

**UNIVERSITY OF CINCINNATI**  
**Online Web Registration**

**Accepted/matriculated (at University of Cincinnati) students:**

**GO TO:** [www.onestop.uc.edu](http://www.onestop.uc.edu) and register "Ask the Virtual Advisor" on the OneStop web page if they have problems.

**Anyone else (non-matriculated at UC):**

**GO TO:** <http://www.uc.edu/tllc/geninfo/senior.asp>

(tllc = **Transfer and Lifelong Learning Center** )

**Completing the Basic Data Form is the first step to registering for classes.** The Basic Data Form enables the UC Registrar to update or create your student record. After submitting the Basic Data Form, it will take a day or two to enter all the information into our student database. Then you will be able to register for classes.

To register for classes: Go to [www.onestop.uc.edu](http://www.onestop.uc.edu)

- 1) On the left hand side under My Classes click on **View Class Offerings**
- 2) Select the appropriate Quarter
- 3) Select **35 College of Allied Health Sciences** and click Continue
- 4) Select **Communication Sciences and Disorders** and click Continue
- 5) Find the appropriate course number on the left hand side
- 6) Then find the corresponding 6 digit call number (the second column)
- 7) Record the 6 digit call number, the credit hours, and the credit level (G or U) for each class you are registering for.
- 8) Scroll to the bottom of this page and click **Connect to Web Registration**
- 9) At this page you will see a series of boxes – Enter the 6 digit call number, the credit hours, and the credit level (G or U) for the course.
- 10) Enter all the different courses you are taking
- 11) When finished click Submit
- 12) On the far right hand side it will now say either added or some other prompt. If the class was not added it will let you know then.
- 13) Sometimes you can only add one class at a time or you incorrectly entered information.
- 14) When you are finished you can then return to [www.onestop.uc.edu](http://www.onestop.uc.edu) and under My Classes you can click on View My Schedule