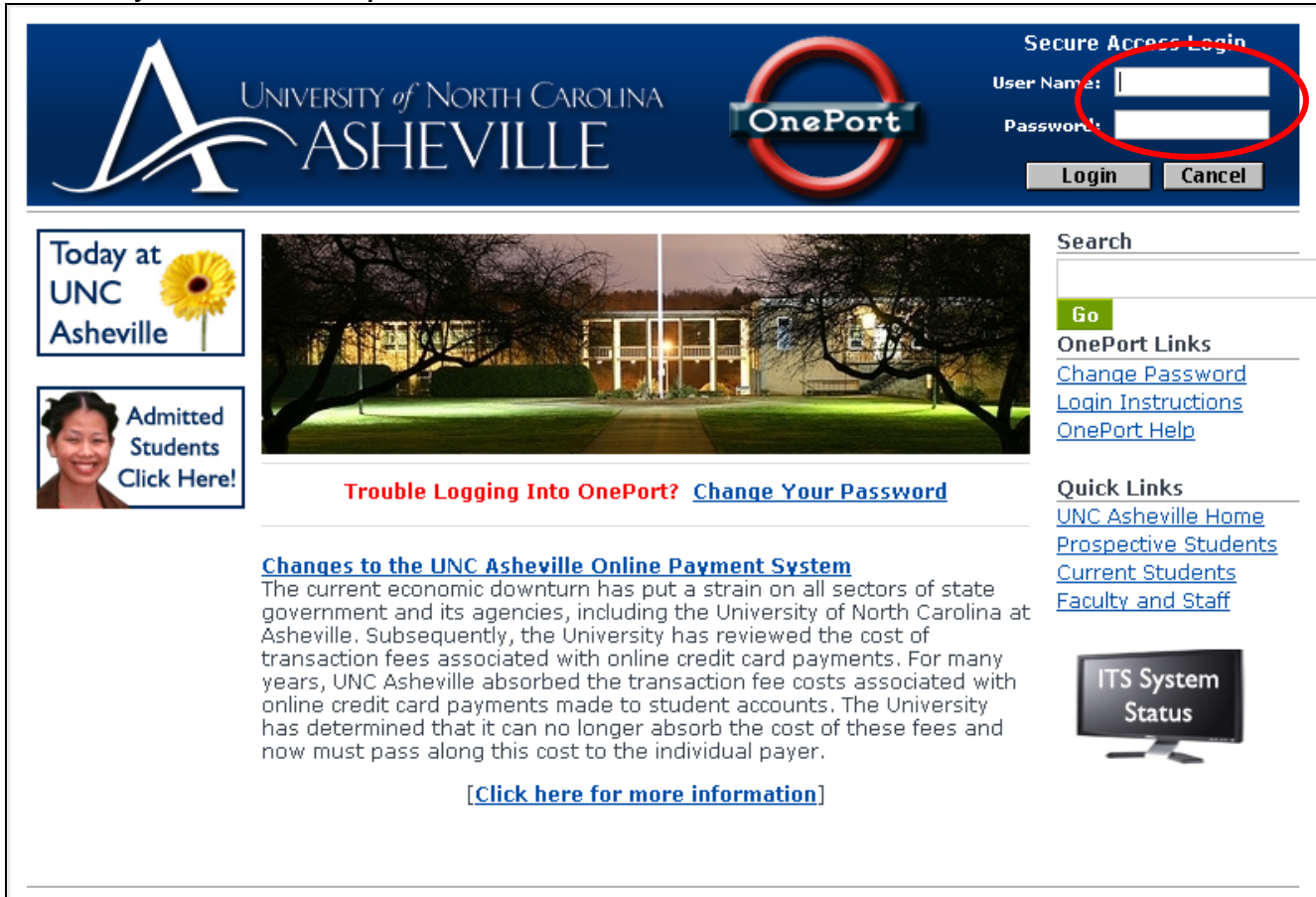


OnePort Registration Instructions

→ On the UNCA homepage, www.unca.edu, click on 

→ Then enter your user name and password



Secure Access Login

User Name:

Password:

Login **Cancel**

Today at UNC Asheville

Admitted Students Click Here!

