

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 (UC Blue Ash College, UC 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. You will be contacted by email with your Username and UCID. You will use your username and password to access all One Stop Student Services online. Your UCID is used 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.

4. Register/add/drop 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 website, onestop.uc.edu, for specific calendar dates.
- Under *Registration Information* in the left-side navigation menu, click *register/add/drop classes* and proceed as instructed. If you experience problems logging in, please contact the UC HelpDesk at 513-556-HELP (513-556-4357) for assistance.

5. 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

BASIC DATA FORM

For non-matriculated students who wish to take classes for credit without being enrolled in a degree program.
Non-matriculated students are not eligible for financial aid.

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

Last Name		First Name			Middle Name	
Permanent Street Address		City	State	ZIP	County (ex: Hamilton)	
E-mail Address				Phone ()		
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)? _____		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	Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	Race: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other			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"/> UC Blue Ash <input type="checkbox"/> UC Clermont <input type="checkbox"/> Other (specify here) _____		When Do You Plan To Enroll? 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 ()		

Disciplinary Information

Since 9th grade, have you been disciplined at a school you have attended for academic or behavioral misconduct? (Disciplinary actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion.)
☐ Yes ☐ No If yes, on a separate sheet, please give the approximate date of each incident, explain the circumstances, and reflect on what you learned from the experience.

Have you ever been found guilty or convicted of a misdemeanor, felony, or other crime?

[Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]
☐ Yes ☐ No If yes, on a separate sheet please give the approximate date of each incident, explain the circumstances, and reflect on what you learned from the experience.

Signature

Date

OFFICE USE ONLY
STATE COUNTY

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