

Student Registration in SIS via One.IU

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

NOTE:	To Drop or Add classes for a future term or during the first week of the term, follow the instructions later in this document. To add or drop any other time, click eDrop/eAdd within Student Center or use the Late Drop / Add Classes (after 1st week of classes) task in One.IU.
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Using the Enrollment Shopping Cart

Let's start by registering from the Enrollment Shopping Cart.

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.)

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The *Shopping Cart: Select Term* page will display.

Shopping Cart

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 20	Undergraduate	IUPUI
<input type="radio"/>	Fall 20	Undergraduate	IUPUI

[CONTINUE](#)

Student Center [Go to Top](#)

- If you are prompted to select a term, select the **Term** for which you want to register and click

[CONTINUE](#)

The following page with important information will display.

Financial Agreement

By clicking "I Agree" to schedule your class(es), you are entering into and agreeing to a legally binding contract to pay all tuition and fees assessed to your bursar account. You also accept responsibility for any additional costs related to your enrollment at Indiana University including, but not limited to, room, meals, parking, library fines, and any other departmental or college costs.

You understand that if you allow your bursar account to become delinquent, University services such as future registration, transcripts, diploma and other certifications, will be encumbered until such time as your account is paid in full. In addition, you understand that Indiana University may refer your past due account for collection, report your delinquency to the credit bureau system, and may authorize legal action against you for the collection of this debt. You agree to be liable for all reasonable collection costs, including attorney fees, collection agency fees, and court costs (as allowed under Indiana Code §21-14-2-11), necessary for the collection of any amount not paid when due.

You understand and agree that if you leave any Indiana University campus with an unpaid balance, that you authorize the University and/or its agents, including attorneys and collection agencies, to contact you via cellular telephone and/or all forms of electronic technology (to include text messaging and e-mail) to collect such outstanding debt, unless you notify the agent in writing to cease electronic/cellular communication.

I Agree

Student Center [Next >>](#)

- Read the information carefully. If you agree, check the **I Agree** checkbox and click

[Next >>](#)

Student Registration in SIS via One.IU

The *Addresses* page will display.

Addresses

Important University information is sent throughout the semester by either IU e-mail or the US Postal Service.

View, add, change or delete your address(es) used by Indiana University and IUPUI.

Address Type	Address		
Home	200 Figg Ln Indianapolis, IN 46221-4739	edit	
Mail	200 Figg Ln Indianapolis, IN 46221-4739 Marion	edit	
IU Office	UITS IN Indianapolis,		
Stdnt Home	200 Figg Ln Indianapolis, IN 46221-4739 Marion	edit	
Local	200 Figg Ln Indianapolis, IN 46221-4739 Marion	edit	delete


[ADD A NEW ADDRESS](#)

Student Center [next >>](#) [Go to Top](#)

- Review your addresses on file. You may make any necessary address changes by clicking [edit](#), or add a new address by clicking [ADD A NEW ADDRESS](#).
- Click [next >>](#).

Student Registration in SIS via One.IU

The *Optional Services* page will display.

Optional Services Student Center 

Ima Student ID: 0000001111

Fall 20 Undergraduate | IUPUI

IUPUI Optional Services

For more information on optional fees please click the "more info" link.

Instructions


1. Check all of your desired selections.

2. When you're done, press Next. If you don't want any Optional Services, click Next without selecting a service.

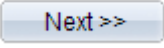
Charges for services selected will appear on your bursar bill.

If the item(s) of interest is grayed out, this term's options are no longer available here. Click on the "More Info" link(s) below to find out about other purchase opportunities.

