OnePort Registration Instructions

➤ On the UNCA homepage, www.unca.edu, click on OnePort.

➤ Then enter your user name and password.

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

Choose the Student & Financial Aid menu

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

To view any AP or transfer credit you are expecting, select Transfer Articulation
Any AP or transfer credit that you have received will look like this:

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

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”:

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:
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.

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”.

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”:

Or “Detailed Schedule”:

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