

# ONLINE REGISTRATION INSTRUCTIONS

## *Checking for Holds*

Prior to your scheduled enrollment day(s), please go online and check your account for any holds. A hold on your account will prevent you from enrolling online!

- Log-into BlueLink at <https://bluelink.okcu.edu/cp/home/loginf> .
- Enter your **OCU network** username and password. If you don't know your username/password, follow the instructions on the log-in page.
- Click on Star Access in the upper right hand corner.
- Select Student, then Student Records.

## *Wait Lists*

If a course is already full at the time you are enrolling, you will be given the online option to wait list the course. The system will also give you the opportunity to enroll in a second course while you remain waitlisted for the first course.

When a space opens up for you in a course for which you have been waitlisted, you will be notified by an automatically generated email. Once the email is sent, you will have **48 hours (no exceptions)** from the time the email is sent to you to respond so, as you can see, it is very important that you check your email frequently.

You are strongly urged to check your spam filter as well so that you can be sure that you do not miss an opportunity to add a class. The automatically generated email will note the time by which you must respond in order to claim the seat. If you fail to respond within the 48 hour window, you will lose the seat and be dropped from the wait list (**no exceptions**).

*Please note: The wait list policies apply even in light of weekends, holidays, school closings, and the like, unless you are notified otherwise.*

## *Online Registration Instructions*

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While at the Main Menu page, select “Student” and follow the steps listed below:

1. Click on “Registration” and then “Select Term”
2. If you already know the CRNs (Course Registration Number) of the courses for which you wish to enroll, click on “Add or Drop Courses”
  1. Enter the CRNs and click on “Submit Changes”
3. If you do not know the CRNs, select “Look Up Classes”
  1. Select a term and click on “Submit”
  2. You should now be at the “Look Up Classes” page
    - a. Select “Law” in the Subject box
    - b. Search for courses by using either the Course Search or Advanced Search feature
  3. Once you have made your selections, click on “Register” at the end of the page

### **Wait List Instructions**

**If a course is closed and you would like to wait list the course:**

1. Click on “Add to Worksheet”
2. You should now be on the “Add or Drop Classes” page (used to add/drop/wait list courses)
3. Scroll down to the “Add Classes Worksheet” portion and enter the Course Registration Number (CRN) of the course(s) you would like to wait list
4. Click on “Submit Changes”
  - a. You will then get a “Registration Add Error” message that indicates the course is closed; under the “Action” box, click on the drop down arrow and select “Wait List”
5. Click on “Submit Changes”

To view your position on the wait list, go back to the Registration page and select “Student Detail Schedule”.