Fee	Amount	Amount per unit	More Info	Select
Jagtag EZ Deposit - \$250	250.00	0.00	More Info	<input type="checkbox"/>
Jagtag EZ Deposit - \$500	500.00	0.00	More Info	<input type="checkbox"/>
JagTag Account Deposit	50.00	0.00	More Info	<input type="checkbox"/>
Rec Center Locker Rental	19.00	0.00	More Info	<input type="checkbox"/>
All Access Meal Plan Voluntary	1,857.50	0.00	More Info	<input type="checkbox"/>
Jag Meal Plan	900.00	0.00	More Info	<input type="checkbox"/>
Jinx Meal Plan	300.00	0.00	More Info	<input type="checkbox"/>
Jaws Meal Plan	600.00	0.00	More Info	<input type="checkbox"/>
16 Meal Plan (Voluntary)	1,757.50	0.00	More Info	<input type="checkbox"/>
Rec Sports Membership	15.00	0.00	More Info	<input type="checkbox"/>

Student Center  Next >>

8. The *Optional Services* page may be different for each campus. Review the available Optional Services and select any that are of interest to you by clicking the checkbox next to that option.

9. Click  .

Student Registration in SIS via One.IU

The *Shopping Cart: Add Classes to Shopping Cart* page will display.

10. In the **Add to Cart** box, click the **Class Search** radio button.

Student Registration in SIS via One.IU

The Class Search page will display.

Class Search

Search for Classes

Fall 20 | Undergraduate | IUPUI

Find a class by using the drop down menus and then click "Search".

▼ **Class Search**

Course Career: Undergraduate

Course Subject: select subject

Course Number: is exactly

Show Open Only

Check for Class Permissions and Maximum Hours Limit

Show Only Classes that do not conflict with My Schedule

▼ **Additional Search Criteria**

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Include: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with

Class Nbr: ?

Course Keyword: ?

Class Description Keyword: (example: romantic)

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Course Component:

Session:

Mode of Instruction:

Campus:

Location:

Course Attribute 1:

(Ex: eText, Honors, HYBRID, Distance Ed)

Course Attribute 2:

[Return to Shopping Cart](#)

[Search For Classes](#) [Academic Planning](#) [My Academics & Grades](#)

[Academic Planner](#) [Shopping Cart](#) [Course History](#)

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11. Enter the **Course Subject** (for example, ENG-W) or click [select subject](#) to search for the subject in an alphabetical list.
12. Enter the **Course Number**, (for example, 131), or you may search without a course number.
13. 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.
14. Click [SEARCH](#).

The search results will display.

[Return to Shopping Cart](#) [NEW SEARCH](#) [MODIFY SEARCH](#)

Open Closed

▼ **ENG-W 130 - PRINCIPLES OF COMPOSITION** First **1-12 of 12** Last

Class Nbr	Class Type	Session	Units	Component	Status	Avail	Wait	details
██████	Enrollment	Regular	3	Lecture	●	22	0	select class
		★						
		Days & Times	Room	Instructor		Meeting Dates		
		MoWe 9:00AM - 10:15AM	██████████	██████████		08/22/20 - 12/18/20		
		Class Notes STUDENTS MUST COMPLETE THE GUIDED SELF-PLACEMENT PROCESS BEFORE REGISTERING FOR W-130, W-131, OR W-140. (IF POSSIBLE, THIS SHOULD BE DONE BEFORE NEW STUDENT ORIENTATION.) SEE http://English.uc.iupui.edu for full information. Call (317)274-3824 with any problems with the website.						
Class Nbr	Class Type	Session	Units	Component	Status	Avail	Wait	details
██████	Enrollment	Regular	3	Lecture	●	21	0	select class
		★						
		Days & Times	Room	Instructor		Meeting Dates		
		MoWe 10:30AM - 11:45AM	██████████	██████████		08/22/20 - 12/18/20		
Class Nbr	Class Type	Session	Units	Component	Status	Avail	Wait	details
██████	Enrollment	Regular	3	Lecture	●	22	0	select class
		★						
		Days & Times	Room	Instructor		Meeting Dates		
		ARR	ARR	Staff		ARR		

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15. For more information about a specific class, click [details](#).

16. When you find the class that fits your schedule, click [select class](#).

The *Shopping Cart: Enrollment Preview* page will display.

