1. **Log into OneStop** with you PirateID and Passphrase.

2. **Click the Banner Self Service link** from Tools Tab.

3. **Click the Student Tab** from the Main page.
4. **Click on the Registration Link.**

5. **Click the Add or Drop Classes link.**

6. **Select Registration Term** from the Select a Term pull down menu.

7. **Enter your Registration PIN number** from your advisor and click the Submit button.

- Graduate students do not need a Registration PIN number
8. **Click the Class Search button** to search a class.

9. Search for a Class:
   - Search by Subject by clicking on the Course Subject and then clicking the Course Search button to see all courses available in that subject.
   - Search by Advanced Search for a more defined search using specific search criteria such as course number, instructional method, instructor, time and/or day, etc. A list of specific class and sections available will be listed.
   - [Click here](#) to view a tutorial on searching for classes.

10. If you are using Course Search, a list of specific courses under that subject will be listed. **Click the View Sections button** next to the course to view the course details and to register for a specific section.
11. **Select** the section you want **by checking the box next to that section.** (If a “C” appears, this section is closed.)

![Select section](image1.png)

12. After checking the appropriate section, scroll to the bottom and **click the Register button.**

![Register button](image2.png)

13. You will be taken back to your schedule to view it with the new class added.

14. If there were any errors (pre-requisite, co-requisite, time conflicts, other restrictions), the error would display with your schedule and the course will not be added.

![Error display](image3.png)