MyDeVry

Student Gateway to Success
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**How do I access my.devry.edu?**

1. **Enter Username:** Your DSI (DeVry Student ID Number)  
   (Example: D00000000)  
   **Enter Password:** Use your Date of Birth (YYYYMM)  
   *First Time Login ONLY*  
   Click Login button

2. **First Time Login ONLY**  
   Enter Old Password: Date of Birth (YYYYMM)  
   Enter New Password: At least 6 characters long and must contain at least one number.  
   Enter New Password Again  
   Click OK button  
   *NOTE: Make note of your password for future use.*

**Unable to Login**

Click **Help Request**

Fill in all pertinent information completely:
- First Name  
- Last Name  
- DSI number (D00000000)  
- Phone Number  
- Birth Date (mmddyyyy)  
- Email Address  
- Role: Student  
- Select appropriate Type  

Click Submit button  

'Thank you' message will display

Please wait for an email response with new login information before taking any other action.
How do I access OSS Student Self Service?

1. Click on the 'DVU OSS Student Self Service' link.
2. Click on the **Home** link to access OSS (Oracle Student System).

3. You may be asked to verify your information. Update information and click 'Verified' button to proceed.

Once in OSS you have access to your:
- **Personal Information**
- **Academic Information**
- **Financial Aid Information - Graduate students ONLY**

Check the **Alerts** on this Home page for any hold information that would prevent you from enrolling. You must resolve all holds before you can enroll.
The links shown on the left side of the OSS Home page will take you directly to the designated areas, such as:

- **Update Personal Information**
  - View and update your personal information such as street address, phone numbers and email address. To change your first or last name, contact your registrar or center support staff.

- **Search for a Unit**
  - Search and enroll in units/courses.

- **Quick Add Units to Enrollment Cart**
  - Add unit/course when you have all unit information. It is easier if you use the ‘Search for a Unit’ link to enroll in units/courses.

- **View My Schedule**
  - View your current and future schedules.

- **View Academic History**
  - View your academic information including unit/course details, transfer credit, attempted credit, and grades.

- **Check Special Permission Status**
  - View the status of requests you have made to enroll in classes requiring special permission.

- **Check Audit Permission Status**
  - View the status of requests you have made to audit a unit/course.

- **View My Awards**
  - Graduate students can view their financial aid awards.
How do I search and enroll in units/courses?

On the OSS Home Page you click on 'Search for a Unit'. This will bring you to this Enrollment page.

1. Click on 'Advanced Search'.
2. On Advanced Search page enter the appropriate information to search for desired unit/course.
   - **Career** - select from drop down
     - Associate
     - Bachelor
     - Master
     - Non-Matric
   - **Term Calendar** - select from drop down
     - Undergraduate - Examples
       - Spring 05
       - Summer 05
       - Fall 05
     - Graduate - Examples
       - January 05
       - March 05
       - May 05
       - July 05
       - September 05
       - November 05
   - **Location**
     - Enter the Location of desired campus or center or click on the Flashlight to search for campus or center.
   - **Unit Code/Title**
     - Enter the unit code or click on the flashlight to search for unit/course.

3. Click 'Go' button.

Scroll down to see a list of units/courses that meet your search criteria.

4. Click on the 'Enrollment Cart' Icon to select unit/course and add it to your enrollment cart.
A Confirmation page will appear that informs you the unit/course has been added to your enrollment cart or an error message indicating a reason why you are not eligible to enroll in this unit/course.

5. Click on 'View Enrollment Cart' to see units/courses you have selected.

If you wish to add another unit/course click on 'Add Another Class' to return to Enrollment page.

The Enrollment Cart page will appear and show the list of units/courses in your enrollment cart.

6. Click on 'Submit Enrollment Cart' to add these units/courses to your schedule.

NOTE: Until the enrollment cart is submitted, you are not enrolled in the units/courses.

If you wish to remove any of the units/courses from the cart, click in the check to the left of the unit/course list. Click on 'Remove' to take that unit/course out of your cart.
A Confirmation page will appear that informs you that your units/courses have been added to your schedule.

7. Click on 'View Your Schedule' to go to my schedule page.

8. Click 'Show' to see your schedule.

To print a copy of your schedule go to Menu Bar on your browser and select File/Print.
Error or Warnings messages sometime display during the enrollment process. List below are some common message you might see.

Error Messages like these will stop you from enrolling in the unit/course selected. Some of the typical errors are:

- Exceed maximum allowed credits
- Prerequisite not met
- Time conflict
- Co-requisite errors

Other error messages you might see are telling you that the unit/course is:

- already scheduled
- already sitting in your enrolment cart

Check your schedule or enrollment cart.

