

## 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.

- DVU OSS Student Self Service
- Preferences SSWA

Please select a responsibility.

## 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.**

Unit Section	Title	Location	Meeting Information
MM522/ON_A	Marketing Management	Online Learning/Graduate	To be announced 30-Oct-2006 - 24-Dec-2006
FI15/ON_A	Managerial Finance	Online Learning/Graduate	To be announced 30-Oct-2006 - 24-Dec-2006
FI504/ON_A	Accounting and Finance: Managerial Use and Analysis	Online Learning/Graduate	To be announced 30-Oct-2006 - 24-Dec-2006

## Step 3 – Enrolling in Course(s)

Click the 'Search and Add' button.

Unit Section	Title	Location	Meeting Information	Instructor	Credits	Status	Drop
GM591/ACC	Leadership and Organizational Behavior	Iving, TX/Center	08 JAN 2007 - 04 MAR 2007; DVUC DLVIG; KELLER138, Th, 06:00pm - 09:30pm	Schreiber, Nancy	3	Enrolled	⬆
GM545/ACC	Business Economics	Iving, TX/Center	08 JAN 2007 - 04 MAR 2007; DVUC DLVIG; KELLER152, M, 06:00pm - 09:30pm	McLean, Robert S	3	Enrolled	⬆
FI15/ON_A	Managerial Finance	Online Learning/Graduate	30 OCT 2006 - 24 DEC 2006; To be Announced	Staff, Online	3	Enrolled	⬆
MM522/ON_A	Marketing Management	Online Learning/Graduate	30 OCT 2006 - 24 DEC 2006; To be Announced	Staff, Online	3	Enrolled	⬆

### 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.**

Field	Description
Keyword	Any key word that appears in the course title or partial unit code. (e.g. "Marketing or AC59) <u>Optional field.</u>
Call Number	Used to narrow search to classes with a specific call number. If using a call number all remaining parameters may be skipped. <u>Optional field.</u>
UNIT CODE	Enter the <i>Unit Code and Title</i> . Note: This is the unit number from a catalog. <b>Recommended field.</b>
Instructor	Select the instructor's name. <u>Optional field.</u>
Time Between	Select a time range of day or evening the student wishes to take the course. <u>Optional field.</u>
Day of the Week	Select the day of the week the student wishes to take the course. <u>Optional field.</u>
Teaching Period	The teaching period parameter is used to further narrow the search within a semester. There are 5 teaching calendars within each semester: <ul style="list-style-type: none"> <li>• Standard Undergrad (15 week standard courses)</li> <li>• Session A Undergrad (First 8 week session for semester)</li> <li>• Session B Undergrad (Second 8 weeks of semester)</li> <li>• 2 Graduate sessions listed as the month, the session begins within the semester.</li> </ul> <u>Optional field.</u>
Location	Select the campus or center where the section is scheduled. <b>Recommended field for narrowing search.</b>
Status	Use to narrow search to classes with a specific status. <u>Optional field.</u>

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Unit Section Listing | Planning Sheet | Enrollment Cart | Schedule

**Unit Section Listing**

\* Term: Fall 06 Semester  
 \* Career: MASTER  
 Teaching Period: [ ]

Program: Master's Business Administration  
 Keyword: [ ]  
 Call Number: 905  
 Unit Code: [ ]  
 Location: [ ]  
 Instructor: [ ]  
 Time Between: [ ] And [ ]  
 Status: [ ]  
 Day of the Week:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Clear Go

Select Unit Section: **Add**


Select All	Select None	Select Details	Unit Section	Title	Location	Meeting Information	Instructor	Credits	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show BIS240/...	Database Essentials for Decision-Making with Lab	Fort Worth, TX/Center	08 JAN 2007 - 04 MAR 2007, DVUC FW, 2048, W, 06:00pm - 09:30pm	Durgin, Janet K.	4	Open Unit Section



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**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.**

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Unit Section Listing | Planning Sheet | Enrollment Cart | Schedule

**Enrollment Cart Fall 06 Semester : Koch, Patricia**


Term: Fall 06 Semester Career: MASTER  
 The enrollment process is not complete. The enrollment cart provides the ability to make additional changes before completing the enrollment process. To complete the enrollment process click Enroll.  
 Clear Cart Search and Add Quick Add Enroll

Programs: Master's Business Administration  
 Total Credits: 4

**Warnings**

Required Warnings must be resolved before you can submit the Enrollment Cart.

