USC Web Registration
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Access Web Registration:

1. From the main [USC web page](https://example.com) click “Registration” under the “popular links” section:

![Image of USC web page with Registration highlighted]

2. Click the “Log in via myUSC” button.
Log in Via myUSC:

1. From the **myUSC** page, click “Log In,” and access the system using your USC NetID (the alpha portion of your email) and password.

2. Select “**Web Registration**” located under Student Links.
Initial Steps:
1. Read the important messages from the Registration Department.
2. Click the image of the Term for which you are registering.
Initial Steps, cont’d . . .

3. Read and acknowledge the message regarding **Tuition Refund Insurance**.
4. Check the box and click “**Continue.**”
Find a Course:
1. Scroll to find the desired school (i.e. Marshall School of Business); click to expand your selection.
2. Click the department (i.e. Business Administration - BUAD) to see corresponding course offerings.
Alternately, you can search for a course/section by:
1. Performing a cursory search from the *Search Programs* field.
2. ... or a more comprehensive search by clicking “Advanced.”
Add a Course Section(s) to Your Course Bin:
1. For a course that has a lecture, discussion, and/or quiz, all associated sections must be added to your course bin. Click the “Add to my CourseBin” button to select the section. When the section is added to your course bin, it is considered “scheduled.”
2. Repeat the previous steps for each course/section you would like to schedule.
Register for Scheduled Sections:
1. Click the “myCourseBin” tab.
2. Click the “Register” button for each scheduled section.
3. **OPTIONAL**: If you’d like to change the grade option (and the option is available), select from the Grade Option drop-down field and then click the “Update” button.

You scheduled this section by adding it to your course bin. Now you can officially register for it by clicking this button.
Registration Confirmation:

1. Review your request to register.
2. Click the “Submit” button to complete the registration process.
3. The system will respond with a registration response (next page).
Registration Response for Section Registration:
The system will notify you of the following:
1. If the section(s) was successfully added
2. Your total enrolled units
3. Your Tuition Refund Insurance status

NOTE: In the event that a transaction fails, the system will remind you to clear any issues in myCourseBin before completing the registration process.
Drop a Section:
1. Click the "myCourseBin" tab.
2. To drop a section you must first *unschedule* it. To do this, click the "Unschedule" button. You will then be presented with an option to drop.
3. Click the "Drop" button.
Drop Confirmation:
1. Review your request to drop the section(s).
2. Click the “Submit” button to complete the request.
3. The system will respond with a registration response (next page).
Registration Response (for dropped sections):
The system will notify you of the following:

1. If the section(s) was successfully dropped
2. Your total enrolled units
3. Your Tuition Refund Insurance status

Registration Response
Your transaction was successful:

You have dropped BUAD-200 section 14485
You are currently enrolled in 0.0 units.

Currently, you have Tuition Refund Insurance.

Please check your current schedule carefully. You should print a copy of your registered classes on any available printer. Your tuition and fees must be settled in full by August 19, 2016 to avoid assessment of late fees. Any additional tuition and fees that result from a change of program transaction must be settled by Friday of the week in which the change or changes occurred. See the Schedule of Classes for additional information. To view your account balance, please select the USC ePay option within OASIS. If the beginning of the term is more than 30 days in the future, your tuition and fees and financial aid for the term may not yet be posted. You will be sent an email notification when your account has been billed. In addition, Title IV aid (including Pell Grant, Perkins Loan, Stafford Loan) will not be credited to your student account until ten days before classes begin. For more information about your student account and payment options, please visit the Student Financial Services website.
View your Schedule:
1. Click the “**myCalendar**” tab.
   - **Yellow** indicates a section that is scheduled but not registered.
   - **Green** indicates a registered section.
   - **Red** indicates conflicting scheduled items.
   - **Grey** indicates blocked time.

**NOTE:** The Calendar tool allows you to plan your semester schedule and is meant only to be a visual aid. Removing courses from this page does not drop/unregister you from those courses. Please drop courses from the myCourseBin or the Checkout tab.
Check for Department Clearances:
1. Click the “myInfo” tab.
2. Select Cleared Sections.
3. Expand the course if you’d like to add a section to your course bin.
Change a Grade Option:
1. Click the “myCourseBin” tab.
2. Find the course, and select the Grade Option from the drop-down menu.
3. Click the “Update” button.
4. Verify and Submit your request on the Registration Confirmation page that appears.
Change Tuition Refund Insurance:
1. Click the “myTRI” tab.
2. Verify whether or not you have the insurance.
3. To add or remove the insurance, click the box and **Update** your record.
Contact Us
Web: www.usc.edu/onestop
Phone: 213.740.8500