Search

Go

OnePort Links

- [Change Password](#)
- [Login Instructions](#)
- [OnePort Help](#)

Quick Links

- [UNC Asheville Home](#)
- [Prospective Students](#)
- [Current Students](#)
- [Faculty and Staff](#)

ITS System Status

Changes to the UNC Asheville Online Payment System

The current economic downturn has put a strain on all sectors of state government and its agencies, including the University of North Carolina at Asheville. Subsequently, the University has reviewed the cost of transaction fees associated with online credit card payments. For many years, UNC Asheville absorbed the transaction fee costs associated with online credit card payments made to student accounts. The University has determined that it can no longer absorb the cost of these fees and now must pass along this cost to the individual payer.

[\[Click here for more information\]](#)

→ Choose the Student tab



UNIVERSITY of NORTH CAROLINA ASHEVILLE

My Account Content Layout You are currently logged in.

All Users **Student**

My Bookmarks

- UNC Asheville

Quick Links

- Academic Calendars
- Class Schedules
- Emergency Alert Sign Up
- Enrollment Verification
- Moodle
- Online Catalog
- Rideboard
- Textbook Information
- UNC Asheville

Important Announcements

Sign up for Emergency Alerts

Click here to sign up for Emergency Alerts. In the event of an emergency you will receive email to your UNC Asheville email address and voice messages to the number listed as your local phone. You may also opt to receive text (SMS) messages, if desired, to your SMS enabled cell phone.

Emergency Alerts will only be sent for events that have wide-spread impact and for occasional tests of the system.

[Sign up for Emergency Alerts Now!](#)

Personal Announcements

There are no announcements

Campus Announcements

There are no announcements

Events Calendar

Art Exhibit: Resonance Oil Paintings by graduating senior Jessica Laney. 8:00 a.m.- 6:00 p.m. Ramsey Library, Blowers Gallery Contact Nancy Hayes at 828/251-6436.

BFA Exhibition by Michael Tauc Opening for mixed media featuring "mold" show continues through Tuesday, June 16, 2009. S. Tucker Cooke Gallery is located on the ground floor of Owen Hall. Open to the public weekdays. 6:00 p.m.- 9:00 p.m. S. Tucker Cooke Gallery, Owen Hall Contact UNCA Art Department at 828/251-6559.

BA Exhibition by Hannah Flowers Opening for Senior show. Exhibit continues through June 16, 2009. 2nd Floor Gallery is located in Owen Hall and open weekdays. 6:00 p.m.- 9:00 p.m. Owen Gallery Contact UNCA Art Department at 828/251-6559.

See other events from our Events Master Calendar

To check your UNC Asheville email, where official communication from the university is sent, click on the "e-mail" link at the top right.

→ Choose Academic Services

The screenshot shows a user interface with a top navigation bar containing 'My Account', 'Content Layout', and 'You are currently logged in.' On the right, there are icons for 'E-mail', 'Calendar', 'Groups', 'Logout', and 'Help'. Below the navigation bar, there are three main sections: 'All Users' (with a 'Student' sub-tab), 'Quick Links', 'Academic Services', and 'My Courses'. The 'Academic Services' section is highlighted with a red circle and contains the text: 'Click here to: Update personal information, search the course catalog, register or manage courses, view classes, advisor/advisee lists, grades, transcripts, and access faculty, student, and employee administrative services.'

→ Choose the Student & Financial Aid menu

The screenshot shows a menu with two items: 'Personal Information' (with subtext 'Add addresses, contacts, e-mail, marital status, SSN, PIN.') and 'Student & Financial Aid' (with subtext 'Apply for admission, register, view academic records and financial aid.'). The 'Student & Financial Aid' item is highlighted with a red circle. A green arrow points from this item to the text below.

The **Personal Information** menu allows you to update you address and emergency contact information.

