



**USC** University of  
Southern California

Office of the Registrar

# USC Web Registration

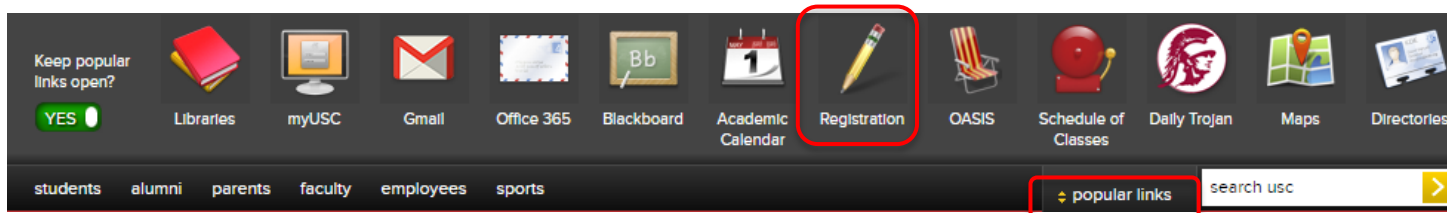


## CONTENTS

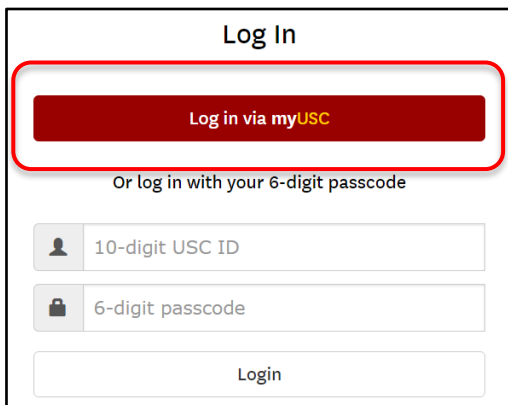
<b>Access Web Registration.....</b>	<b>3</b>
<b>Find a Course .....</b>	<b>7-8</b>
<b>Add a Course Section to Your Course Bin.....</b>	<b>9</b>
<b>Register for Scheduled Sections.....</b>	<b>10-12</b>
<b>Drop a Course Section.....</b>	<b>13-15</b>
<b>View Your Schedule.....</b>	<b>16</b>
<b>Check for Department Clearances.....</b>	<b>17</b>
<b>Change a Grade Option.....</b>	<b>18</b>
<b>Change Tuition Refund Insurance.....</b>	<b>19</b>
<b>Registrar's Office Contact Info.....</b>	<b>20</b>

## Access Web Registration:

1. From the main [USC web page](#) click **“Registration”** under the “popular links” section:

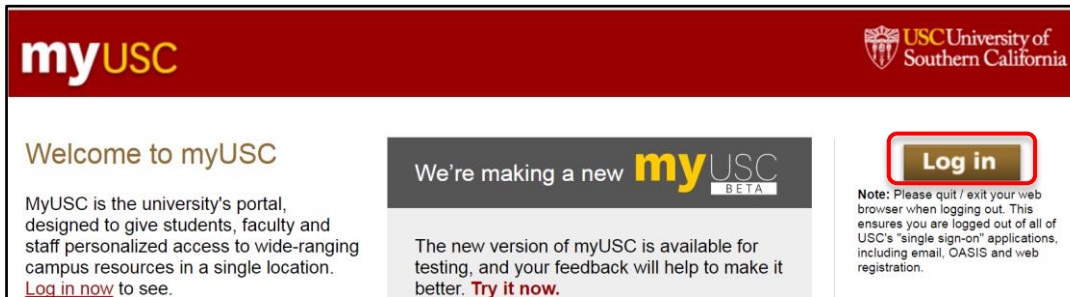


2. Click the **“Log in via myUSC”** button.

A screenshot of the USC Log In page. The page has a white background and a black border. At the top, it says 'Log In'. Below that is a red button with the text 'Log in via myUSC' (highlighted with a red box). Underneath the button, it says 'Or log in with your 6-digit passcode'. There are two input fields: the first is labeled '10-digit USC ID' and the second is labeled '6-digit passcode'. At the bottom, there is a 'Login' button.