Shopping Cart

Enrollment Preview

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ENG-W 130 - PRINCIPLES OF COMPOSITION


[START NEW SEARCH](#) [ADD TO SHOPPING CART](#) [WAITLIST TIME RESTRICTIONS](#)

Open Closed

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date	Status	Units	WaitList?
	Lecture	MoWe 9:00AM - 10:15AM			08/22/2017 - 12/18/2017	<input checked="" type="radio"/>	3.00	<input type="checkbox"/>

If your campus uses waitlists, the **WaitList?** checkbox will display. The **WaitList?** box is not needed unless the class you want is closed and you have searched for closed classes.

The **Waitlist Time Restrictions** button will display whether you have a waitlist or not. You can use this button to set up times you are unavailable for classes or import them from iGPS.

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.

For more information on waitlists, see page 15 of this document.

17. If you would like to add this class to your Shopping Cart, click [ADD TO SHOPPING CART](#).

Student Registration in SIS via One.IU

The added class is now displayed in the Shopping Cart.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Select Validate to have the system check for possible conflicts prior to enrolling.

When you are satisfied with class selections in your shopping cart, select the Enroll button.

✓ **ENG-W 130 has been added to your Shopping Cart.**

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Add to Cart:
Enter Class Number

Find Classes
 Class Search
 My Planner

Open Closed **WAITLIST TIME RESTRICTIONS**

Fall 20 Shopping Cart									
Select	Delete	Class	Days/Times	Room	Instructor	Units	Status	Enroll Status	Waitlist?
<input type="checkbox"/>	<input type="checkbox"/>	ENG-W 130	MoWe 9:00AM - 10:15AM			3.00	<input checked="" type="radio"/>	Not Enrolled	<input type="checkbox"/>

for selected:

My Fall 20 Class Schedule
You are not registered for classes in this term.

18. To add more classes, click the **Class Search** button in the **Add to Cart** box. Repeat the process of adding classes until you have added all the classes you want to your Shopping Cart.

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.

19. Prior to your enrollment time, you can check to see if these classes have time conflicts, unmet requisites, or require a class permission to enroll. Select the classes in which you want to enroll by clicking the checkbox next to that class, then click .

Student Registration in SIS via One.IU

The *Shopping Cart: Add Classes to Shopping Cart* page will display detailing the validation results.

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

Description	Message	Status
ENG-W 130	OK to Add.	✓
MATH-M 118	Enrollment Requisites are not met. You have not satisfied the enrollment requirements for this class at this time. Click the "details" button on the Search for Classes page to view the enrollment requirements. P: MATH 11000 or 11100 with a grade of C- or higher	✗

[SHOPPING CART](#)

Student Center ▼ [Go to Top](#)

20. Review the validation results. If there are potential problems, they will be listed on this page.

NOTE: Courses with errors will be automatically placed in your Enrollment Shopping Cart. You may take action to correct and enroll later, if desired.

21. Click [SHOPPING CART](#).

Student Registration in SIS via One.IU

The following screen will display.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Select Validate to have the system check for possible conflicts prior to enrolling.

When you are satisfied with class selections in your shopping cart, select the Enroll button.

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Add to Cart:

Enter Class Number

Find Classes

Class Search

My Planner

Open Closed WAITLIST TIME RESTRICTIONS

Fall 20 Shopping Cart									
Select	Delete	Class	Days/Times	Room	Instructor	Units	Status	Enroll Status	Waitlist?
<input type="checkbox"/>	<input type="checkbox"/>	ENG-W 130	MoWe 9:00AM - 10:15AM			3.00	<input checked="" type="radio"/>	Not Enrolled	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH-M 118	MoWe 9:00AM - 10:15AM			3.00	<input checked="" type="radio"/>	Not Enrolled	<input type="checkbox"/>

