

Student Registration in SIS via One.IU (Condensed Version)

Overview

You have multiple ways you can register for classes. All of the options for registration are located in Student Center, which is accessed through One.IU. Prior to your registration appointment, you can add classes you wish to take to the Enrollment Shopping Cart, and when it is time to register, you can enroll directly from classes stored in your Enrollment Shopping Cart. Also, when it's your time to register, you may select and enroll in classes using the Class Registration task in One.IU or the Register & Drop/Add link in Student Center. If you have classes in your Planner, you may also select them for enrollment via My Planner.

Shopping Cart


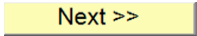
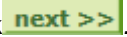
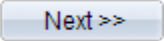
- When you find classes that interest you, you can add them to your Shopping Cart.
- Classes will remain in your Shopping Cart through the end of this semester
- You can use the Shopping Cart as a wish list. Put classes into your cart then return later and either delete the classes you don't want, or quickly enroll in the classes you want from your cart.

My Planner

- A planning tool that allows you to do both short-term and long-term course planning.
- You can assign planned classes to current, future, or undecided semesters.
- When you add classes to your planner, they are saved for later enrollment. You will then be able to add them directly to your Shopping Cart during registration.

Steps

Registering from the Enrollment Shopping Cart task via One.IU

1. Navigate to: **one.iu.edu**.
2. Under **All Categories** on the left, click **Enrollment**. You may also use the One.IU **Search** field by typing "*enrollment*."
3. Click on the **Enrollment Shopping Cart** task. (If you are not already logged in, you will be prompted to do so.)
4. If you are prompted to select a term, select the **Term** for which you want to register and click .
5. Review the **Financial Agreement** page carefully. If you agree, check the **I Agree** checkbox and click .
6. Review your addresses on file. Make any necessary address changes.
7. Click .
8. Review the *Optional Services* page, select any that are of interest to you, and then click .
9. Under the **Add Classes to Shopping Cart** heading, click the **Class Search** radio button.
10. Enter the **Course Subject** (for example, ENG-W) or click to search for the subject in an alphabetical list.
11. Enter the **Course Number** (for example, 131) or you can search without a course number.
12. Select the **Show Open Only** checkbox if you would like to view only open classes. If you wish to further limit your search, you can select the **Check for Class Permissions and Maximum Hours Limit** checkbox or the **Show Only Classes that do not conflict with My Schedule** checkbox. You may enter more search options in the **Additional Search Criteria** section to further narrow your search results.

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13. Click **SEARCH**.
14. For more information about a specific class, click **details**.
15. When you find the class that fits your schedule, click **select class**.
16. If your campus uses Waitlists, the **WaitList?** box will display. The **WaitList?** box is not needed unless the class you want is closed and you have searched for closed classes.
17. If you click on the **WaitList?** Box, at this point you have the opportunity to specify the type of waitlist you want from the **Waitlist Type** dropdown.


“Only This Class” means this waitlist will attempt to place you in an available seat in the specified class number (day, time, room, instructor).

“Any Class in this course” means you are willing to take a seat in any available class of this course (different days, times, rooms, instructors). Check the schedule of classes to see which other classes are offered. New classes can be added at any time and your “any” waitlist includes newly added classes as well.

Note: You will not be placed into a time conflict with your existing schedule. You have the option to place Waitlist Time Restrictions for times you are unavailable to take classes

18. To specify when you are unavailable to take classes for this term, select **WAITLIST TIME RESTRICTIONS**.

Note: If you have restrictions in the iGPS Planner/Schedule Builder, you can import those here. When you enter the waitlist time restrictions page, you will be prompted with a box asking if you want to import.

19. For a waitlisted class, if there is a class you wish to drop if you successfully add this class, click  in the **Drop if Enroll** column (which will display if you selected the **WaitList?** checkbox) and simply select the class from your schedule.
20. If you want to add this class to your Shopping Cart, click **ADD TO SHOPPING CART**.
21. Repeat the process for adding classes until you have added all the classes you want to add to your Shopping Cart. Note that classes will remain in your Shopping Cart through the end of this semester unless used to register. The **Status** column updates dynamically every time you view your Shopping Cart showing you if the class is open or closed.
22. Prior to your enrollment time, you can check to see if these classes have time conflicts, or unmet requisites, or require class permission to enroll. Select the classes in which you want to enroll and click **validate**.
23. Review the validation results shown for possible action, then click **SHOPPING CART**.
24. If your enrollment appointment time has arrived and you are ready to register for these classes, select the classes in which you want to enroll and click **enroll** to complete the registration process for these classes.

Note that if you are not able to register now, once you are permitted to do so you may use either the [Enrollment Shopping Cart](#) or the [Register & Drop/Add](#) links from Student Center, or you can click on the **Class Registration** task from One.IU. If you use the [Register & Drop/Add](#) link or the **Class Registration** task, you will see a screen that will permit you to register directly from your Shopping Cart. You may also select a class from your Planner by clicking the **My Planner** radio button, or if you would like to search for a class, click the **Class Search** radio button.