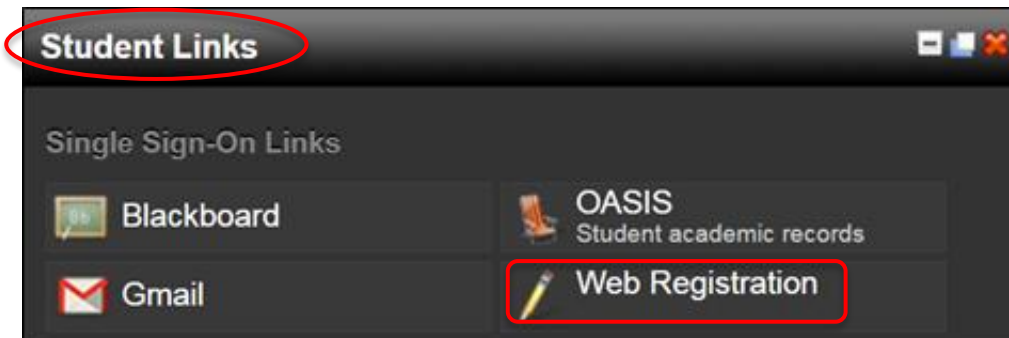
**Log in Via myUSC:**

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



The screenshot shows the myUSC portal homepage. At the top left is the myUSC logo. At the top right is the USC University of Southern California logo. Below the logo is a "Welcome to myUSC" section with a brief description and a "Log in now" link. To the right is a "We're making a new myUSC BETA" section with a "Try it now" link. Further right is a "Log in" button, which is highlighted with a red box. Below the button is a note: "Note: Please quit / exit your web browser when logging out. This ensures you are logged out of all of USC's 'single sign-on' applications, including email, OASIS and web registration."

2. Select “**Web Registration**” located under Student Links.



The screenshot shows a "Student Links" menu. The menu title "Student Links" is circled in red. Below the title are several links: "Blackboard", "Gmail", "OASIS Student academic records", and "Web Registration". The "Web Registration" link is circled in red.

## Initial Steps:

1. Read the important messages from the Registration Department.
2. Click the image of the **Term** for which you are registering.

## Web Registration

Welcome,

[Logout](#)



Fall 2016



Summer 2016



Spring 2016

### Web Registration Tutorial

#### Important message from the Registration Department

1. As of fall 2015, students who register for a course on a Pass/No Pass basis may request to change the P/NP option to a letter grade 45 percent into the session in which the course is offered. Formerly, students only had up until the 20 percent mark.  
For the specific deadline to change the grade option of a course, find the session for the course in Web Registration and check the Session Codes page on the Schedule of Classes.
2. A course dropped before or at the 45 percent of the session in which the course is offered, will not appear on the academic transcript. For example, a course in session 001 can be withdrawn through October 9, 2015 without the mark of "W" appearing on the transcript. For the specific deadline to change the grade options, find the session for the course in Web Registration and check the Session Codes page on the Schedule of Classes.  
Any course dropped after the 45 percent mark of the session will be recorded on the USC transcript with a mark of W.

## Initial Steps, cont'd . . .

3. Read and acknowledge the message regarding **Tuition Refund Insurance**.
4. Check the box and click "**Continue**."

Please note...

In the process of registering for classes, the Web Registration system will automatically enroll you in Tuition Refund Insurance, an insurance plan that protects your tuition investment for a nominal fee (The cost of Tuition Refund Insurance is approximately \$6.07 per unit). If you wish to opt out of Tuition Refund Insurance, click the Tuition Refund Insurance tab and submit your preference after registering for classes.

