Student Center in SIS

Overview

As a student, you have access to your student information in SIS through the Student Center in One.IU. This provides easy access to all that you will need on a regular basis. The information is grouped under the logical headings of Academics, Finances, Personal Information and Admissions.

Steps

One.IU Access

1. Navigate to: one.iu.edu.

2. Locate the Student Center task by either using the One.IU Search field and searching for “Student Center” OR choosing the task from the Most Popular list.

3. Click the Student Center task.

4. Enter your Username and Passphrase.

Note: One.IU also provides tasks to several functions within Student Center such as Grades, My Class Schedule, Class Permissions and more. To access these tasks in One.IU, search by the topic (for example, “Advisement Report”, “Holds”, “Registration”, etc.).
Enrollment Agreement Process Page

The following section is only applicable to students who are enrolled in a term but have not yet completed the required enrollment agreement process for that term.

The following page is displayed if you have not yet completed the enrollment agreement process for an enrolled term.

Review the message and click to proceed to the enrollment agreement process. This includes a financial agreement, address verification, and optional selections. If there are multiple terms displayed in the above page, you must complete the process for each term before you are able to access the Student Center page.

Once the enrollment agreement process for each enrolled term is completed, you will be redirected to the Student Center main page.
Student Center: Main Page

The *Student Center* page opens and displays your preferred name. The *Student Center* page is organized into the following sections: **Academics, Finances, Personal Information and Admissions**.
Student Center: Academics

This Week’s Schedule

This Week’s Schedule is always displayed within the Academics section. The building name and room number are indicated in the Schedule column.

1. Click ☀ to display a list of academic calendar deadlines.

2. Click Return to Student Center located at the bottom of the page.
Class Schedule Details

1. Click Class Schedule Details in the left side menu to view additional details about your class schedule.

2. To print your weekly schedule, click Printer Friendly Page, and then click Print. From this screen, click Return to My Class Schedule.

3. Click beside Student Center at the top or bottom of the My Class Schedule page to return to the Student Center page.
Search for Classes

1. Click either the Search for Classes link under Academics or to the right of the Academics section to view the schedule of classes.

2. In the Class Search page, select the Institution, Term and Course Career to find a class. You may further define your search by selecting the Course Subject and Course Number and/or providing additional criteria through the Additional Search Criteria link.

3. Click Search.
4. Once the class has been located, click **details** next to the appropriate class.

The **Class Detail** page is displayed.
5. Click view/order textbooks to view course textbooks (you may also click the View/Order Textbooks link on the Student Center main page).

The following window is displayed:

6. Click Go to Barnes & Noble website. If your campus supports this functionality, you will see the materials needed for this class.

7. Click beside Student Center located at the top or bottom of the page to return to the Student Center page.

Academic Planning

Under Academic Planning you will find the following links:

- **SIS Planner** - displays the Academic Planner page where you can build a list of classes to meet your academic objectives.
- **Register & Drop/Add** - for information on registration and drop/add functionality in SIS, refer to Student Registration via One.IU.
- **iGPS Plan** - opens the iGPS Plan tool, Indiana University's enhanced tool for academic planning that allows students to add courses, add notes, and view planned courses.
- **iGPS Degree Maps** - opens the iGPS Degree Map tool, standard degree maps you can follow to graduate on time.
View Class Permissions

1. Once you have returned to the Student Center page, click View Class Permissions to view the classes in which you have permission to enroll. You may need to select a Term.

The following page will display with information on class permissions.

2. Click beside Student Center to return to the Student Center page.
Holds, To Do List, Milestones, Enrollment Dates, Advisor

To the right of the Academics section and below in the blue boxes, you can view holds on your record, any to do items placed on your account, milestones, enrollment dates and advisor information (if applicable).

1. If you have any items listed under Holds, click details for a more detailed view of the holds on your record.

This will display the Your Holds page with more information.
2. Under the Hold Item column in the Your Holds page, click Details for information on whom to contact if you have questions regarding the Holds on your record.

3. Click Return to return to the previous page.

4. Click beside Student Center to return to the Student Center page.

- Under To Do List, the details link provides additional details if any to do items are displayed.

- Under Enrollment Dates, Open Enrollment Dates refer to your registration appointment or open enrollment dates for when you can register for classes.

For more information on Advisor details, see page 13 of this guide.
My Academics & Grades

1. Click My Academics & Grades from the Student Center page to view additional academic information.

On the My Academics page, you will see several sections: Advising; Term Information; Transfer, Test, Other Credit and Transcripts.
Advising

1. If your advisor has placed advising notes in the Student Information System, an Advising Records link will display. Click Advising Records if displayed.

2. Once the Advising Records pop-up window is displayed, click on an advising contact/note for additional details.

Additional details are displayed.
3. To return to the Advising Records History page, click 

4. To return to the My Academics page, close the Advising Records pop-up window.

If your advisor has been recorded in the system, you can view your advisor’s name and send them an email.

5. Click the View My Advisors in the Advising section.

6. Click on the Advisor’s name and this will open an email message with their name in the To: line. Continue to send the email from your email application.

7. Click on My Academics & Grades to return to the My Academics page.

8. To run your advisement report, click View My Advisement Report.
The Report Request page is displayed.

9. Select the **Institution**.

10. If you have more than one item under **Academic Program**, select the program for which you want to run the Academic Advising Report (AAR).

