

Registration Instructions

Step 1 Sign into MyOHIO Student Center using your OHIO ID and password.

Select on the Academics tab to:

Step 2 View your DARS to identify courses to complete.

Step 3 Search Schedule Planner or Course Offerings for desired sections.

Note: If you use Schedule Planner, simply enter the courses you want to take, and it will show you and keep track of all the potential schedule options. If you use Course Offerings, you will need to identify and keep track of each section for which you plan to register.

Step 4 Meet with your academic advisor.

Note: Undergraduate students are required to meet with their academic advisor for each of their majors prior to registering for fall and spring semester classes.

Step 5 Sign into MyOHIO Student Center to Enroll in Classes.

Select Enroll in the Academics section of the Student Center.

Select the appropriate term and select Continue.

CONTINUE

Note: This step is not needed if you are only eligible to enroll in one term.

You can Select on the add, drop, swap, or edit tabs on the top menu.

Note: Default is set to add.



Step 6

Import your classes from Schedule Planner or enter the Class Number you looked up in Course Offerings and select Enter.

enter



Add Classes

1-2-3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

i You have a schedule pending from . Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **Import Cart** to continue with registration.

Fall Semester 2017-18 | Undergraduate | Ohio University

change term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

● Class Search

search

schedule planner


Fall Semester 2017-18 Shopping Cart

Your enrollment shopping cart is empty.

If the class is a variable credit hour class, select the number of credit hours in the Units drop-down box.

Select Next. 

Repeat process to add additional classes by entering the Class Number and select Enter. 

Once you have all the classes in your shopping care, select Proceed to Step 2 of 3. 


Note: You are not registered in your classes until you finalize your registration by selecting Finish Enrolling and receive the success message for each class to indicate you are enrolled.

Step 7 Confirm your classes.

Review the classes listed to ensure those are the classes for which you want to register.

Step 8 Read and agree to Financial Agreements by Selecting on the link OHIO University Financial Agreement.



Read the agreement and select I agree to proceed with registration. 


Step 9 Finish Enrolling

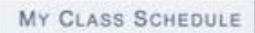

Select Finish Enrolling to submit your classes. 

Step 10 View results and make appropriate changes if necessary.

For each class, you will either get a status that indicates if you successfully added or if there is an error. Green checkmark indicates Success: enrolled. Red X indicates Error: unable to add class.



If you receive a red X Error: unable to add. Review the message to find out why. 

Select to view your schedule by selecting My Class Schedule  or select to add another class to your schedule. 

If you have questions about the registration process, please call 740.593.4495, or email registration@ohio.edu. If you have technical questions about the system or the Web page is not working, please call 740.593.1222 or email servicedesk@ohio.edu.