You may also see Warning messages such as:

- Selected unit is not located at home campus
- Selected unit has co-requisite, letting you know you must also enroll in co-requisite unit/course.
How Do I Drop a Unit/Course?

1. Click on 'Show' to view the schedule details for the term you want to drop a unit/course.

2. Select unit/course you want to drop.

3. Click 'Drop' button.

You can only drop a unit/course during the enrollment period. Please see academic or center support staff to drop a unit any other time during the term.

On the OSS Home Page you click on 'View My Schedule'. This will bring you to this Schedule page.
A Confirmation message will display.

4. Click 'Yes' button.

If your schedule contains a unit/course with a prerequisite you may receive the Error message to the left.

Click 'Yes' again to continue.

5. Click 'Return to Schedule' link to return the Schedule page.
How do I view my Schedule?

On the OSS Home Page you click on 'View My Schedule'. This will bring to this Schedule page.

1. Click on 'Show' to view your schedule details for that term.

To print a copy of your schedule go to Menu Bar on your browser and select File/Print.

2. Click on 'Hide' to hide schedule details.
How do I view my Academic History?

On the OSS Home Page you click on 'View Academic History'. This will bring you to this Academic History page.

1. Select appropriate Career from the drop down.

2. Click on 'Go'.

3. Click on 'Show' to view your Academic History for the selected term.

![Image of Oracle Student System interface showing steps to view Academic History]

- Details
- Show
How do I access Degree Navigator?

1. Click on the 'Degree Navigator' link on the my.devry.edu Home Page.

2. Click on the 'Access Degree Navigator' button on the Degree Audit Service page.

Undergraduate programs display by default.

3. Click on 'My Program' button to view your current program information.
**Program Name**
Contains the name of the program, the location, the effective term and the number of required credits.

**Course Tower**
Groups of courses that contain the same course code. Top course bubble is course code.

**Course Island**
Group of courses - Double-click island for description.

**Course Status Panel**
Contains list of **Unused** Courses, **Selected** Courses for future terms and a **Legend** for courses on the islands.

**Pie Chart**
At a glance chart that identifies how many credit hours you have completed (first number) compared to the total number to complete for a program.

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At a glance chart that identifies how many credit hours you have completed (first number) compared to the total number to complete for a program.

**No Reuse**
Indicates that courses used to satisfy one requirement may not be used towards any other requirement.

**Program Version**
The effective academic term date.

**Course Bubble**
Click on course bubble to open a box that includes the course description, credit hours and any pre-requisites.

**Current vs. Taken Courses**
Currently enrolled courses are shaded peach, while courses that have been satisfactorily taken are shaded pink.

**Reports Menu**
Pop-up of various status reports to display or print.

**Course List**
Displays the courses taken and grades received for a student.
Academic Progress Reports

Although there are several reports you can choose from the reports menu, this illustrates are few of the more commonly viewed reports. Feel free to examine all the reports available to evaluate your academic progress.

1. **Mini Report**
   - Provides a mini snapshot of your completed credit hours and completed requirements by Type. For example, the student here has 3 more Core courses to complete before this requirement is satisfied. When all requirements have been met there will be a “Satisfied” status under the requirement.

   Below the requirement section, your SAP calculation and status, including your cumulative GPA, are also available in this report.

2. **SAP Calculation and Status.**

3. **Full Report:**
   - Similar to the mini report, the Full Report provides a detailed view of your completed credit hours and completed requirements by Type. This report breaks down the Total Credits, Completed and Needed. The Completed Courses are also listed out for your convenience. SAP calculation and status are provided in this report as well.

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**Course List Report**

This report will list all credit hours required for a program of study, credits applied to a program, and any credit hours taken that do not apply to a specific program offering.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Term</th>
<th>Grade</th>
<th>Study ID</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR0410</td>
<td>2</td>
<td>Spring 04</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS306</td>
<td>4</td>
<td></td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS401</td>
<td>3</td>
<td>Spring 03</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS439</td>
<td>3</td>
<td>Fall 02</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS720</td>
<td>5</td>
<td></td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRBU31</td>
<td>3</td>
<td></td>
<td>TRNFR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH129</td>
<td>4</td>
<td></td>
<td>TRNFR</td>
<td></td>
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**Student name, DSI, program and term date.**

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**Transferred course credits from an institution other than DeVry will be listed as TRNFR in the Grade column.**