- You may add classes by entering the CRNs of the courses or you can “Search for Open Classes,” by department (subject) or by general education requirement.
- You can search for general education courses. The example below generates a list of approved arts and letters courses offered during the academic term.
• The list of approved arts and letters courses include ARH 206 and ARH 209.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Seats</th>
<th>Rem Cap</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30460</td>
<td>ARH</td>
<td>206</td>
<td>4.000</td>
<td>Hist Western Art III</td>
<td>MWF</td>
<td>01:00pm-01:50pm</td>
<td>20</td>
<td>218</td>
<td>Kate Mondloch</td>
</tr>
<tr>
<td>30461</td>
<td>+Dis</td>
<td>M</td>
<td></td>
<td>M. C.</td>
<td>M</td>
<td>09:00am-09:50am</td>
<td>2</td>
<td>4</td>
<td>Kevin C.</td>
</tr>
<tr>
<td>30466</td>
<td>+Dis</td>
<td>F</td>
<td></td>
<td>J. De!</td>
<td>F</td>
<td>09:00am-09:50am</td>
<td>2</td>
<td>4</td>
<td>Devlin H.</td>
</tr>
<tr>
<td>30467</td>
<td>+Dis</td>
<td>F</td>
<td></td>
<td>J. DeP</td>
<td>F</td>
<td>09:00am-09:50am</td>
<td>2</td>
<td>4</td>
<td>Devlin H.</td>
</tr>
<tr>
<td>30468</td>
<td>ARH</td>
<td>209</td>
<td>4.000</td>
<td>Hist of Japanese Art</td>
<td>TR</td>
<td>01:00pm-01:50pm</td>
<td>14</td>
<td>147</td>
<td>Joseph Lohn (P)</td>
</tr>
<tr>
<td>35104</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>09:00am-09:50am</td>
<td>2</td>
<td>5</td>
<td>Stolle G.</td>
</tr>
<tr>
<td>35105</td>
<td>+Dis</td>
<td>W</td>
<td></td>
<td>M. C.</td>
<td>W</td>
<td>09:00am-09:50am</td>
<td>2</td>
<td>3</td>
<td>McFedran R</td>
</tr>
<tr>
<td>35106</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>W</td>
<td>09:00am-09:50am</td>
<td>2</td>
<td>3</td>
<td>McFedran R</td>
</tr>
<tr>
<td>35109</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F</td>
<td>04:00pm-04:50pm</td>
<td>4</td>
<td>24</td>
<td>Suerke M.</td>
</tr>
</tbody>
</table>

• To register for an open section, check the box beside the course and click on the “Register” button at the bottom of the page. If discussion or lab sections are associated with the course, you will need to select your preference. The CRN (course reference number), department name, course number, and title are shown along with the days and times the class meets. The number of spaces remaining is noted along with the class capacity.

• Click on the CRN to retrieve more details about prerequisites, course descriptions, instructor information, fees, and important deadlines. It is your responsibility to be aware of these deadlines each term.

• The first time you register for a class you will be asked to enter your Registration PIN. This number is given to you by your adviser during an orientation program.

• When a course has been added to your schedule, it shows up in the list of classes for which you are currently registered. Select “View Your Class Schedule” to verify your courses and selected grading option, and to print a copy of your schedule. The matrix format displays a weekly calendar grid that many students find helpful.

• To log off click the “Exit” button in the upper right corner, then close your web browser.

NOTES:

* A “Registration Error” message is generated if there are problems with your registration request. You will need to adjust your class schedule in some way. For example, if the times of your courses conflict, you will not be able to register for the class you are trying to add. Or you may not be able to add a class because you have not met the prerequisite course that is required. Simply go back to “Search for Open Classes” and make the needed adjustments.
You can drop a course by selecting the drop down menu under “Action” for that course and electing “Drop.” If you want to make sure you can get into a particular section of another class before you lose your spot in your current class, you can click on the “Exchange Section” link (bottom right). Enter the CRN for the section you want and use the drop down menu for the section you will drop if you can get the other class.

DuckWeb automatically selects the graded option and the lowest credit if a class has variable credit available. If you wish to change the grading option or the credits of your class, click “Change Variable Credit/Grading Option” at the bottom of the page.

If you have problems with DuckWeb, visit the Office of the Registrar, 220 Oregon Hall, or call (541) 346-2935.

Registration Hints

- The schedule of classes is available online two weeks before registration begins. The format and search for classes capabilities are similar to DuckWeb.
- A course that is filled to capacity one day might have space available later. You can view the online class schedule to identify class size, number of available seats, prerequisites, and registration restrictions for each class. Visit the UO homepage, http://uoregon.edu, and select the “Class Schedule” link.
- Check the final examination time associated with each course posted on the Registrar’s website. Make sure it’s a reasonable schedule for finals week and avoid conflicts with travel plans between terms.
- After your initial registration, you can add courses without penalty through the eighth day of class each term. There are always a number of registration changes during the first week of classes, and course availability fluctuates accordingly.

If you are a student with a disability and need assistance with registration, changes in classroom location, or course accommodations, visit Disability Services, 164 Oregon Hall, or call (541) 346-1155.

**Withdrawal from School**

If for any reason you are unable to attend the university after having registered for courses, you must contact the Office of Academic Advising, 364 Oregon Hall, (541) 346-3211, to officially withdraw from school.

When you register for classes, you are academically and financially responsible for those courses until the date you officially withdraw. To get a full refund, you must withdraw before the start of classes. Typically, if you withdraw after week four, you will owe 100 percent of tuition costs. Click on the CRN of the courses for which you have registered to learn more about tuition and withdrawal deadlines.