

# Steps to Register

*For non-matriculated students (students who wish to take classes for credit without being enrolled in a degree program)*



1. Complete this Basic Data Form in its entirety.

2. Submit the form.

- By fax to 513-556-5708
- By mail to the Office of the Registrar, University of Cincinnati, PO Box 210060, Cincinnati, OH 45221-0060
- In-person to the One Stop Student Service Center, 2nd floor, University Pavilion, Uptown Campus or to the registration center at the campus (Blue Ash College, Clermont College) where you intend to take classes.

3. Give us a few days to establish your access to online student services.

This will take approximately two (2) business days from the date the form was received.

4. Get your Username and UCID.

After approximately two (2) business days, you can go online to obtain your Username and UCID. If you experience problems logging in after following the instructions below, please contact the UC HelpDesk at 513-556-4357 for assistance.

Get your Username:

- Go to the One Stop web site, [onestop.uc.edu](http://onestop.uc.edu)
- Under MY INFORMATION in the left-side navigation menu, click “Get my Username”
- Enter the requested information. Be sure to enter your first and last name exactly as you listed them on this Basic Data Form. You will use your Username and password to access all One Stop Student Services online.

Get your UCID

- Go to the One Stop web site, [onestop.uc.edu](http://onestop.uc.edu)
- Under MY INFORMATION in the left-side navigation menu, click “Get my UCID”
- Enter your Username and password. Your initial password will be your full date of birth (mmddyyyy).

As a UC student, you will use your UCID for both academic and administrative purposes to ensure that you are correctly identified. The UCID will be used on exams, Scantron exams, Bluebook submissions and term papers, at the One Stop Student Service Center in University Pavilion, by your college office or any other UC office with which you do business.

5. Register for classes.

With your Username and UCID, you are ready to register online. You can register any time during Open Registration for the term in which you wish to take classes.

- Go to the One Stop Student Services web site ([onestop.uc.edu](http://onestop.uc.edu)) for specific calendar dates.
- Under MY CLASSES in the left-side navigation menu, click “Register for classes” and proceed as instructed.

6. Check out other important information.

- Go to the UC Admissions website for more information on being a non-matriculated student, [admissions.uc.edu/transfer/transfer\\_non-matric.html](http://admissions.uc.edu/transfer/transfer_non-matric.html)

Last Name		First Name			Middle Name	
Permanent Address: Street				City	State	ZIP
E-mail Address				Phone (    )		Date of Birth (mm/dd/yyyy)
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male—If you are 18 years or older, are you registered with the Selective Service (www.sss.gov)? <input type="checkbox"/> No <input type="checkbox"/> Yes, #		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, type of visa (ex: Perm., Res., A, H, L, TN, etc.) _____ Country of Citizenship                      Country of Birth			Consecutive residence in Ohio immediately preceding today Years                      Months	
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married		Please indicate your ethnicity (optional): <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		Select one or more of the following racial categories (optional): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White		Social Security Number (optional, but recommended) (a UC Student I.D. will be provided upon entry)
High School From Which You Graduated			State Where Located		Graduation Year	
UC Campus Where You Are Enrolling <input type="checkbox"/> Uptown (West) Campus <input type="checkbox"/> Clermont <input type="checkbox"/> Blue Ash <input type="checkbox"/> Other (specify here)			When Do You Plan To Enroll? Enrollment Year      Term		<input type="checkbox"/> Check here to receive information from the Office of Disability Services if you have a disability that may require special services.	
Have you applied to or attended UC previously? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what was your name when enrolled?		Dates Attended		Degree(s) Earned
If you have attended another institution, its name				Dates Attended		Degree(s) Earned
Current Employer Name, City and State				Dates Employed		Phone (    )
Signature					Date	

# Basic Data Form

For students who wish to take classes for credit without being enrolled in a degree program

This information enables us to create a student record for you and is also used to determine residency for tuition purposes.  
*Failure to complete this form fully could result in assessment of non-resident fees.*

Completed form may be submitted by fax, mail or in person

**Fax:** 513-556-5708

**Mail:** Office of the Registrar, University of Cincinnati, PO Box 210060, Cincinnati, OH 45221-0060

**In Person:** One Stop Student Service Center, 2nd floor, University Pavilion



OFFICE USE ONLY	
STATE	COUNTY
<input type="text"/>	<input type="text"/>