

Student Center

How to Register for Classes

Overview

You have multiple ways you can register for classes. All of the options for registration are located in the Student Center. Tools that will assist you with registration are in the Enrollment Shopping Cart, Academic Planning, and Register & Drop/Add links. Each of the methods is similar. You can add classes you want to take to the Enrollment Shopping Cart prior to your registration appointment. When it's time to register you can enroll directly from classes stored in your Enrollment Shopping Cart. You can use classes from the Planner to perform a Class Search for the term of interest.

“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 and when you are ready, you can enroll in classes directly from the planner

“Shopping Cart”

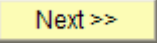
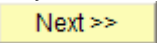
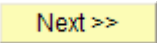
- When you find classes that interest you, you can add them to your shopping cart.
- Classes will remain in your Shopping Cart through the end of this semester
- You can use the Shopping Cart as a wish list. Put classes into your cart then return later and either delete the classes you don't want, or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

Steps

Access the Student Center

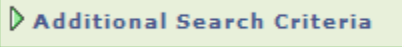
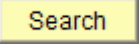
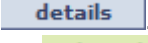
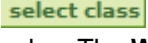
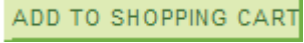

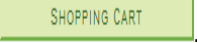

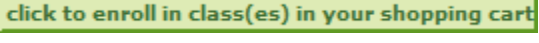
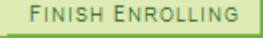
1. Navigate to: <http://www.Onestart.iu.edu>
2. When you log in to OneStart you will have immediate access available to the Student Center.
3. Click on **Go to Student Center**.
4. Your preferred first name displays.

Registering from the Enrollment Shopping Cart

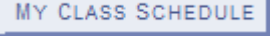
1. When you click the [Enrollment Shopping Cart](#) link, you will see an initial information screen. Please read this information to familiarize yourself with this registration feature.
2. Click .
3. Make any needed changes or additions to your addresses.
4. Click .
5. Review the *Optional Services*, select any that are of interest to you and then click .
6. If you are prompted to select a term, select the term for which you want to register.
7. Under the **Add Classes to Shopping Cart** heading, click the **Class Search** radio button.
8. Enter the **Course Subject**, for example ENG-W or click to search for the subject in an alphabetical list.
9. Enter the **Course Number**, for example 131 or you can search without a course number.
10. The “Show Open Classes Only” criteria is automatically selected. If you want to see both open and closed classes, uncheck the box. If you wish to further limit your search, select to check for class permissions or to avoid time conflicts.

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11. You may access more search options to narrow your search results by clicking on .
12. Click .
13. For more information about a specific class, click .
14. When you find the class that fits your schedule, click .
15. 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.
16. For a waitlisted class, if there is a class you wish to drop if you successfully add this class, simply select the class from your schedule.
17. If you want to add this class to your shopping cart, click .
18. Repeat the process from step 3 down until you have added all the classes you want to add to your shopping cart. Classes will remain in your shopping cart through the end of this semester unless used to register.
19. The **Status** column updates dynamically every time you view your shopping cart showing you if the class is open or closed.
20. 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 .
21. Review the validation results shown for possible action, then click .
22. 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  to complete the registration process for these classes. If you are not able to register now, once you are ready you can do so by using the Enrollment Shopping Cart or you can choose Register and Drop/Add from the Student Center.
23. If you select Register & Drop/Add from the Student Center, you will see a screen that will permit you to register directly from your shopping cart.
24. If you wish to select a class from your Planner or from the Class Search option, simply select the appropriate radio buttons.
25. If you wish to enroll in ALL of your classes that are in your Enrollment Shopping Cart, click .
26. Whether you register through the **Enrollment Shopping Cart** or **Register & Drop/Add**, the following will be the same.
27. You will receive the *Confirm Classes* page. Note the **Status** icons.
28. To complete the enrollment process, click .
29. 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.

30. Note the “Success” message and the green check marks in the **Status** column.
31. To view your class schedule, click .
32. You will now see your class schedule with the status of **Enrolled**.
33. To add additional classes after you’ve enrolled, click **Add**.
34. Click the **Class Search** radio button and continue from step 8 above.

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Drop a Class

1. To drop a class, click **Register & Drop/Add** from the *Student Center* main page.
2. Click **Drop**.
3. Select the class to be dropped.
4. Click **DROP SELECTED CLASSES**.
5. A *Confirm your selection* page will display. If the confirmation page is correct, click **FINISH DROPPING**.
6. Note the Status column to be sure this was successful.
7. To view your schedule after dropping the class, click **MY CLASS SCHEDULE**.
8. 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 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. Click **Swap**.
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. You will receive a confirmation page.
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.

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 **COURSE CATALOG SEARCH** 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 **Academic Planning** link. This will take you to the initial page in the Planner.
2. To place classes in your Planner, click **COURSE CATALOG SEARCH**.
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**.

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5. Click **Search**.
6. When you find the class you want, click **ADD TO PLANNER**.
7. Click Return to Planner. If you want a class other than this or wish to add another class you can do that from here.
8. To remove a class from your Planner, click  beside the appropriate class in the **Delete** column.
9. 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**.
10. 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.
2. Select the desired **Term**.
3. Click **CONTINUE**.
4. To register from the planner, click the **My Planner** radio button.
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 **select**.
7. Click **select** to select the classes in which you want to register.
8. You can get a more accurate view of what classes you can take for this Term by selecting any or all the filter boxes and then click **filter**.
9. Click **select** for the classes in which you want to register.
10. To register, click **ENROLL NOW**.
11. From the *Confirm Classes* page click **FINISH ENROLLING**.
12. The enrollment results page will display and you will be able to view your class schedule.