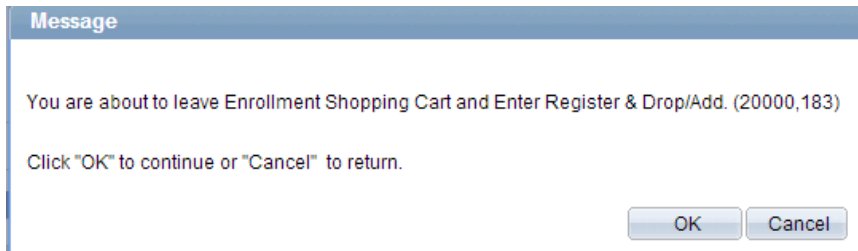
for selected:

22. If you are ready to register for these classes and your enrollment appointment time has arrived, select the classes in which you want to enroll and click **enroll** to complete the registration process for these classes. You will be taken to the *Confirm classes* page.

If you are not able to register now, once you are permitted to do so you may use the [Enrollment Shopping Cart](#) link or the [Register & Drop/Add](#) link from the Student Center, or you can click on the **Class Registration** task in One.IU (see page 15 for more information).

Student Registration in SIS via One.IU

After clicking the enroll button, the following message will be displayed.



23. Click

NOTE:

Registration Eligibility Checking will be performed when enrolling in classes. This check will determine if you are currently eligible to register for classes.

Your registration attempt will be blocked if you have any of the following conditions:

- There are active holds on your record.
- You are attempting to register prior to your registration appointment.
- You are attempting to register after Self-Service Enrollment is closed.

If you have a hold on your record with an impact that prevents enrollment, you will receive the message: *In order to register, first resolve all holds on your record. Follow the instructions associated with each hold item. Use the Enrollment Shopping Cart to plan your Class Schedule until holds are resolved.* There is a link to the Enrollment Shopping Cart so you can continue enrollment planning while you wait for the hold to clear.

If today's date is prior to your registration appointment, you will receive the message: *You are attempting to register prior to your Appointment time. Use the Enrollment Shopping Cart to plan your Class Schedule.* There is a link to the Enrollment Shopping Cart so you can continue enrollment planning while you wait for your enrollment appointment.

If today's date is after Self-Service Drop and Add is closed you will receive the message: *Self Service Drop and Add is no longer available for this term. Use eDrop/eAdd to change your schedule.* A link to eDrop and eAdd will be available.

Student Registration in SIS via One.IU

The *Shopping Cart: Confirm classes* page will display. Note the icons in the **Status** column.

Shopping Cart

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2017 | Undergraduate | IUPUI

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG-W 130	PRINCIPLES OF COMPOSITION (Lecture)	MoWe 9:00AM - 10:15AM			3.00	<input checked="" type="radio"/>

Student Center

24. Click .

The *Shopping Cart: View Results* page will display.

Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors:

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Success: enrolled Error: unable to add class

Class	Message	Status
ENG-W 130	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

Student Center

25. Note the “**Success**” message and the green check mark in the **Status** column.

26. To add another class, click and repeat the steps for adding a class.

Student Registration in SIS via One.IU

27. To view your class schedule, click [MY CLASS SCHEDULE](#).

The *My Class Schedule* page will display.

My Class Schedule

Select Display Option List View Weekly Calendar View [More Information on My Class Schedule](#)

Begin of Term ND Ugrd
Projected End ND Ugrd
End of Term ND Ugrd

Fall 2019 | Undergraduate | IUPUI [change term](#)

Univ College Trans Non-Degree Post Baccalaureate Courses

Appointment Start Date/Time [Textbook Summary](#) [view/order textbooks](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

Show All Waitlist Positions

ENG-W 130 - PRINCIPLES OF COMPOSITION

Status	Units	Grading	Grade	Deadlines	Add Date
Enrolled	3.00	Graded			07/02/20

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date
	Lecture	MoWe 9:00AM - 10:15AM			08/25/20 - 12/21/20

Class Notes STUDENTS MUST COMPLETE THE GUIDED SELF-PLACEMENT PROCESS BEFORE REGISTERING FOR W-130, W-131, OR W-140. (IF POSSIBLE, THIS SHOULD BE DONE BEFORE NEW STUDENT ORIENTATION.) SEE <http://English.uc.iupui.edu> for full information. Call (317)274-3824 with any problems with the website.

