**REGISTRATION INSTRUCTIONS**

How to Search for Classes:

- Go to onestop.uc.edu
- Select “Registration Information” —> “view class offerings” —> “Click here to search and view class offerings”
- Follow below for remaining instructions

Select the Term for which you wish to register along with the Session (select “all sessions”)

If you only want to take classes at main campus, change this to “Uptown Campus West” (note: online courses will only appear when the filter is left on “All”)

If you are looking for a specific type of course, you’ll search for it using this box. For example, if you are searching for a Natural Science, you’ll select “BK:NS - Natural Sciences”

If you know the exact course or discipline of the course you need, you’ll search using this field. For example, if you know you need to take EDST1001, search by the EDST discipline and then locate the correct course number.

Once you locate the course you want, you’ll need to decide which section you are going to register for. Click on the section number (ex: 002) to find out how many seats are remaining. Locate the section with a day and time that works with your schedule. Then, record the 6-digit corresponding Call Number for that course section (ex: 004356 for section 002). The Call Number is what you will use to register for the course.
Once you have located the Call Numbers for all of your courses, you will input them into your registration page. You can access your registration page on the One Stop website. Go to onestop.uc.edu —> “Registration Information” —> “register for classes”. You will then log in and select the term for which you wish to register. You may need to verify your address information and/or agree to pay your bill before you can access your registration page.

Your registration page will look like this:

![Registration Page Image]

Input the Call Numbers of the courses you selected into the registration page—add these one-by-one (i.e. input one number, then hit Submit. Then enter the next number, and so on).

If a course can be taken for different credit hour amounts, you must enter the number of Credit Hours you wish to take it for into the appropriate column.

The Credit Level column indicates Undergraduate/Graduate level—always select the “U” for Undergraduate (unless otherwise noted).

DO NOT select the Audit box—an Audit means you enroll in the course and pay tuition for it but do not receive a grade.

If there is an error in your registration, a message will appear in red (see next page for common error messages). Otherwise, your courses will populate in the top of the screen and will state “Added” in green.

After you have input all of your Call Numbers, you can View Schedule or View Bill. Always remember to logoff from your account when you have finalized your registration.

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Any questions regarding billing or financial aid MUST be directed to the One Stop Center:

**One Stop Student Service Center**

220 University Pavilion, 2nd Floor

PO Box 210101

Cincinnati OH 45221

Phone: 513-556-1000
<table>
<thead>
<tr>
<th>Message</th>
<th>Resolution</th>
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| "Closed"                                     | • Cannot be resolved through web registration;  
                                 • Select another section or add class with appropriate signatures on a paper add/drop form.  
                                 • See One Stop - "Forms"                                                                                                                                 |
| "Service Block"                              | • Service block must be resolved before registration can take place, online or in-person.                                                                 |
| "Time Conflict"                              | • Cannot be resolved through web registration;  
                                 • Select another section or add class with appropriate signatures on a paper add/drop form.                                                                 |
| "Credit Level Must Be U G"                   | • Class is offered for (U)undergraduate and (G)graduated credit.  
                                 • Enter the call number and the desired credit level, then hit Submit.                                                                 |
| "Call Number is Invalid for Term"           | • Be sure the call number is valid for the term.                                                                                       |
| "Credit Hours must be between X and X"       | • Class is offered for a range of credit hours.  
                                 • Enter the call number and the desired number of credit hours, then hit Submit.                                                                 |
| "Registration Restricted - Contact Your College" | • Contact your college advisor.                                                                                                           |
| "Registration Denied - No Program"           | • You do not have an active program for this term.  
                                 • Contact your college advisor.                                                                                                           |
| "Duplicate Course"                           | • You are already registered for a section of this course.  
                                 • Please select a different course.                                                                                                         |
| "Registration... already exists"             | • You are already registered for that class section.                                                                                     |
| "Max Credit is X"                            | • Your credit hours for the term are limited to the number listed in the error message.  
                                 • Contact your college advisor.                                                                                                           |
| "⚠️Prerequisites not met. Contact College of Class." | • Click on the icon next to the message for prerequisite details.  
                                 • You have not met the prerequisite(s) set forth by the college offering the class.  
                                 • Select another class or contact the college offering the class to request permission to register.  
                                 • If that permission is granted, you can then register for the class online.                                                                 |
| "⚠️College Permission is Required"           | • You must be given permission to register for the class by the college offering the class.  
                                 • Contact the college offering the class to request permission to register.  
                                 • If that permission is granted, you can then register for the class online.                                                                 |
| "Not Added"                                  | • Class is open but cannot be added until all other class error messages are solved or class requests removed.  
                                 • Enter one class call number at a time and address any error messages displayed.                                                                 |

3/6/12