REGISTRATION INSTRUCTIONS

STEP ONE: Sign into your YSU Portal via www.ysu.edu

OR sign in via web.ysu.edu/onestop

STEP TWO: On the left-hand side, click on “Registration.”
STEP THREE: Select the appropriate term then click “Submit.”

STEP FOUR: Review YSU’s “Promise to Pay” form, enter your banner (YSU) ID number listed on the screen then click “Submit.”

STEP FIVE: If you know the Course Reference Number (CRN) for each class, click “Registration and Change of Registration” to enter the CRN. If not, click “Look Up Classes” to review the schedule of classes.
STEP SIX: Select the appropriate term then click “Submit.”

STEP SEVEN: Choose the subject of the class you are looking up then click “Course Search.”

STEP EIGHT: A list of all classes offered in that subject will appear, click “View Sections” next to see dates and times of the appropriate class.
Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

**STEP NINE:** To see more about the class or see the pre-requisites, click the CRN.

Use the checkbox to select the course(s) you wish to take; click “Register” to finalize your selection.

***A “C” indicates a closed class. No box means it is not available. “SR” indicates a student restriction. Contact Student One Stop to resolve the error.

M = Monday
T = Tuesday
W = Weds.
R = Thurs.
F = Friday
S = Saturday
U = Sunday

To withdraw from a course, click the drop-down box under “Action” and “Submit Changes.”

**STEP TEN:** Review your schedule in “Registration and Change of Registration” to verify your current registration information.

To change your grading option, click the link under “Grade Mode” and “Submit Changes.”

*You can also change credit hours if you are taking a variable credit hour course by clicking on “Credit”.*
If you have questions or concerns about course registration, please call the Student One Stop at (330) 941-6000.

For instructions on how to purchase a parking permit, please visit the Parking Service’s website.