11. Select the **Report Type**.

12. Click **Process Request**.

If you made the Dean’s List for any term, a message will display at the bottom of that term on the transcript that shows up in the report.

For more information on how to run and read an AAR, click [here](#).

13. Click on **My Academics & Grades** to return to the **My Academics** page.

You may also run a What-if Advisement Report under the Advising section.
Student Center in SIS

For information on how to run and read a What-if Advisement Report, click here.

Term Information

Under the Term Information section in the My Academics page, you can view your class schedule details, course history, historical shopping cart and grades.

1. Click Class Schedule Details to view your class schedule (see page 4 of this guide for additional information).

2. When finished reviewing, click My Academics & Grades to return to the My Academics page.

3. Click View Course History to display the My Course History page.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Institution</th>
<th>Term</th>
<th>Grade</th>
<th>Units</th>
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<td>3.00</td>
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</tr>
</tbody>
</table>
4. After reviewing the My Course History page, click My Academics & Grades to return to the My Academics page.

5. Click View Historical Shopping Cart.

Historical Shopping Cart displays the contents of the Enrollment Shopping Cart for each term in which you enrolled or plan to enroll. Each term, the Historical Shopping Cart will become available on the day after Self-Service enrollment ends.

For each term, the Historical Shopping Cart will contain items left in the cart after registration, such as:

- Rows for classes that the student stored on the Shopping Cart but never submitted to the enrollment engine.
- Rows for classes that were returned by the enrollment engine with error conditions.

Classes for which you successfully registered will not be included in the historical shopping cart.

If there are any classes for the current term that meet the above criteria, they will display here. You may have to select a Term first.

If no classes for this term meet the criteria, the Shopping Cart will be empty.

6. To view classes for a different term, click change term, select the desired term and click CONTINUE. If there are any classes for the selected term, they will be displayed.

7. Click beside Student Center to return to the Student Center page and click My Academics & Grades.

8. From the My Academics page, click View Grades to view your grades for any given term.
The grades for the current term will be displayed.

If you made the Dean’s List for this term, it will display at the bottom of this page next to Academic Standing.
Student Center in SIS

You will see student performance grades for the current term in the Student Center after the instructor has saved a roster. The performance grades are listed below the class grades.

9. Click Performance Roster Explained to display a pop-up window explaining the purpose of the student performance roster.

10. Close this window when you are done viewing the information.

11. Under the Performance Roster section of the View My Grades page, click Performance History to right of the class name. This opens a separate window that displays the date and time each grade was assigned and by whom.

12. Close this window when you are done viewing the information.

13. Click change term to view grades from a different term.
14. Select the desired term and click **CONTINUE** to view your grades for that term.

15. Click **My Academics & Grades** to return to the *My Academics* page.

**Transfer, Test, Other Credit**

**Transfer credit**: This provides a report of how coursework from another college or university transferred into IU.

**Test credit**: Provides a report of how completed tests result in credit or exemptions at IU.

1. In the *My Academics* page, click on the **View Academic Credit Report**, **View Test Credit**, or **View Other Credit** to open the **View Transfer Credit Report** page (click the green arrow to expand each section).
2. Once finished reviewing, click **My Academics & Grades** to return to the *My Academics* page.

3. Click on **View Test Scores** to display the *Test Summary* page.

4. Once finished reviewing, click **My Academics & Grades** to return to the *My Academics* page.

**Transcripts**

1. Click **View My Unofficial Transcript** to run an unofficial transcript.
2. Select an **Academic Institution** and **Report Type** from the drop down list and click view report.

3. Once finished reviewing the report, click **Return** to return to the *My Academics* page.
Student Center: Finances

1. In the Student Center page, click View Account/Pay Bursar Bill under Finances to view your Student Financial account summary.

Detailed information about your Student Financial account along with information about your bill is displayed.

2. Close the Billing Links window to return to the previous page.
3. Under **Finances**, click **View Financial Aid** to view details about your financial aid.

4. Click on the link for the **Aid Year** you want to view.

5. On the **Aid Year** page, click **ACCEPT/DECLINE AWARDS** to accept or decline the awards.

6. Click **Student Center** to return to the **Student Center** page.

Also under **Finances**:

- The **View 1098-T Tax Form** link provides information regarding the 1098-T (Tuition Statement).
- The **Student Authorizations** link displays a list of assigned authorizations, including Title IV Authorization. For more information on signing your Title IV authorization, click [here](#).
Student Center in SIS

Student Center: Personal Information

1. Under Personal Information, click either Demographic Data or Names to view the Personal Information page.

2. Once in the Personal Information page, click addresses, names, phone numbers, email addresses or demographic information to view or edit your personal information.

3. Click beside Student Center to return to the Student Center page.
Student Center in SIS

Student Center: Admissions

1. To apply for admissions at any of the IU campuses, click on **Apply for Admission**.

![Apply for Admission](image)

2. Click on the appropriate campus link to enter their application system.

![Apply to IU](image)

**Additional Information**

You will find that the Student Center makes nearly all the information you need regarding your academics and your educational finances available in one centralized location.

Remember, One.IU also provides tasks to several functions within the Student Center such as Grades, My Class Schedule, Class Permissions and more. To access these tasks in One.IU, search by the topic (for example, "Advisement Report", "Holds", "Registration", etc.).

For additional SIS student tutorials and how-to videos, click [here](#).