Total Units 3.000 [Printer Friendly Page](#)

[Search For Classes](#) [Academic Planning](#) [My Academics & Grades](#)

Student Center [Go to Top](#)

You will now see your class schedule with the status of **Enrolled**.

28. To add additional classes after you've enrolled, click [»](#) to return to the Student Center and then click [Register & Drop/Add](#).

29. Select a **Term**, if prompted, then click the **Class Search** button and continue to repeat the steps above for adding a class.

Student Registration in SIS via One.IU

Using the Class Registration task via One.IU

If your Registration Appointment has arrived, you may enroll in classes using the **Class Registration** task via One.IU. (If you are already in Student Center, you may also click the [Register & Drop/Add](#) link.) Note that the process of enrolling in classes is similar to many of steps outlined in the above section.

1. Navigate to: **one.iu.edu**.
2. Under **All Categories** on the left, click **Enrollment**.
3. Click on the **Class Registration** task. (You will need to log in if you haven't done so already.)
4. Once at the *Add Classes* page, you may search for classes using the **Class Search** or **My Planner** radio buttons, or select from those classes you previously added to your Shopping Cart for the enrolling term. Follow the on-screen instructions to complete the class enrollment process.

Waitlist Information

If your campus uses waitlists, you can enroll in a class that is full and get placed on the waitlist. Depending on the method of enrolling you are using, once you have selected your courses, you will be taken to a screen similar to the following page.

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date	Status	Units	WaitList?
19877	Lecture	MoWe 1:30PM - 2:45PM	Business/SPEA (BS) 2000		08/22/20 - 12/18/20		3.00	<input type="checkbox"/>

1. To add yourself to the waitlist for a class, click in the **WaitList?** checkbox for that class.

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date	Status	Units	WaitList?	*Waitlist Type	Drop if Enrolled?
19877	Lecture	MoWe 1:30PM - 2:45PM	Business/SPEA (BS) 2000		08/22/20 - 12/18/20		3.00	<input checked="" type="checkbox"/>	Only This Class Any Class in this course Only This Class	<input type="checkbox"/>

Clicking on the **Waitlist?** checkbox expands the row to include the **Waitlist Type** dropdown and the **Drop if Enrolled?** field.

At this point you have the opportunity to specify the type of waitlist you want and a different class that you want to drop if you are taken off the waitlist and placed into the requested class.

Student Registration in SIS via One.IU

Selecting an Option from the Waitlist Type Field

NOTE:

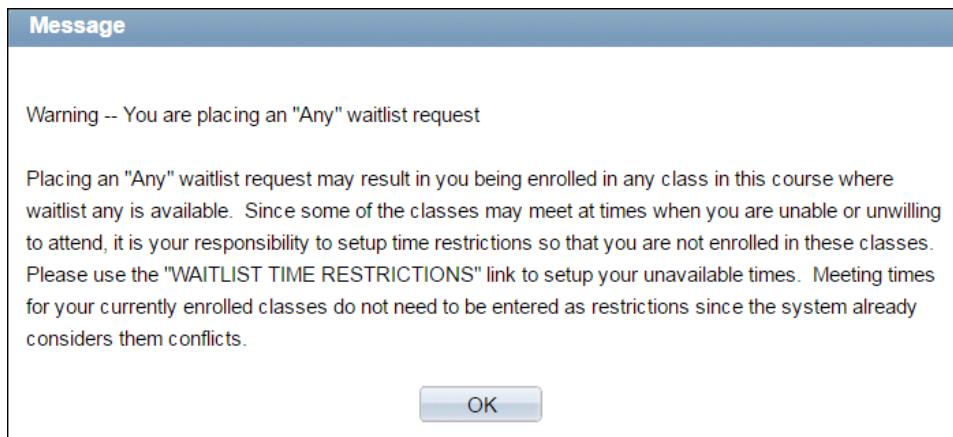
“Only This Class” means this waitlist will attempt to place you in an available seat in the specified class number (day, time, room, instructor).

