OARS Instructions – Summer

1. Download the following documents:
   - IFP Check List and Flight Plan for your major: http://wise.fau.edu/uas/curriculum.php
   - Any other documents you feel are necessary
2. Click the Online Advising Login link (bottom of the webpage)
3. Log into OARS (use your MyFAU login information)
   - Username: First part of FAU email address (without the @fau.edu)
   - Password: the password you use to log into MyFAU
     - If you are unable to log into OARS please contact the Help Desk at 561-297-3999 or visit their website at https://helpdesk.fau.edu/TDClient/Home/
4. Read all of the information pertaining to the semester you were admitted to FAU
   - Be sure to download any Financial Aid information (if applicable)
5. Click Next
6. Enter all of the following information:
   - Personal Information
   - Intended Major and Application Major
     - Your "APPLICATION MAJOR" is the major you checked or indicated on your Admissions Application. Your "INTENDED MAJOR" is the major you will pursue at FAU (Application Major and Intended Major may or may not be the same).
     - If your "intended major" is different from your "application major", your academic advisor will officially change your major to the one you indicate on your OARS Form.
       - Select a Learning Community (optional but suggested)
       - Any other applicable information
7. Click Next
8. Enter your score on the ALEKS Math Placement Exam (if not already there)
   Note: if you have yet to take ALEKS you can still complete OARS. You just won’t be able to register for a math course until you take ALEKS and receive the appropriate score. Click here for additional information
9. Enter any Transfer Course work you have earned or plan to earn (if applicable)
   i.e., AP, IB, AICE, CLEP, High School Dual Enrollment, or Transfer Course Work.
10. Click Next
11. Select your Fall courses:
   Follow the Sample Schedule at the top of the OARS screen
   a. Select your First Choice of courses.
   b. Select your Second Choice of courses (in case your first choice isn’t available).
      - Remember to take into account any exam credit or college course work you have earned or are going to earn.
      - If you plan to participate in a Learning Community be sure to read the information in OARS as well as the information here: LC Information
      - You can use AP/IB information in the University Catalog to see how your AP/IB credits apply to the IFP curriculum.
        http://www.fau.edu/academic/registrar/FAUcatalog/academics.php#ap
NOTE: In order to be a full-time student in the fall, you must register for at least 12 credits. We recommend that you do not register for more than 15 credits in the fall.

Remember: you don’t have to select a course from each subject category.

12. Scroll down to select your Summer courses.

13. Read ALL the information regarding Summer Courses located within OARS:
   a. It is recommended you choose one (1) to two (2) courses (pending any financial aid requirements) from the following categories: Society and Human Behavior, Global Citizenship, and/or Humanities. Be sure to select alternative courses. Additional courses are available such as Natural Sciences and Electives.
   b. Select the course(s) you would like to take over the summer from the appropriate drop down menus.

   Remember: Summer Term 1 (May - August), Summer Term 2 (May - June), Summer Term 3 (June - August).
   Summer Terms 1 and 2 start May so if you have yet to graduate high school by then you will select courses for Term 3.

14. Click Save Choices (bottom of the screen)

15. Review ALL information:
   - Personal Information
   - ALEKS score (if available)
   - Any Transfer credit (if applicable)
   - Fall & Summer courses (First and Second choices for Fall)
   - Edit option is available if you need to make any changes

16. Click Accept and Finish (scroll down to the very bottom of the screen)

OARS Process:
1. Complete OARS form online.
2. You will receive a confirmation email (FAU email) indicating your OARS form has been submitted.
3. Your academic advisor will review your OARS form and make their suggestion.
   Note: OARS form review and approval takes between 3-5 business days
4. You will receive an email (FAU email) indicating whether your OARS form has been approved or not approved.
5. Log back into OARS to view your advisors comments and approved courses.
6. Register for your courses in MyFAU, not OARS.

While you are waiting for your OARS to be reviewed:
After you SUBMIT your Online Advising (OARS) Form and prior to your OARS Form being processed by an academic advisor, you can:

1. Check and Remove Holds - Before you can register for courses ALL registration holds need to be removed http://www.fau.edu/uas/registration.php (STEP 1)

2. Before you can register for courses you need to select the Days/Times of your courses http://www.fau.edu/uas/registration.php (STEP 3)

Please Remember: Course Registration in MyFAU requires an approved OARS Form