Step-by-Step Registration Instructions

You are responsible for registering yourself in all courses. You must register at least a week before classes start.

Use your DARS report to track what you have taken and what still needs to be completed.

   a) You are responsible for dropping a course if you decide not to take it.
   b) A full tuition refund is available only if the course is dropped before the semester starts. A partial refund is possible if the course is dropped before the drop deadline. See the course offerings for drop deadlines.

1. Visit the Nursing Knowledge Center website, and click on the Course Offerings page.
2. Select the correct program and term (fall, spring, or summer) from the list of offerings.
3. You will want to pay close attention to the Begin Date column and the Class Number column. Make sure you write down the class number(s) for the course you want to take. The class number(s) is a five-digit number that can be found in the 4th column over from the left on the course offerings page.
4. At the top of the course offerings page, click on the Register for Classes link.
5. Sign in to the My OHIO Student Center using your OHIO ID and password.
6. Click Enroll in the Academics section of the Student Center.
7. Pick the term you would like to register for and click Continue.
8. Under Add to Cart, put the class number that you want to register for and then press Enter.
   *NOTE*- Do not click the search button to find the class number. The search function will only let you see the regular course offerings. You will not find the RN to BSN courses or the MSN online courses there.
9. If all information is correct, select Next. Repeat process to add additional classes by entering the Class Number and click Enter.
10. Once you have all the classes in your shopping cart click Proceed to Step 2 of 3. **Note:** You are not registered in your classes until you finalize your registration by clicking "Finish Enrolling" and receive the success message for each class to indicate you are enrolled.
11. Read and agree to Financial Agreements by clicking on the link OHIO University Financial Agreement.
12. Click Finish Enrolling to confirm your classes.

Please note:

   • If you get an error message, review the message to find out why. If requisites have not been met, be sure you have the class number for the program you are in. If you still get an error message, contact the School of Nursing.
   • You may register for more than one session at the same time (applies to five-week courses and seven-week courses).
   • Each course is only offered at certain times. You may take courses in any sequence, with the following exceptions:

   **RN to BSN Students**
   o NRSE 4510 is the first nursing course you take.
   o Statistics must be completed prior to or taken concurrently with NRSE 4550.
   o NRSE 4600 is designed to be the last NRSE course.

   **MSN Students**
   o Core courses must be completed first before you can enroll in the clinical courses.

Re-enrollment

If you decide to take a semester off (other than summer), you must complete a Re-enrollment Form. Students who have not attended Ohio University since 1985 must complete the Application for Re-enrollment. To access the form or application, visit [www ohio edu registrar forms cfm](http://www ohio edu registrar forms cfm). You will not be able to register unless this form is completed.