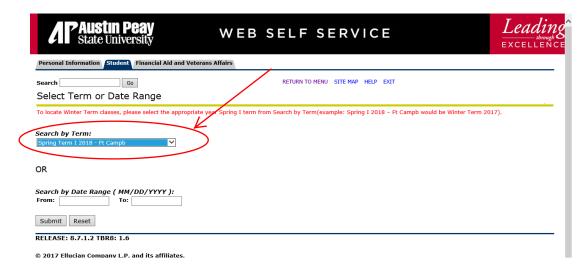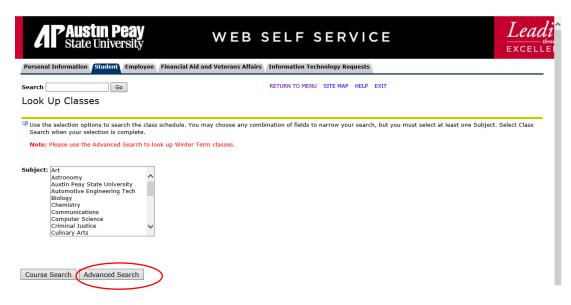# Winter Term Look up Classes and Registration Information

Looking up Classes and Registering
1. Option 1 – **Schedule of Classes – Winter Term** link
   a. Log in to OneStop and click on the **Registration** link under the Student Tab.
   b. Click on *Schedule of Classes – Winter Term (Select the Spring I term).*
   c. You will then be taken to the page *Schedule of Classes* and then click on *the **Show Schedule*** button. If you want to see only open sections, please click the box next to *Show **open sections** only.* All Winter Term courses are online.
   d. Click on ***Show Schedule*** – only winter term courses will display.

2. Option 2 – **Look Up Classes** link
   a. Log in to OneStop and click on the Registration link under the Student Tab.
   b. Click on ***Look Up Classes*** link.
   c. ***Search by Term*** - To locate Winter Term classes, please select the appropriate year Spring I term from Search by Term(example: Spring I 2018 – Ft Campb would be Winter Term 2017).
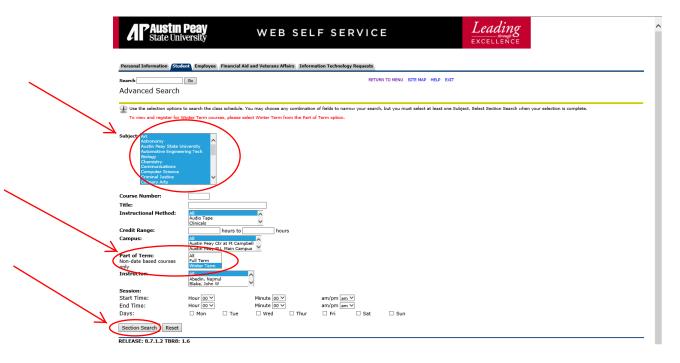

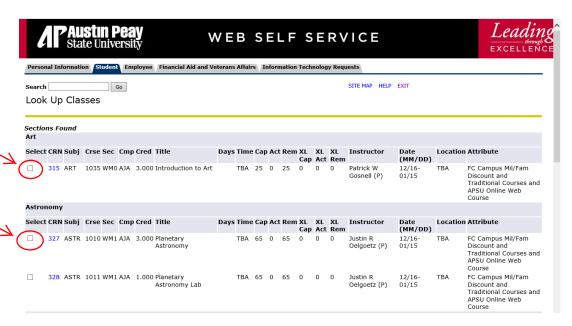   d. Click on ***Advanced Search*** below the ***Subject*** block.

   e. ***Subject*** block (see below)- Select the subject(s) you wish to search from in the ***Subject*** block (you may select all subjects by selecting the first subject and then scrolling to the bottom and pressing the Shift key and clicking on the last subject at the same time **OR** select several different subjects by clicking on the first subject you want and then pressing the Shift key along with the Ctl key while selecting other subjects.).
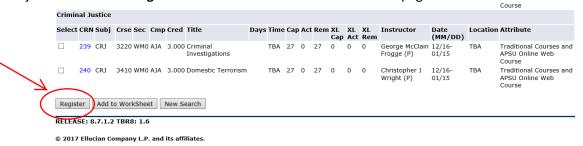   f. ***Part of Term*** block – Select Winter Term.

g. You may select any of the other options to narrow your search.
h. Click on *Section Search*

i. Look Up Classes page with courses in the selected part-of-term and subjects will appear. Under the Select column, you may select **up to two (2) courses** to register for in Winter Term. No more than two (2) courses may be taken in Winter Term.

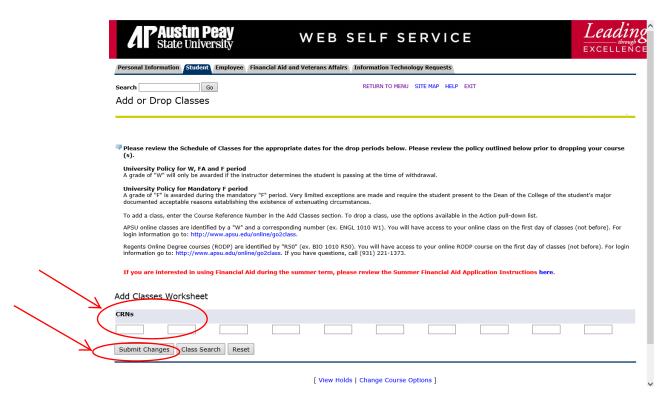j. Then click on **Register** button located at the bottom of the page.

k. You will then be sent to the Add or Drop Classes page which will display the courses you are currently registered.

l. NOTE: prior to the Add or Drop Classes page, you may be prompted to answer questions regarding your Financial Aid. Once you answer those questions, you will then be sent to the Add or Drop Classes page as previously mentioned.

3. Option 3 – Using **Add or Drop Classes** link
   a. Log in to OneStop and click on the **Registration** link under the Student Tab
   b. Click on the **Add or Drop Classes** link and you will be taken to the **Registration Term** page to select a term; select Winter Term; click the **Submit** button.

   c. You will then be taken to the Add or Drop Classes page.
   d. Enter the CRNs to for the Winter Term courses you wish to register for, which can be found by using the Look Up Classes option above or using the **Schedule of Classes – Winter Term** link (see Option 1 above)

   e. Select the courses you want to register for and then enter the CRN's (found in the far left column) on the Add or Drop Classes page.