“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.

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 (see page 17).

The default waitlist option is “Only This Class.” If the class is setup as an “any” waitlist by the department, you will see two options: “Only This Class” or “Any Class in this course”.

Selecting an “Any Class in this course” waitlist type will display a warning message explaining that you may be enrolled in any class in this course where waitlist any is available. An “any” waitlist allows you to be placed into any seat in any class of the course (i.e. COMM-C 180) that opens. This gives you a greater chance of getting into the course.



Click  in the message pop-up to continue.

Student Registration in SIS via One.IU

To specify when you are unavailable to take classes for this term, select

WAITLIST TIME RESTRICTIONS

Your waitlist/s will not be fulfilled by classes meeting during these days/times. You can click **All Day** to block out the entire day from 12:00 AM to 11:59 PM or specify days and hours to restrict.

WL Time Restrictions

INSTRUCTIONS FOR SETTING UP TIME RESTRICTIONS

1. Enter the start and end dates
2. Enter the start and end times, or check the "All Day" box
3. Check the day(s) of the week when the time restriction applies
4. Add an optional note
5. Use the "+" to add rows and the "-" to delete rows
6. Press "Apply" to save your entries and continue to enter rows
7. Press "OK" to save and return to the shopping cart
8. Press "Cancel" if you want to exit the page without saving

*Start Date	*End Date	All Day	*Start Time	*End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Note	From IGPS
1 08/22/2016	12/18/2016	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

OK Cancel Apply

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.

Message

You have setup time restrictions in iGPS, do you want to import them now? (20000,378)

Only entries that fall within the term for which you are currently enrolling will be imported.

Yes No

If you just setup your restrictions in iGPS in the past five minutes, you need to wait ten minutes before you can import.

If you import restrictions from iGPS, the **From iGPS** box will be checked.

WL Time Restrictions

INSTRUCTIONS FOR SETTING UP TIME RESTRICTIONS


1. Enter the start and end dates
2. Enter the start and end times, or check the "All Day" box
3. Check the day(s) of the week when the time restriction applies
4. Add an optional note
5. Use the "+" to add rows and the "-" to delete rows
6. Press "Apply" to save your entries and continue to enter rows
7. Press "OK" to save and return to the shopping cart
8. Press "Cancel" if you want to exit the page without saving

*Start Date	*End Date	All Day	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Note	From IGPS
1 08/22/2016	12/18/2016	<input checked="" type="checkbox"/>	12:00AM	11:59PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2 08/22/2016	12/18/2016	<input type="checkbox"/>	9:00AM	10:00AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Babysitting	<input checked="" type="checkbox"/>
3 08/22/2016	12/18/2016	<input type="checkbox"/>	5:00PM	10:00PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work	<input checked="" type="checkbox"/>