→ Now you're ready to start registering! First, click on Student Records

The screenshot shows the 'Student & Financial Aid' page with tabs for 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is active. Below the tabs is a search bar and a 'Go' button. The page title is 'Student & Financial Aid'. There are three links listed: 'Registration' (with subtext 'check your registration status, class schedule and add or drop classes'), 'Student Records' (with subtext 'View your holds, grades, transcripts and account summary'), and 'Credit Card Payment' (with subtext 'click to make credit card payment'). The 'Student Records' link is highlighted with a red circle.

→ To view any AP or transfer credit you are expecting, select Transfer Articulation

The screenshot shows the 'Student Records' page with tabs for 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is active. Below the tabs is a search bar and a 'Go' button. The page title is 'Student Records'. There is a list of links: 'View Holds', 'View Student Information', 'Unofficial Academic Transcript', 'Final Grades', 'Account Summary by Term', 'Account Summary', 'Request Official Transcript', 'View Status of Transcript Requests', 'Class Schedule', 'Course Catalog', 'Degree Progress Advising Report (DegPAR)', 'More Info*', and 'Transfer Articulation'. The 'Transfer Articulation' link is highlighted with a red circle.

Any AP or transfer credit that you have received will look like this:

<i>Transfer Articulation</i>								
Transfer Course Institution	Tcrse Name	Tcrse Number	Tcrse Title	UNCA Subject	UNCA Course Number	UNCA Short Title	Course Credits	Final Grade
Belmont Abbey College	EN	101	Wri:Contemp Iss	LANG	120	Foundation of Academic Writing	3	TB
Belmont Abbey College	HI	201	World Civ I	HUM	124	The Ancient World	3	TB
Belmont Abbey College	HI	203	US Hist I	HIST	101	The United States	3	TC
Asheville-Bunco Tech Comm Coll	HEA	110	Personal Wellness	HWP	1XX	HWP Elective	3	TB
Asheville-Bunco Tech Comm Coll	PSY	281	Abnormal Psych	PSYC	2XX	PSYC Elective	3	TC
Asheville-Bunco Tech Comm Coll	SOC	225	Social Diversity	SOC	2XX	SOC Elective	3	TC
Milligan College	EDUC	150	Intro to Educ	EDUC	310	Introduction to Education K-12	2	TB
Milligan College	PSYC	250	Gen Psyc	PSYC	102	Personality and Social Process	3	TB-

➔ Click "Return to Menu" to go back to "Student Records", then click "Return to Menu" again to get back to "Student & Financial Aid". From this menu, select "Registration":

Registration

- [Select Term](#)
- [Add or Drop Classes](#)
- [Look Up Classes](#)
- [Change Class Options](#)
- [Week at a Glance](#)
- [Student Detail Schedule](#)
- [Registration Fee Assessment](#)

If you already have the CRNs of the classes you want to register for, you can select "Add or Drop Classes", enter the CRNs in the boxes provided, and click "submit".

If you do not already know the CRNs of the classes you want to register for, select "Look Up Classes"...

On this search page, you can search by department, course number, times and days, even by course attribute:

Subject: All
Accounting
Africana Studies

Course Number:

Title:

Credit Range: hours to hours

Part of Term: All
Non-date based courses only
First Half of Semester
Full Term

Instructor: All
Adell, Elena
Alderman, Cheryl S

Session: All
Academic Classes

Attribute Type: All
Arts Requirement
Cluster 1

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri

Class Search Reset

Once you've searched for your class, looked over the offerings and selected the one you want to register for, click the check box next to it, then select "register". If the class is closed, you will see a "C" instead of a box.

