Step-By-Step Instructions for Registering on the Web

Go to UC’s homepage www.uc.edu.

Click on UC Tools. (upper right hand corner)

Click on One Stop.

Under My Classes, click on Register for Classes.

Enter your Username. If you do not know your username, click on Get Your Username.

Enter your Password. If this is your first time logging on to the UC webpage, your PIN will be your month and date of birth. For example, if you were born Nov. 3, you would put in 1103. After this first log in, you will be prompted to change your PIN. Be sure to make it something that will be easy for you to remember.

Select the Term for which you will be registering.

Proceed thru the various verification and informational screens

Select Schedule Classes, click on Search for Class, click on Continue Search
Be sure the correct term is selected. From here you can search for a class by college, discipline, time or BOK code. Select classes to meet the requirements not yet met on your program profile.
  i.e. 9 hours of History—this has an HP code. Select HP in the General Education (BoK) pull down menu. Any course that is returned in the search will meet the requirement. Be sure not to take a course above your level (for example freshmen should not take a 400 level course)

To Add your classes, enter the 6-digit call number (located in bold type next to the course you selected to take) in the first block under call number, enter the credit hours, and enter U for undergraduate credit level. and click Submit. It is only possible to add one class at a time.
  After you click Submit, a message will pop up in the Message Block.
  “Green” messages indicate you were successful in adding or modifying your class(es).
  “Red” messages indicate there is a problem with completing your request. Some common problems are scheduling conflicts, closed courses, or a missing credit level. If you receive a “red” message, go back and correct the mistake, and then click Submit again.

To Drop a class, simply check the Drop Class checkbox on the left side of the line corresponding to that class; then click Submit.

Once you have registered for all of your classes, click View schedule. Then print a copy of your schedule.

After you have completed registration, click Logoff. Remember to logoff. Failure to logoff will enable others to view your UCID as well as your registration information.