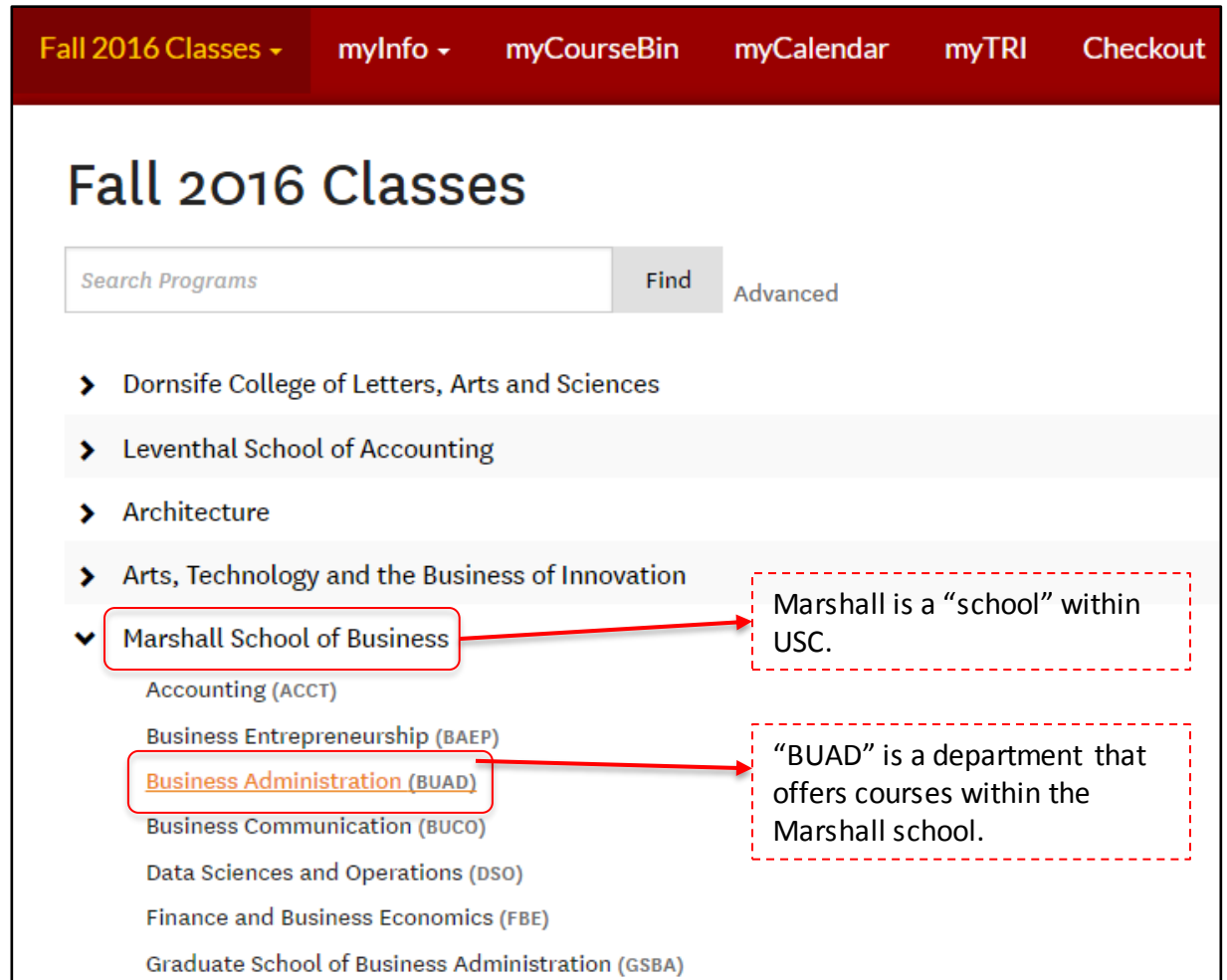


I understand that the system will automatically enroll me for Tuition Refund Insurance and that I should decline the insurance immediately after registering for classes if I do not want Tuition Refund Insurance coverage.

**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.



Fall 2016 Classes ▾ myInfo ▾ myCourseBin myCalendar myTRI Checkout

## Fall 2016 Classes

Search Programs Find Advanced

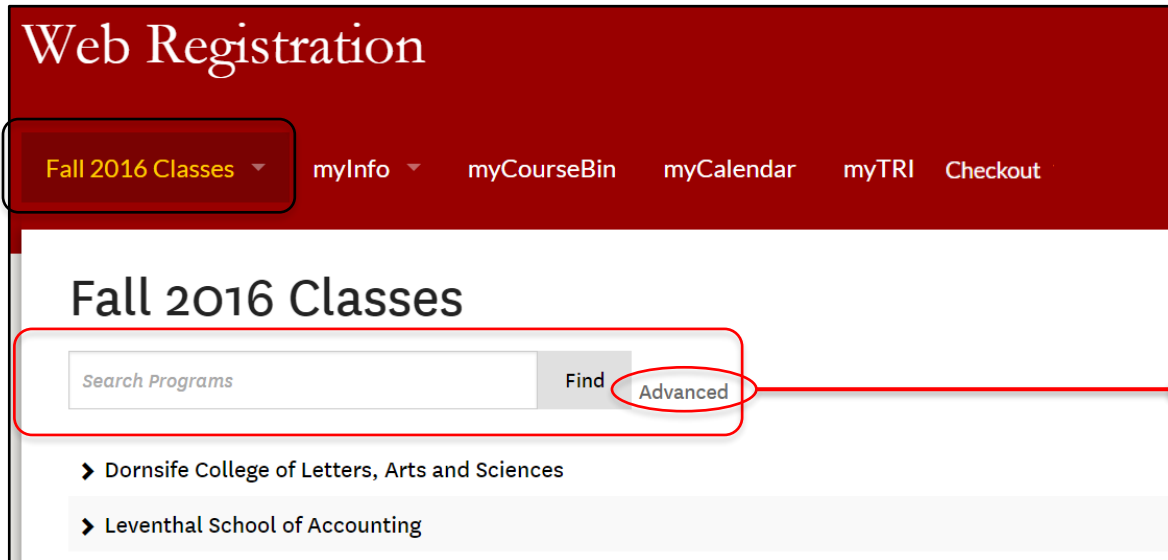
- › Dornsife College of Letters, Arts and Sciences
- › Leventhal School of Accounting
- › Architecture
- › Arts, Technology and the Business of Innovation
- ▼ **Marshall School of Business**
  - Accounting (ACCT)
  - Business Entrepreneurship (BAEP)
  - Business Administration (BUAD)**
  - Business Communication (BUCO)
  - Data Sciences and Operations (DSO)
  - Finance and Business Economics (FBE)
  - Graduate School of Business Administration (GSBA)

Marshall is a “school” within USC.

“BUAD” is a department that offers courses within the Marshall school.