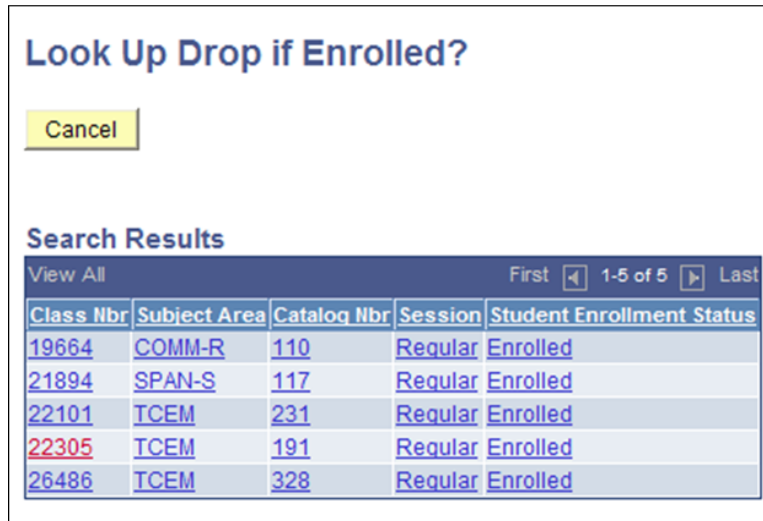
OK Cancel Apply

Student Registration in SIS via One.IU

Using the Drop if Enrolled? Field

1. To update the class you want to drop if your waitlist is fulfilled, click  in the **Drop if Enrolled?** column.

The *Look Up Drop if Enrolled?* page will display.



Look Up Drop if Enrolled?

[Cancel](#)

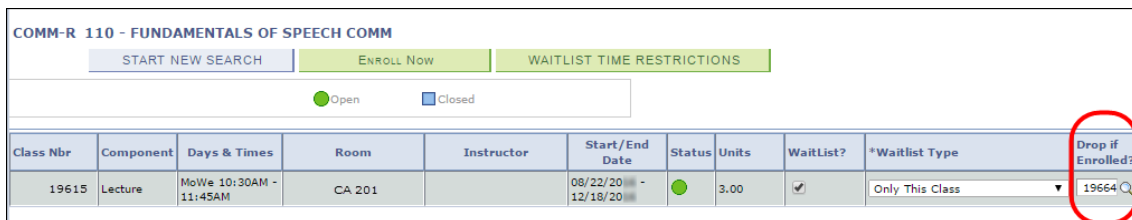
Search Results

View All First 1-5 of 5 Last

Class Nbr	Subject Area	Catalog Nbr	Session	Student Enrollment Status
19664	COMM-R	110	Regular	Enrolled
21894	SPAN-S	117	Regular	Enrolled
22101	TCEM	231	Regular	Enrolled
22305	TCEM	191	Regular	Enrolled
26486	TCEM	328	Regular	Enrolled

2. Select the class you want to drop.



This **Class Number** will be placed in the **Drop if Enrolled?** box.



COMM-R 110 - FUNDAMENTALS OF SPEECH COMM

[START NEW SEARCH](#) [ENROLL NOW](#) [WAITLIST TIME RESTRICTIONS](#)

Open Closed

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date	Status	Units	WaitList?	*Waitlist Type	Drop if Enrolled?
19615	Lecture	MoWe 10:30AM - 11:45AM	CA 201		08/22/20 - 12/18/20		3.00	<input checked="" type="checkbox"/>	Only This Class	19664 

If you are removed from the waitlist and placed in the class during the waitlist processing period, you will automatically be dropped from the class specified.