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	60357	ACCT	215	001	A	3.000	QI:Principles of Accounting I	MWF	10:00 am-10:50 am	20	18	2	0	0	0	Sarah L. Mayes (P)	08/17-12/11	OH 250	Main Campus and Quantitative Intensive
<input type="checkbox"/>	60358	ACCT	215	002	A	3.000	QI:Principles of Accounting I	MWF	12:45 pm-01:35 pm	20	7	13	0	0	0	Sarah L. Mayes (P)	08/17-12/11	OH 250	Main Campus and Quantitative Intensive
C	60359	ACCT	215	003	A	3.000	QI:Principles of Accounting I	TBA		0	0	0	0	0	0	-- Cancelled (P)	08/17-12/11	TBA	Main Campus and Quantitative Intensive
<input type="checkbox"/>	60360	ACCT	215	004	A	3.000	QI:Principles of Accounting I	M	06:00 pm-08:30 pm	20	9	11	0	0	0	Daniel A. Hinchliffe (P)	08/17-12/11	OH 203	Main Campus and Quantitative Intensive

Register Add to WorkSheet Class Search

→ After you've selected a class to register for from your search results, or after you enter CRNs on the Add or Drop Classes screen, you'll come to another screen that will tell you if there were any problems with your registration. To drop a class you've already registered for, select "Drop" from the Action drop-down box, and click "submit".

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Jun 02, 2008	None	10001	ACCT	215	001	Undergraduate	3.000	Standard	Letter	QI:Principles of Accounting I

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Maximum Hours: 18.000
 Date: Jun 02, 2008 08:40 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
REPEAT	10452	HUM	124	001	Undergraduate	4.000	Standard	Letter	The Ancient World
PREQ	10756	ART	221	001	Undergraduate	3.000	Standard	Letter	Printmaking II
LINK ERROR	10823	ASTR	105	001	Undergraduate	4.000	Standard	Letter	CL7N:QI:Astronomy
TIME CONFLICT	11013	ANTH	373	001	Undergraduate	3.000	Standard	Letter	ST:The Anthropology of the "New" Old Europe
CLOSED SECTION	11109	SOC	179	002	Undergraduate	3.000	Standard	Letter	LSIC:Great Themes in Sociology, Great Themes in Society
DUPLICATE	10001	ACCT	215	001	Undergraduate				QI:Principles of Accounting I

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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According to this screen, this person:

- Registered for ACCT 215-001 with no problems.
- Got a **Duplicate Course** error for CRN 10001. This is the CRN for a section of ACCT 215- a class she is already registered for.
- Got a **Link Error** for her ASTR 105 class. This means that this class requires a lab, and she did not select a lab when she registered for the class.
- Got a **Prerequisite** error for ART 221. This means there is a required prerequisite for the course that she has not yet taken. **Viewing the Catalog Entry for a class will tell you if the course has any pre-or co-requisites.**
- Got a **Time Conflict** error for ANTH3 73. This means this course has meets at the same time as another class she's already registered for.
- Got a **Closed** error for SOC 179. That means there are no seats available in this course.
- Got a **Repeat** error for HUM 124. This means that this student already has this courses on her transcript.

If you've gotten registration errors, simply select "Class Search" to start a new search.

→ When you think you have finished registering, check your “Week at a Glance”:

The screenshot shows the 'Week at a Glance' page on the UNC Asheville OnePort website. The page is titled 'Week at a Glance' and provides a summary of the student's class schedule for the week of November 06, 2006. The schedule is organized by day of the week (Monday through Sunday) and time slots (9am, 10am, 11am, 12pm, 1pm). Classes listed include ENVR 130-001 (10806 Class), HW 132-001 (10878 Class), ARTS 310-006 (10764 Class), and KH 232. A search bar and navigation links are visible at the top of the page.

Or “Detailed Schedule”:

The screenshot shows the 'Student Detail Schedule' page on the UNC Asheville OnePort website. The page displays detailed information for two courses. The first course is ANTH 365 001, titled 'Death and Dying'. The second course is HUM 414 005, titled 'The Individual in the Contemporary World'. Both courses are listed with their associated terms, CRNs, statuses, assigned instructors, grade modes, credits, levels, and campuses. The 'Scheduled Meeting Times' section for each course provides specific details on the days, times, and locations of the classes.

BEFORE YOU LOG OFF to confirm that your schedule is the way you want it.