How to register for classes:

- Go to UC OneStop: http://onestop.uc.edu/

- Select Registration information

- Select Add/Drop Classes

- Log in with your UC credentials
    - If you do not have your log in information contact UCIT: 513-556-HELP (4356)

- Select the desired Term and then select continue

- Select 'Schedule of Classes'
    - Select the Term (Fall, Spring, Summer)
    - Select the Session (Fall Semester 2015-16 (all sessions))
    - Select your discipline (ex. PH, HPE, BE)
    - Select "Get Classes" to view the course listings

- Copy/paste the call numbers (located under each course title) into the registration screen

- Select submit.

- View your Bill and contact UC Onestop or the financial aid office with any questions
    - UC onestop: 513-556-1000
    - UC Financial Aid Office: 513-556-9171

UNIVERSITY OF Cincinnati

One Stop Student Self-Help Guide

Use this guide as a quick reference tool for easy instructions on how to do your UC related business online.

Set Up a Parent/Other Party Access Your Account

- Go to www.onestop.uc.edu
- Select "Set Up Parent/Friend Access" under Quicklinks

Add, Drop, or Withdraw From a Class

- Go to www.onestop.uc.edu
- Select "Registration Information"
- Select "Add/Drop Classes"
- **To ADD**: enter call number then click "Submit"
- **To DROP/WITHDRAW**: click the "Drop/Withdraw" box, then "Submit"

View Your Class Schedule

- Go to www.onestop.uc.edu
- Select "Registration Information"
- Select "View My Schedule"

View Your Degree Audit

- Go to www.onestop.uc.edu
- Select "Registration Information"
- Select "Get My Degree Audit"

View Your Grade Report

- Go to www.onestop.uc.edu
- Select "Registration Information"
- Select "View My Grade Report"

View or Pay Your Bill

- Go to www.onestop.uc.edu
- Select "Billing, Payments & Refunds"
- Select "View/Pay My Bill"
- Click "View/Pay My Bill – Student Access"

Enroll in a Payment Plan

- Go to www.onestop.uc.edu
- Select "Billing, Payments & Refunds"
- Select "Sign Up For Payment Plan"

Waive Your Student Health Insurance

- Go to www.onestop.uc.edu
- Select "Billing, Payments & Refunds"
- Select "Waive Health Insurance"

Check Your UC E-mail

- Go to www.uc.edu
- Select "UC Tools" near the top of the page
- Select "Student Email"

Enroll in Direct Deposit

- Go to www.onestop.uc.edu
- Select "Billing, Payments & Refunds"
- Select "Enroll in Direct Deposit"

Check Your Financial Aid Status

- Go to www.onestop.uc.edu
- Select "Financial Aid"
- Select "Check My Aid Status"

Obtain Enrollment or Degree Verification

- Go to www.onestop.uc.edu
- Select "Registration Information"
- Select "Verify Enrollm't/Degree"

Order a Transcript

- Go to www.onestop.uc.edu
- Select "Get Transcripts" in the top navigation bar

Get Your UCID (M#)

- Go to www.onestop.uc.edu
- Select "Personal Information"
- Select "Get My UCID"

Get Your Username

- Go to www.onestop.uc.edu
- Select "Personal Information"
- Select "Get My Username"

Update Your Address/Phone Number

- Go to www.onestop.uc.edu
- Select "Personal Information"
- Select "Update My Address"

*Parents should use the Parent Portal to access student information.