

## Student Course Registration Tutorial

To access registration, log in to OneCampus, search “registration” and hit enter, click on the Registration Task Center, and select Add or Drop Classes. If you have questions about accessing your registration, contact the Registrar’s Office (Radford Campus 540-831-5271 or [registrar@radford.edu](mailto:registrar@radford.edu); Radford University Carilion Campus at 540-985-8108 or [rucregistrar@radford.edu](mailto:rucregistrar@radford.edu)).

After clicking “register now”, click on the Registration drop down, then Add or Drop Classes:

Choose the registration term and click submit:

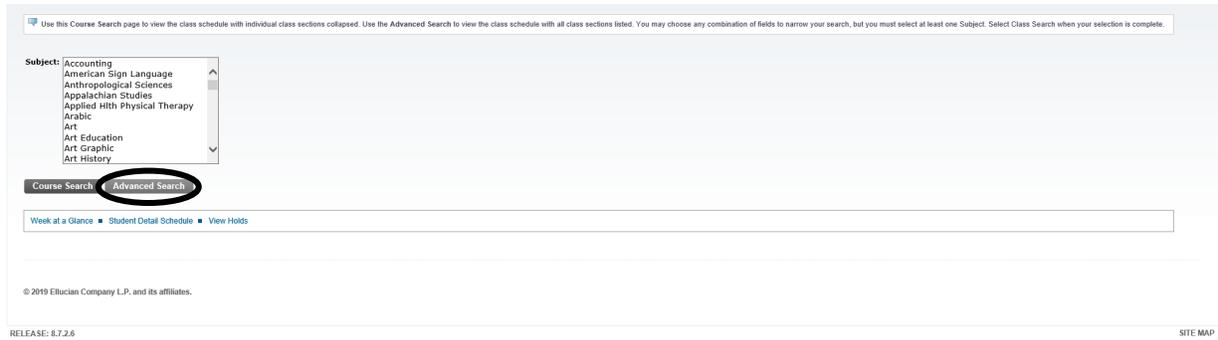
In order to continue, you must click “accept”, acknowledging your payment obligation.

### Acknowledge obligation to pay

Home > Acknowledge obligation to pay

If you already know the CRN for the courses you want to take, you may enter them in the fields below and click “submit changes.” If you do not know the CRNs and need to see what is still open and available, click on “Class Search.”

To search for classes just by subject (not specific courses or locations), you may click the subject below and then click “Course Search.” To include search parameters such as course number, campus location, etc., click on “Advanced Search.”



You must choose at least one subject from the list before searching. Enter as much information as needed to filter classes. **Radford University Carilion Students: You must choose Radford University Carilion for the Campus in order to see courses offered at RUC.** Once the subject and any additional options have been chosen, click “Section Search.”

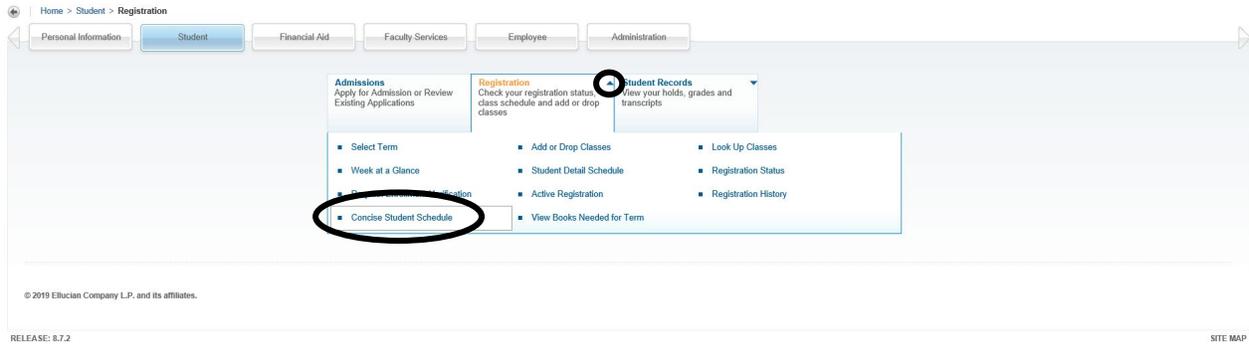


Multiple subjects may be chosen at once by holding the CTRL button on the keyboard and clicking on the subjects. Click “Section Search” to continue.

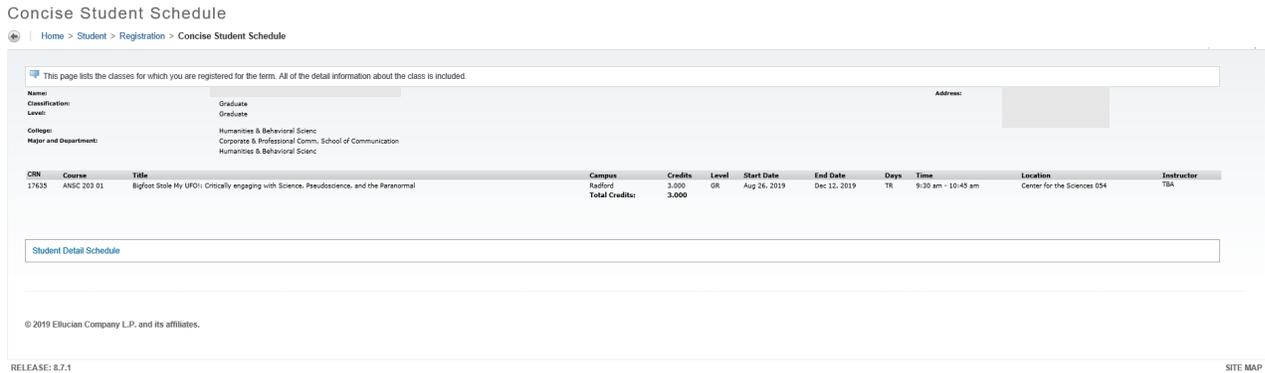


A list of sections for the subject(s) chosen will appear. If a “C” appears before the section information, that section is closed. To add a section to the student schedule, click the open box before the section description, and then click “Register.” Online course will have an attribute of





The student's full schedule will be available to print thru the web browser's print function.



Contact the Registrar's Office with any questions or concerns:

Radford University  
(540) 831-5271  
registrar@radford.edu

Radford University Carilion  
(540) 985-8108  
rucregistrar@radford.edu