## 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.”



**Web Registration**

Fall 2016 Classes ▾ myInfo ▾ myCourseBin myCalendar myTRI Checkout

## Fall 2016 Classes

Search Programs Find Advanced

- › Dornsife College of Letters, Arts and Sciences
- › Leventhal School of Accounting

**Search/Lookup a class by:**

Department (Department codes only; e.g.: AMST, DANC)

CourseID (e.g.: AMST-101, EE-101)

Section# (Numbers only, e.g.: 11220)

Instructor name

Course Title

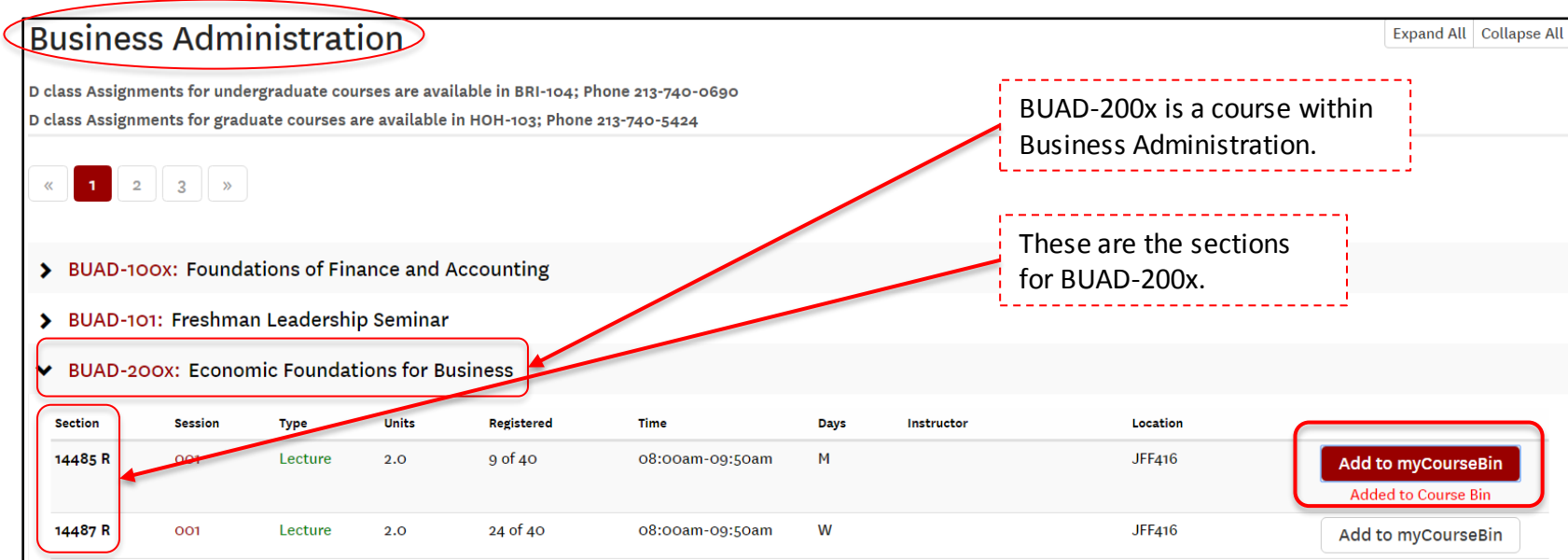
Units (e.g.: 1.0, 1.5, 2.0, 12.0)

Search



## 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.



Business Administration Expand All Collapse All

D class Assignments for undergraduate courses are available in BRI-104; Phone 213-740-0690  
D class Assignments for graduate courses are available in HOH-103; Phone 213-740-5424

« 1 2 3 »

- BUAD-100X: Foundations of Finance and Accounting
- BUAD-101: Freshman Leadership Seminar
- ▼ **BUAD-200X: Economic Foundations for Business**

Section	Session	Type	Units	Registered	Time	Days	Instructor	Location
14485 R	001	Lecture	2.0	9 of 40	08:00am-09:50am	M		JFF416
14487 R	001	Lecture	2.0	24 of 40	08:00am-09:50am	W		JFF416

**Add to myCourseBin**  
Added to Course Bin

Add to myCourseBin

BUAD-200x is a course within Business Administration.

These are the sections for BUAD-200x.

## 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.

Registered classes: 4, Scheduled classes: 3 (As of 5/4/2016 12:34:06 PM)

**myCourseBin** Expand All Collapse All

➤ ANTH-201 g : Principles of Human Organization

▼ BUAD-200 x : Economic Foundations for Business

Search : BUAD-200 BUAD

Action	Section	Session	Type	Units	Registered	Time	Days	Instructor	Location	Grade Option
Unschedule <b>Register</b>	14485 R	001	Lecture	2.0	9 of 40	08:00am-09:50am	M		JFF416	Letter Grade <input type="button" value="Update"/>

This section is Scheduled but Not Registered

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 Confirmation**

Complete the registration process by clicking the submit button.

