Registration Instructions
Registration Available February 16, 2016

Step 1 Sign in to My OHIO using your OHIO ID and password.

Click on the Academics tab to:

Step 2 View your DARS to identify courses to complete.

Step 3 Search Course Offerings for desired sections.
Note: Identify the Class Number for 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 prior to registering for fall and spring semester classes.

Step 5 Sign in to My OHIO Student Center to Enroll in Classes.

Click Enroll in the Academics section of the Student Center.

Select the appropriate term and click Continue.
Note: This step is not needed if you are only eligible to enroll in one term.

You can click on the add, drop, swap, or edit tabs.
Note: Default is set to add.

Step 6

Enter the Class Number you looked up in Course Offerings and click enter.
Add Classes

1. Select classes to add

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

Summer Semester 2015-16 | Undergraduate | Ohio University  

Open  Closed

Add to Cart:
Enter Class Nbr

Enter

Find Classes
Class Search

search

Summer Semester 2015-16 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.

Click NEXT

Repeat process to add additional classes by entering the Class Number and click enter.

Once you have all the classes in your shopping cart, click PROCEED TO STEP 2 OF 3.

Note: You are not registered in your classes until you finalize your registration by clicking "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 clicking on the link OHIO University Financial Agreement.

Read the agreement and click I Agree to proceed with registration.

Step 9 Finish Enrolling

Click Finish Enrolling to submit your classes.

Step 10 View results and make appropriate changes if necessary.

For each class, you will see a status that indicates if you successfully added or if there is an error.

✓ Success: enrolled  ❌ Error: unable to add class
If you see an error message, review the message to find out why.

Click My Class Schedule to view your schedule or click Add Another Class to add another class to your schedule.

If you have questions about the registration process, please call 740.593.4324, 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.