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Whether you register through the Enrollment Shopping Cart, the [Register & Drop/Add](#) link, or **Class Registration** task in One.IU the following will be the same.

25. After clicking the enroll button, you will receive the *Confirm Classes* page. Note the icons in the **Status** column.
26. To complete the enrollment process, click [FINISH ENROLLING](#).
27. Next, you will see the enrollment *View Results* page. Watch for the possible **X Error** and accompanying message.

NOTE:	Courses with errors will be automatically placed in our Enrollment Shopping Cart. You may take action to correct and enroll in them later, if desired.
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28. Note the “**Success: enrolled**” message and the green checkmarks in the **Status** column.
29. To view your class schedule, click [MY CLASS SCHEDULE](#).
30. You will now see your class schedule with the status of **Enrolled**.
31. To add additional classes after you’ve enrolled, click [Add](#).
32. Click the **Class Search** radio button and continue using the steps listed above.

Drop a Class

1. Navigate to: one.iu.edu.
2. Under the **All Categories** on the left, click **Enrollment**.
3. Click on the **Drop or Add Classes (through 1st week of classes)** task. (You will need to log in if you have not done so already.)
4. From the *Add Classes* page, click *drop* from the top of the page.
5. In the **Select** column, click the checkbox next to the class to be dropped.
6. Click [DROP SELECTED CLASSES](#).
7. A *Confirm your selection* page will display. If the confirmation page is correct, click [FINISH DROPPING](#).
8. Note the **Status** column to be sure this was successful.
9. To view your schedule after dropping the class, click [MY CLASS SCHEDULE](#).
10. Dropped classes will be indicated by the word “**Withdrawn**” in the **Status** field.

Using Swap

When you don’t want to drop an enrolled class until you are safely enrolled in a new class, when you are changing sections of the same course, or if you are already at or near your maximum number of units (credits) allowed, you may want to use the Swap feature.


1. To swap a class, click [Register & Drop/Add](#) from the *Student Center* main page.
2. From the *Add Classes* page, click *swap* from the top of the page.
3. Select the class you want to remove from your schedule and either select a replacement from your Shopping Cart or use **Class Search** or **My Planner** to choose a replacement.
4. The *Confirm your selection* page will display.
5. Once you have confirmed the classes you want to swap, click [FINISH SWAPPING](#).
6. The class swap is now complete and you can view your class schedule.

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Using the Planner

The Planner is a tool for you to use in building a list of classes that will meet your academic objectives. Only you may add or edit the information in your Planner. Academic Advisors and Administrators have the ability to view what is in your planner.

Your Planner will remain there for you to use, with the information you have placed there, for as long as you are an active student in the IU system. You may plan for a few courses or for a complete degree. Using information from your Academic Advisor or Academic Unit, determine what courses you should plan to take and use the **Browse Course Catalog** button in the Planner to find them and add them to your Planner. You may then assign courses to a given term or leave them unassigned. You may add and remove courses as often as you wish. Note that the availability of a course during any given term is controlled by the academic unit and subject to change. While the Planner can be a useful tool, be sure to check course availability as the desired term approaches as you may need to make alternate plans if it is not offered.

1. From the *Student Center* main page, click the [SIS Planner](#) link. This will take you to the initial page in the Planner.
2. To search for classes to place into your Planner, click [BROWSE COURSE CATALOG](#).
3. Select the **Institution** from the drop down list.
4. You may either enter directly or use the search feature to enter **Subject** and **Catalog Number**.
5. You may also use **Course Title Keyword** or **Course Description Keyword** as search criteria.
6. Click [search](#).
7. When you find the class you want, click the **Select** checkbox and then click [ADD TO PLANNER](#). This course will be added to your Planner.
8. If you want a class other than this or wish to add another class, click [Return to Planner](#).
9. To remove a class from your Planner, click  beside the appropriate class in the **Delete** column.
10. To move classes to a specific Term, select the desired classes (by clicking the checkbox in the **Select** column), select the appropriate **Term** and click [move](#).
11. Continue this process until all the classes you want to put in each term have been placed. You may also leave classes unassigned.

To Register from the Planner

1. Click [Register & Drop/Add](#) from the Student Center, or click the **Class Registration** task if you are starting from One.IU.
2. Select the desired **Term** and click [CONTINUE](#).
3. If displayed, review the *Financial Agreement*, *Addresses*, and *Optional Services* pages.
4. From the *Add Classes* page, click the **My Planner** radio button to register from the Planner.
5. This will take you to the *Search from My Planner* page.
6. Courses that are offered in the term you have selected will be indicated with a [select](#) button. Click [select](#) to select the classes in which you want to register.
7. You can get a more accurate view of which classes you can take for this term by selecting any or all of the filter boxes, and then click [filter](#).
8. Click [select](#) for the classes in which you want to register.
9. To register, click [ENROLL NOW](#).
10. From the *Confirm Classes* page, click [FINISH ENROLLING](#).
11. The *Enrollment Results* page will display and you will be able to view your class schedule.

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For the full version of this Student Registration via One.IU document, which includes screenshots and additional information, click [here](#).