Message For	Message	Action
MATH114/CMP_B	This unit section does not match the required program level or Career. It is recommended that you delete this unit section	
MATH114/CMP_B	This unit section does not match the required location of DVUC OB. It is recommended that you delete this unit section	

Details	Unit Section	Title	Location	Meeting Information	Instructor	Credits	Status	Delete
<input checked="" type="checkbox"/>	Show MATH114/CMP_B	Algebra for College Students	Bethesda, MD/Center	08 JAN 2007 - 04 MAR 2007, DVUC BTHSD; CONF.; W, 06:00pm - 09:50pm 08 JAN 2007 - 04 MAR 2007, DVUC BTHSD; CONF.; Sa, 09:00am - 12:50pm	Austin, Keith	4	Enrolled	

**Your Schedule Fall 06 Semester**

Clear Cart Search and Add Quick Add Enroll

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## OSS Student Reference Card

## Dropping a Course

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Unit Section Listing | Planning Sheet | Enrollment Cart | Schedule






**Schedule Fall 06 Semester : Koch, Patricia**

\* Academic Year: DVU Academic Year 2006/2007 \* Term: Fall 06 Semester \* Career: MASTER (Go)  
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Unit Section Schedule Final Exam Schedule

Home Location: Oak Brook, IL/Center  
 Attendance Type: Full Time  
 Total Credits: 16

**Enrolled**

Details	Unit Section	Title	Location	Meeting Information	Instructor	Credits	Status	Drop
<input checked="" type="checkbox"/>	Show MATH114/CMP_B	Algebra for College Students	Bethesda, MD/Center	08 JAN 2007 - 04 MAR 2007, DVUC BTHSD; CONF.; W, 06:00pm - 09:50pm 08 JAN 2007 - 04 MAR 2007, DVUC BTHSD; CONF.; Sa, 09:00am - 12:50pm	Austin, Keith	4	Enrolled	
<input checked="" type="checkbox"/>	Show GM591/ACC_1	Leadership and Organizational Behavior	Irving, TX/Center	08 JAN 2007 - 04 MAR 2007, DVUC DLVIG; KELLER138, Th, 06:00pm - 09:30pm	Schreiber, Nancy	3	Enrolled	
<input checked="" type="checkbox"/>	Show GM545/ACC_1	Business Economics	Irving, TX/Center	08 JAN 2007 - 04 MAR 2007, DVUC DLVIG; KELLER152, M, 06:00pm - 09:30pm	McLean, Robert S.	3	Enrolled	
<input checked="" type="checkbox"/>	Show FI515/ON_A	Managerial Finance	Online Learning/Graduate	30 OCT 2006 - 24 DEC 2006; To be Announced	Staff, Online	3	Enrolled	
<input checked="" type="checkbox"/>	Show MM522/ON_A	Marketing Management	Online Learning/Graduate	30 OCT 2006 - 24 DEC 2006; To be Announced	Staff, Online	3	Enrolled	

Unit Section Schedule Final Exam Schedule

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**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.**

Drop Unit Section: MATH114/CMP\_B

Term **Fall 06 Semester** Career **MASTER**

The identified unit sections will be dropped. Do you wish to drop these unit sections?

Title **Algebra for College Students-**

Drop Reason

**Step 2 –**  
Click 'Yes'.

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**Step 3 –**

A **confirmation screen** appears showing that the course has been dropped.

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Unit Section Listing | Planning Sheet | Enrollment Cart | **Schedule**

**Confirmation**

Unit has been successfully dropped.

Schedule Fall 06 Semester : Koch, Patricia

Academic Year: DVU Academic Year 2006/2007 | Term: Fall 06 Semester | Career: MASTER | Go

Unit Section Schedule | Final Exam Schedule

Home Location: Oak Brook, IL/Center  
Attendance Type: Full Time  
Total Credits: 12

Enrolled

Details	Unit Section	Title	Location	Meeting Information	Instructor	Credits	Status	Drop
Show	GM591/ACC	Leadership and Organizational Behavior	Irving, TX/Center	08 JAN 2007 - 04 MAR 2007; DVUC DLVIG; KELLER138; Th; 06:00pm - 09:30pm	Schreiber, Nancy	3	Enrolled	Drop
Show	GM545/ACC	Business Economics	Irving, TX/Center	08 JAN 2007 - 04 MAR 2007; DVUC DLVIG; KELLER152; M; 06:00pm - 09:30pm	McLean, Robert S	3	Enrolled	Drop
Show	FI515/ON_A	Managerial Finance	Online Learning/Graduate	30 OCT 2006 - 24 DEC 2006; To be Announced	Staff, Online	3	Enrolled	Drop
Show	MM522/ON_A	Marketing Management	Online Learning/Graduate	30 OCT 2006 - 24 DEC 2006; To be Announced	Staff, Online	3	Enrolled	Drop

Unit Section Schedule | Final Exam Schedule

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