**Submit**

You are about to REGISTER for the following sections:

BUAD-200 x : Economic Foundations for Business

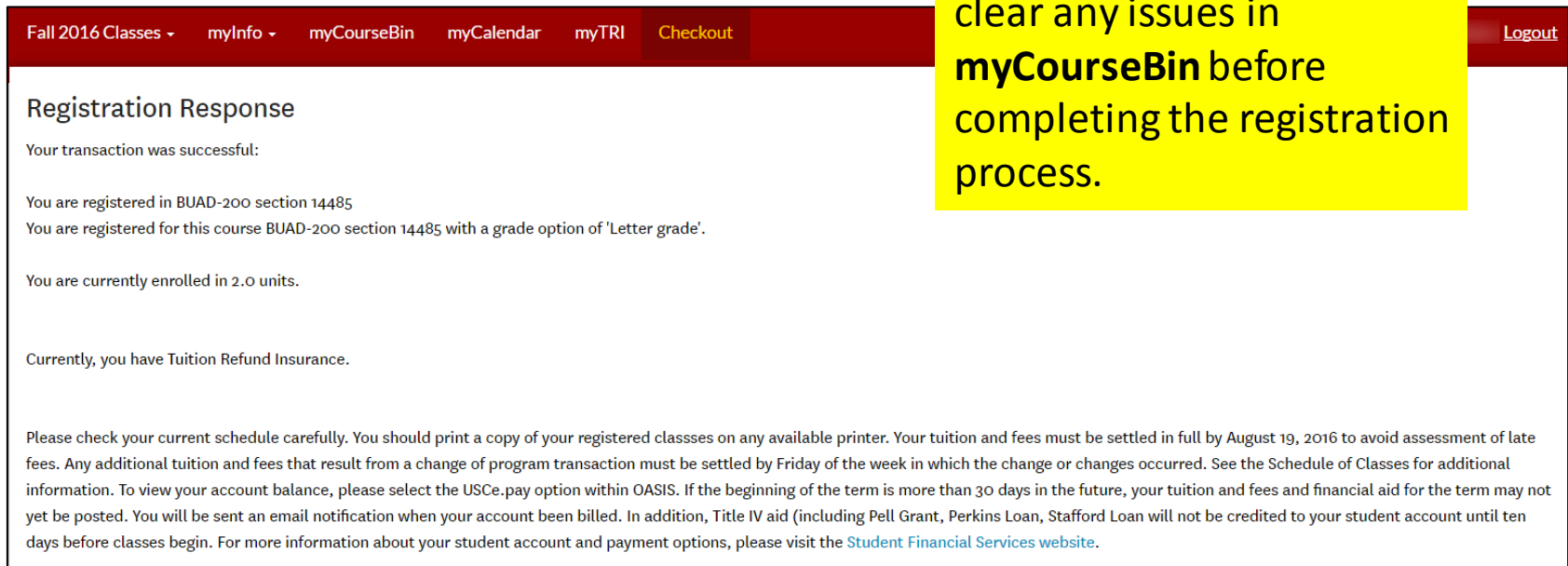
Section	Session	Type	Units	Registered	Time	Days	Instructor	Location	Grade Option
14485 R	001	Lecture	2.0	11 of 40	08:00am-09:50am	M	Durguner, Seda	JFF416	Letter Grade

## 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.



Fall 2016 Classes ▾ myInfo ▾ myCourseBin myCalendar myTRI Checkout [Logout](#)

### Registration Response

Your transaction was successful:

You are registered in BUAD-200 section 14485  
You are registered for this course BUAD-200 section 14485 with a grade option of 'Letter grade'.

You are currently enrolled in 2.0 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 USCe.pay 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 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](#).

## 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.

myCourseBin Expand All Collapse All

▼ AME-302 : Dynamic Systems

You have added a course which has prerequisite sequence of courses. The prerequisites require permission from the department offering the course. Click the Remove button.

PREREQUISITES: (MATH-245)

Search: [AME-302](#) [AME](#)

Action	Section	Session
<b>Unschedule</b>	28728 R	001

myCourseBin

▼ AME-302 : Dynamic Systems

You have added a course which has prerequisites. Prerequisites are courses and/or specific background required of a sequence of courses. The prerequisites required for the selected course are listed below. You can proceed to register for the course. If you do not have the required permission from the department offering the course, you will be able to register for the class. You may also choose to click the Remove button.

