Steps to Register

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

UNIVERSITY OF Cincinnati

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 (Raymond Walters College, Clermont College, College of Applied Science) 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, www.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, www.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 quarter in which you wish to take classes.

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

Last Name | First Name | Middle Name

Permanent Address: Street | City | State | ZIP | County (ex: Hamilton)

E-mail Address | Phone ( ) | Date of Birth (mm/dd/yyyy)

Gender ☐ Female ☐ Male—If you are 18 years or older, are you registered with the Selective Service (www.sss.gov)? ☐ No ☐ Yes, #

Are you a U.S. citizen? ☐ Yes ☐ 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
☐ Single
☐ Married

Please indicate your ethnicity (optional):
☐ Hispanic/Latino
☐ Not Hispanic/Latino

Select one or more of the following racial categories (optional):
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ 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
☐ Uptown (Clifton) Campus ☐ College of Applied Science ☐ Other (specify here)
☐ Raymond Walters ☐ Clermont College

When Do You Plan To Enroll?
Enrollment Year | Quarter

☐ 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? ☐ Yes ☐ 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

Last Updated August 2009

OFFICE USE ONLY
STATE | COUNTY

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

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