

Steps for registering for an OSU Ecampus class

1. Log in to the online services portal, accessible from the [MyOSU homepage](#).
2. Select the "Student" tab.
3. Under "Registration Tools," select "Add/Drop Classes."
4. Select the term in which you intend to register. You can change the term by clicking the down arrow. Click on the "Submit" button.
5. If you know the Course Reference Number (CRN), enter it into the boxes at the bottom of the page. Once entered, click "Submit Changes" to register.
6. If you don't know the CRN, select "Class Search."
7. Select the "Subject" from the "Look-up Classes to Add" page. Click "Course Search."
8. Use the "View Sections" button to look up the specific information for the class you want to register for.
9. Pay attention to the following information:
 - a. Under the "Day(s)" column, make sure it says, "TBA."
 - b. There should not be a time listed (a time would indicate an on-campus class).
 - c. "Rem" indicates the remaining space in the course.
 - d. "Cap" refers to the capacity of the class.
 - e. "Type" refers to whether the class is a lecture or online ("Onl" indicates online).
10. Under the "Select" column, click the box corresponding to the class you want to register for.
11. You can either:
 - a. "Add to WorkSheet," which will populate the CRN into the "Add/Drop Classes" page.
 - b. "Register," which will register you for the class.
12. Repeat steps 7-11 to add additional classes

Important notes:

- When you register for an OSU Ecampus class, a pop-up box will appear, indicating that you are registering for an Ecampus course. **Ecampus tuition is different than on-campus tuition. If you are on campus and taking Ecampus classes, you will be responsible to pay tuition for both.**
- If there are any restrictions, a registration add error will show. Take note of that so we can better assist you.
- If you need an override, please contact the department offering the class.

***For future terms, we recommend looking at the [Ecampus Schedule of Classes](#) to obtain all of the information you need about the classes you are interested in. This can help reduce confusion, as it only shows online courses.**

If you need further assistance, contact us at Ecampus.Ess@oregonstate.edu or by calling 800-667-1465 and select option #1.