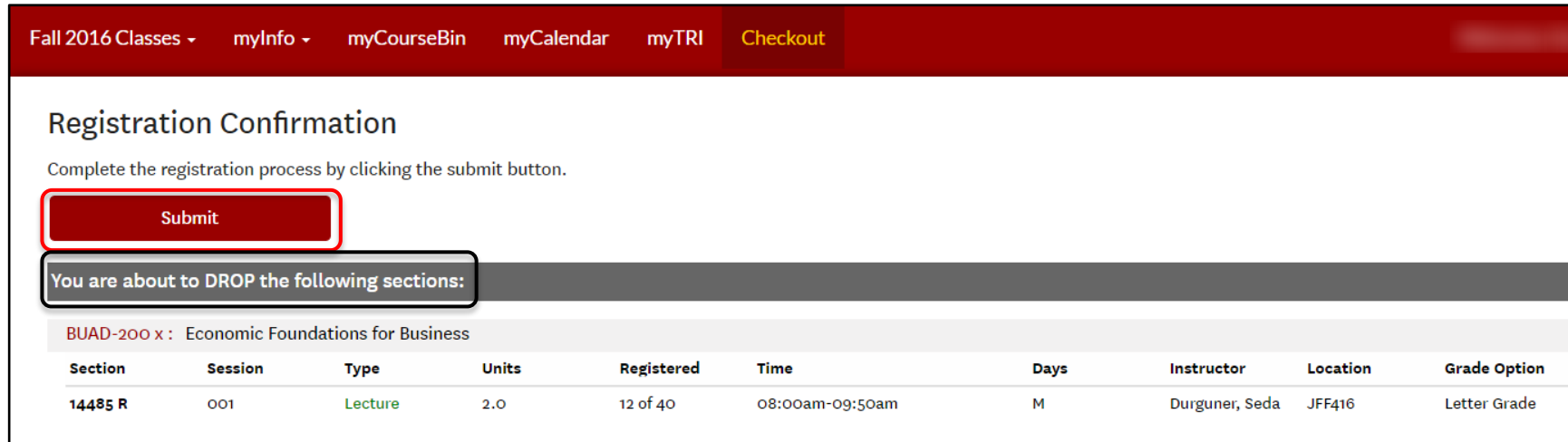
PREREQUISITES: (MATH-245)

Search: [AME-302](#) [AME](#)

Action	Section	Session	Type	Units	Registered	Time
Schedule <b>Drop</b>	28728 R	001	Lecture	3.0	37 of 40	01:00pm-01:50pm

## 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).



Fall 2016 Classes ▾ myInfo ▾ myCourseBin myCalendar myTRI Checkout

### Registration Confirmation

Complete the registration process by clicking the submit button.

**Submit**

You are about to DROP the following sections:

BUAD-200 x : Economic Foundations for Business

Section	Session	Type	Units	Registered	Time	Days	Instructor	Location	Grade Option
14485 R	001	Lecture	2.0	12 of 40	08:00am-09:50am	M	Durguner, Seda	JFF416	Letter Grade

## 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

Fall 2016 Classes ▾ myInfo ▾ myCourseBin myCalendar myTRI Checkout [Logout](#)

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### 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.

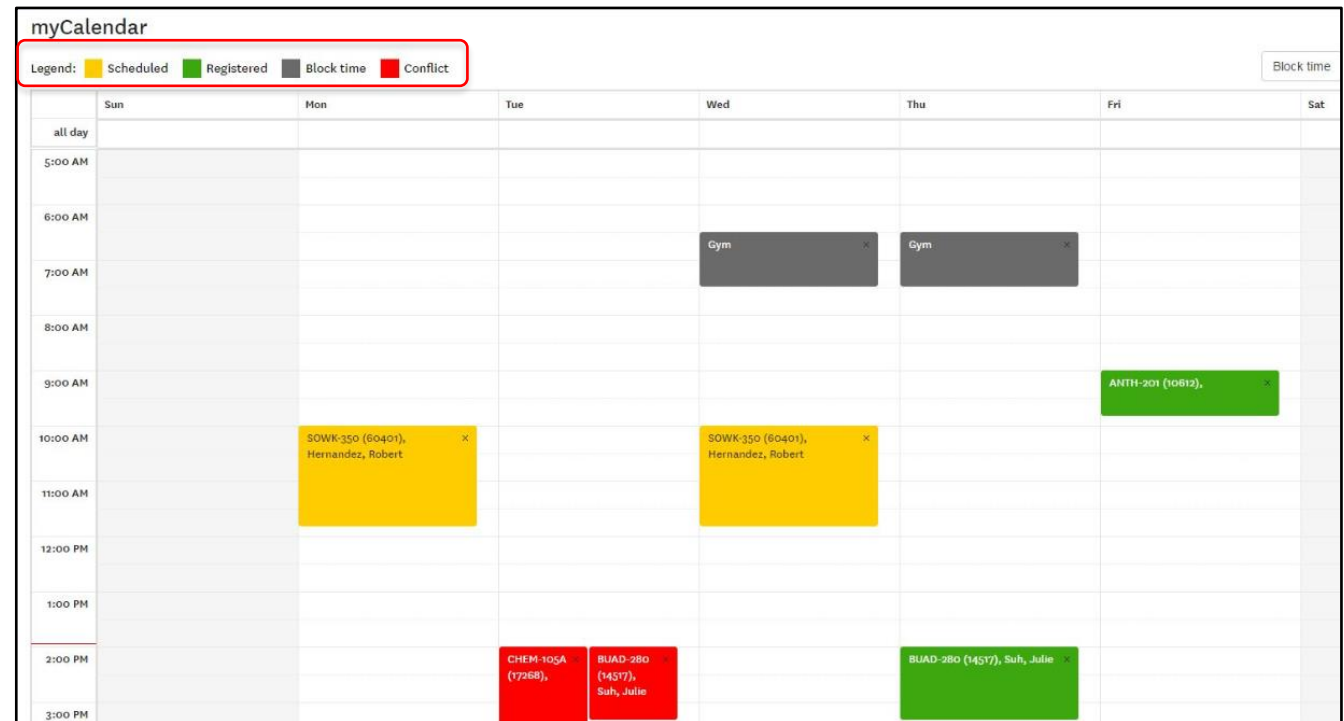
Please check your current schedule carefully. You should print a copy of your registered classes on any available printer. Your tuition and fees must be settled in full by August 19, 2016 to avoid assessment of late fees. Any additional tuition and fees that result from a change of program transaction 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 USCe.pay 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 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.

