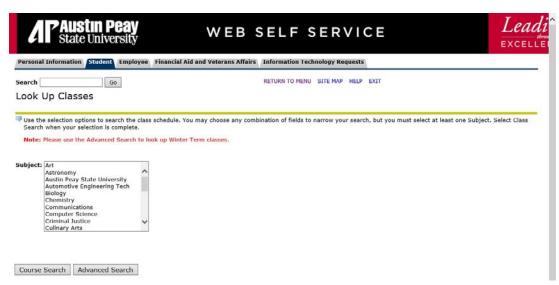
Winter Term Look up Classes and Registration Information

Looking up Classes and Registering

- 1. 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 Winter Term from Search by Term.



d. Click on Submit.

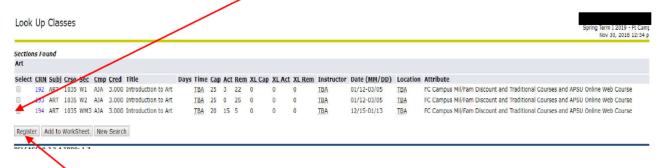


- e. **Subject** block (see below)- Select the subject(s) you wish to search from in the **Subject** block (you may select all subjects by selecting the first subject and then scrolling to the bottom and pressing the Shift key and clicking on the last subject at the same time **OR** select several different 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. You may select any of the other options to narrow your search.
- g. Click on Course Search

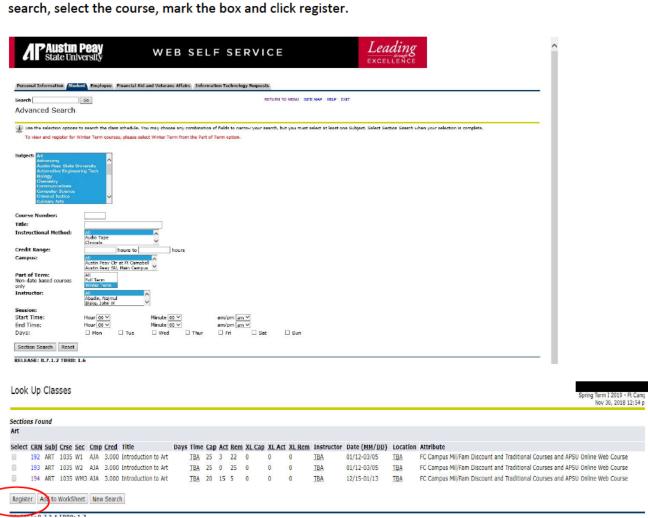
Look Up Classes



- h. Click View Sections
- Select the course for Winter Term (any course that has a box and WM in the section number)



- j. Click Register
- k. Next screen is your Financial Aid Screen.
- I. Advanced Search may also be used. Click Advanced Search, select the subject click section search, select the course, mark the box and click register.



- m. Look Up Classes page with courses in the selected part-of-term and subjects will appear. Under the Select column, you may select <u>up to two (2) courses</u> to register for in Winter Term. No more than two (2) courses may be taken in Winter Term.
- n. You will then be sent to the Add or Drop Classes page which will display the courses you are currently registered.
- o. 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.