Getting Started
Login to http://my.devry.edu
• Enter your DSI Number in the ‘Username’ field.
• Enter your password.
• Click ‘Login’.

Step 1 –
Click the ‘DVU OSS Student Self Service’ link.

Step 2 –
Click the ‘Enrollment Now Open’ link for the desired semester.
Note: As of FALL 2006 both graduate and undergraduate students are on a standard semester schedule of FALL, SPRING, and SUMMER sessions.

Step 3 – Enrolling in Course(s)
Click the ‘Search and Add’ button.
Step 4 – Search and Add

Use any combination of the following to narrow your search for a specific course: ‘Keyword, Call Number, Unit Code, Location, Instructor, Status, Time Between, or Day of Week’ fields.

You may select an option from the ‘Teaching Period’ drop down as well.

Click ‘Go’.

Note: Refer to the below chart.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyword</td>
<td>Any key word that appears in the course title or partial unit code. (e.g. “Marketing or AC59) Optional field.</td>
</tr>
<tr>
<td>Call Number</td>
<td>Used to narrow search to classes with a specific call number. If using a call number all remaining parameters may be skipped. Optional field.</td>
</tr>
<tr>
<td>UNIT CODE</td>
<td>Enter the Unit Code and Title. Note: This is the unit number from a catalog. Recommended field.</td>
</tr>
<tr>
<td>Instructor</td>
<td>Select the instructor's name. Optional field.</td>
</tr>
<tr>
<td>Time Between</td>
<td>Select a time range of day or evening the student wishes to take the course. Optional field.</td>
</tr>
<tr>
<td>Day of the Week</td>
<td>Select the day of the week the student wishes to take the course. Optional field.</td>
</tr>
</tbody>
</table>
| Teaching Period| The teaching period parameter is used to further narrow the search within a semester. There are 5 teaching calendars within each semester:  
  - Standard Undergrad (15 week standard courses)  
  - Session A Undergrad (First 8 week session for semester)  
  - Session B Undergrad (Second 8 weeks of semester)  
  - 2 Graduate sessions listed as the month, the session begins within the semester. Optional field. |
| Location       | Select the campus or center where the section is scheduled. Recommended field for narrowing search. |
| Status         | Use to narrow search to classes with a specific status. Optional field.     |
Step 5 –
Check the select box of the course to enroll and click ‘Add’.

Step 6 –
You may receive a warning. !
You may receive an error. To remove error, remove from enrollment cart.
Resolve conflicts and click ‘Enroll’.
Note: If you do not receive a warning it will go directly to your schedule on the Enrollment tab.

OSS Student Reference Card

Dropping a Course

Step 1 – Dropping a Course
Select the blue x in the ‘Drop’ column.

Note: You cannot drop once the term starts. Contact an administrator for assistance.
Step 2 –
Click ‘Yes’.

Step 3 –
A confirmation screen appears showing that the course has been dropped.