

Student Registration Guide

1. Access OneTech (<http://onetech.atu.edu>)
 - a. If you cannot log in, call Computer Services at 479-968-0646
2. Click on the **“Student”** tab at the top of the screen.
3. Look for the box named **“Registration Tools.”**
 - a. Within that box, click **“Registration Status”** to see if you have any holds preventing registration.
 - b. Select the appropriate term.
 - c. Click **“Submit”**
 - d. If there are holds, contact the Office of Student Services at 479-667-2117
 - e. If there are no holds, continue below.
4. Before registering online, you will need your Registration PIN number. You can get this number by going to the Office of Student Services.
 - a. First time students must register with an advisor before getting their PIN.
 - b. PINs will not be given out over the phone.

	WEB REGISTRATION
Step 1.	Go to your “Student” tab.
Step 2.	Click the “Look Up Classes” link in the “Registration Tools” box.
Step 3.	Select the term and click “Submit”
Step 4.	Select the subject and click “Course Search” (For example: English or Business Technology)
Step 5.	Locate the course in which you want to enroll and click “View Sections” to the right of that course. (Most Ozark Campus courses begin with “OZ” under the location column).
Step 6.	Click the box to the left of the course section in which you wish to enroll.
Step 7.	Scroll to the bottom of the screen and click “Register” Then click “Submit Changes” (You are not enrolled in the class until you click “Submit Changes”)
Step 8.	Repeat Steps 1-7 for each course in which you would like to enroll.

If you get off track or out of sequence, click **“Back to Student Tab”** at the top left of your screen to take you back to Step 1.

REMEMBER: If you register in a course NOT on your degree plan, there is a chance your Financial Aid will NOT pay for that course!