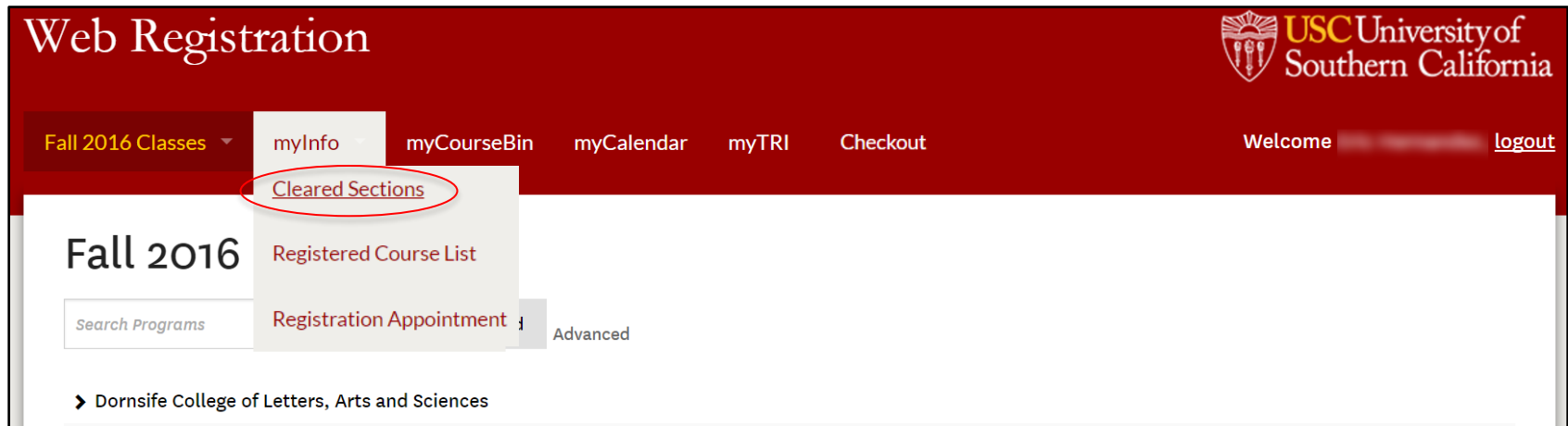
**NOTE: The Calendar tool allows you to plan your semester schedule and is meant only to be a visual aid. Removing courses from this page does not drop/unregister you from those courses. Please drop courses from the myCourseBin or the Checkout tab.**





**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.



Web Registration

Fall 2016 Classes myInfo myCourseBin myCalendar myTRI Checkout

Welcome [logout](#)

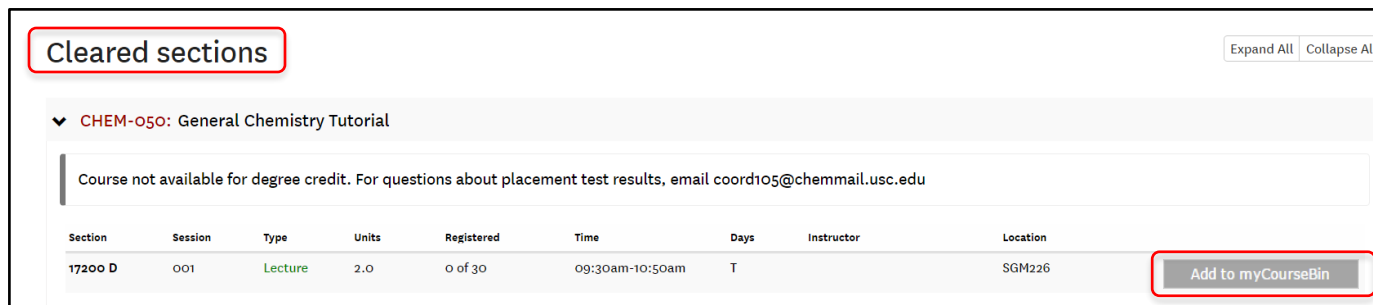
**Cleared Sections**

Registered Course List

Registration Appointment Advanced

Search Programs

► Dornsife College of Letters, Arts and Sciences



Cleared sections Expand All Collapse All

▼ CHEM-050: General Chemistry Tutorial

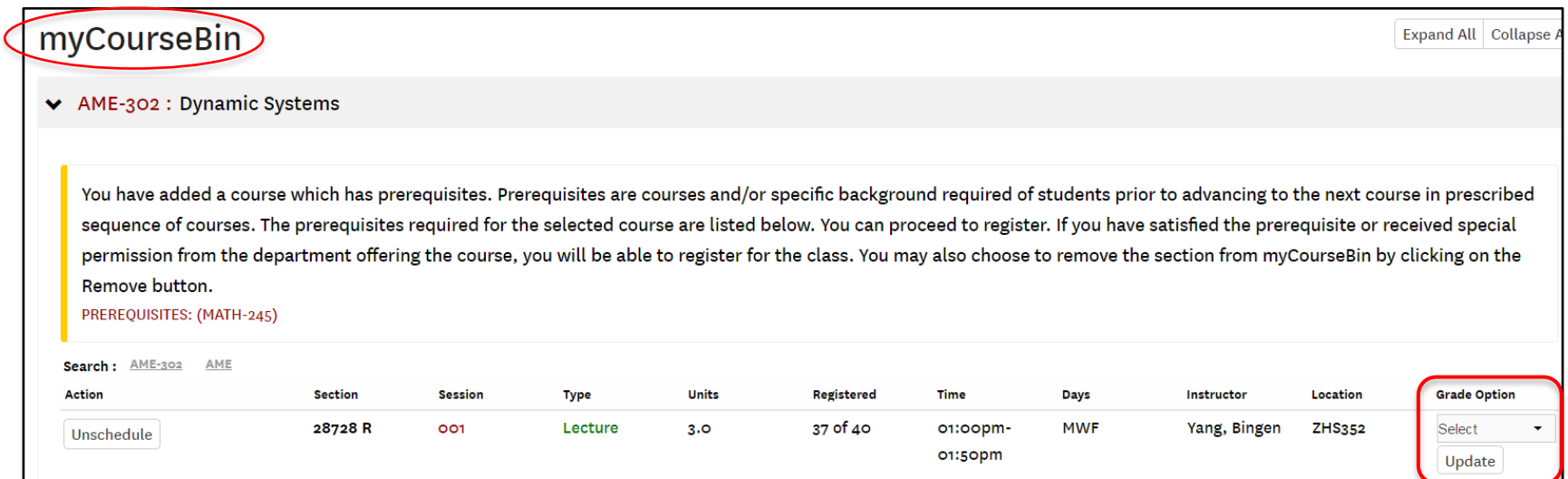
Course not available for degree credit. For questions about placement test results, email coord105@chemmail.usc.edu

Section	Session	Type	Units	Registered	Time	Days	Instructor	Location
17200 D	001	Lecture	2.0	0 of 30	09:30am-10:50am	T		SGM226

[Add to myCourseBin](#)

## 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.



The screenshot shows the myCourseBin interface. The 'myCourseBin' tab is circled in red. Below it, the course 'AME-302 : Dynamic Systems' is expanded. A message explains prerequisites and provides a 'Remove' button. Below the message, a table lists the course details. The 'Grade Option' dropdown menu is circled in red, showing 'Select' and 'Update' options.

myCourseBin Expand All Collapse All

▼ AME-302 : Dynamic Systems

You have added a course which has prerequisites. Prerequisites are courses and/or specific background required of students prior to advancing to the next course in prescribed sequence of courses. The prerequisites required for the selected course are listed below. You can proceed to register. If you have satisfied the prerequisite or received special permission from the department offering the course, you will be able to register for the class. You may also choose to remove the section from myCourseBin by clicking on the Remove button.

PREREQUISITES: (MATH-245)

Search : [AME-302](#) [AME](#)

Action	Section	Session	Type	Units	Registered	Time	Days	Instructor	Location	Grade Option
<input type="button" value="Unschedule"/>	28728 R	001	Lecture	3.0	37 of 40	01:00pm-01:50pm	MWF	Yang, Bingen	ZHS352	<input type="button" value="Select"/> <input type="button" value="Update"/>

## 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.

Fall 2016 Classes ▾ myInfo ▾ myCourseBin myCalendar **myTRI** Checkout Welcome, [Logout](#)

### my Tuition Refund Insurance

Tuition refund insurance is an optional insurance that students may purchase for a small fee during the fall and spring semesters. Tuition refund insurance provides a refund of tuition and fees to a student who must withdraw from all classes due to an illness or accidental injury.  
The cost of tuition refund insurance is approximately \$6.07 per unit enrolled per semester.

**Currently, you have Tuition Refund Insurance.**

Use the update button below to change your Tuition Refund Insurance.

No, I do not want Tuition Refund Insurance

**Update**



**USC** University of  
Southern California

Office of the Registrar

**Contact Us**

**Web:** [www.usc.edu/onestop](http://www.usc.edu/onestop)

**Phone:** 213.740.8500