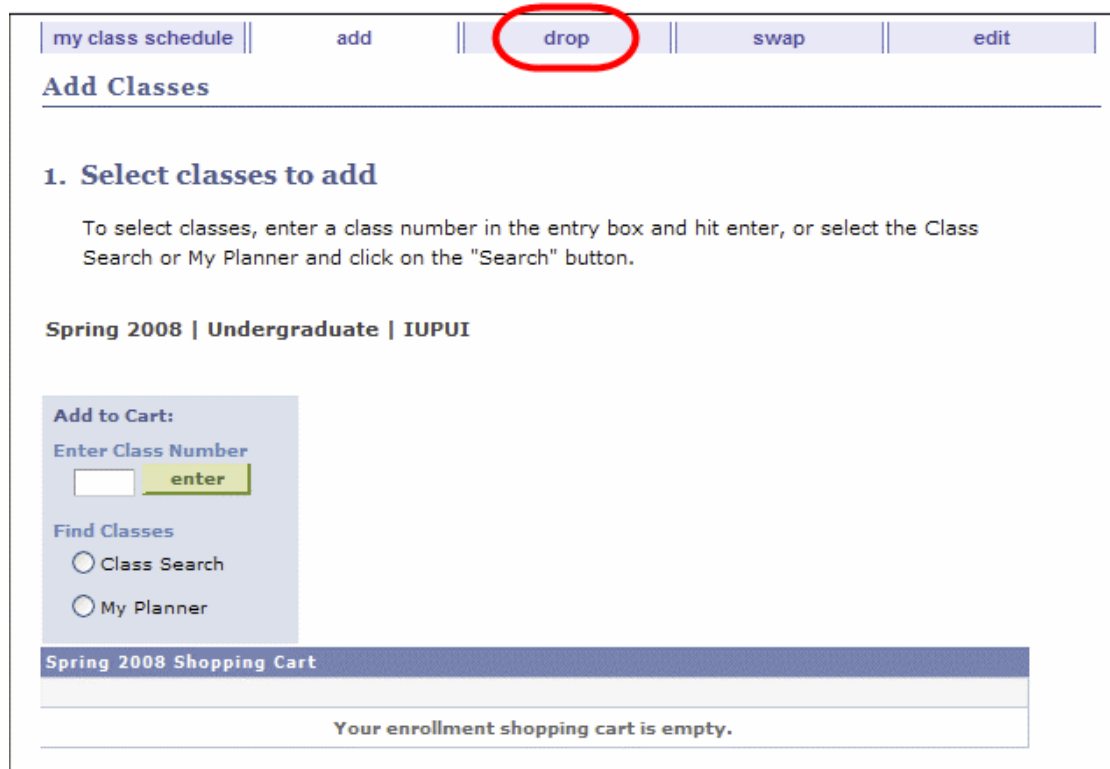
Student Registration in SIS via One.IU

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.)

Note that if you are already on the *Student Center* main page, click Register & Drop/Add to drop a class for a future term or during the first week of the term. If you are trying to drop a class any other time, a message will display saying, "Self Service Drop and Add is no longer available for this term. Use eDrop/eAdd to change your schedule." You will then need to select the eDrop/eAdd link or use the One.IU task, **Late Drop / Add Classes (after 1st week of classes)**.

4. From the *Add Classes* page, click *drop* at the top of the displayed page.



5. Select the class to be dropped.

Student Registration in SIS via One.IU

my class schedule | add | drop | swap | edit

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Spring 2008 | Undergraduate | IUPUI

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status	Select
COMM-R 110 (19664)	FUNDAMENTALS OF SPEECH COMM (Lecture)	TuTh 9:00AM - 10:15AM	IT 159	Staff	3.00	Enrolled	<input type="checkbox"/>
SPAN-S 117 (21894)	BEGINNING SPANISH I (Lecture)	MoWe 3:00PM - 4:15PM	NU 205	Staff	3.00	Enrolled	<input checked="" type="checkbox"/>
TCEM 191 (22305)	SANIT/HLTH FOOD SVC LODG TOUR (Lecture)		AP WEB	Staff	3.00	Enrolled	<input type="checkbox"/>
TCEM 328 (26486)	INTRODUCTION TO MICROBREWING (Lecture)	Th 6:00PM - 8:40PM	NU 127	Staff	3.00	Enrolled	<input type="checkbox"/>

DROP SELECTED CLASSES

6. Click **DROP SELECTED CLASSES**.

The *Drop Classes: Confirm your selection* page will display.

my class schedule | add | drop | swap | edit

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Spring 2008 | Undergraduate | IUPUI

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
SPAN-S 117 (21894)	BEGINNING SPANISH I (Lecture)	MoWe 3:00PM - 4:15PM	NU 205	Staff	3.00	Enrolled

CANCEL **PREVIOUS** **FINISH DROPPING**

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

Student Center

7. If the confirmation page is correct, click **FINISH DROPPING**.

Student Registration in SIS via One.IU

The *Drop Classes: View results* page will display.

The screenshot shows the 'Drop Classes' interface. At the top, it says 'Drop Classes' and '3. View results'. Below that, it instructs the user to 'View the results of your enrollment request. Click Fix Errors to make changes to your request.' The session information is 'Spring 2008 | Undergraduate | IUPUI'. There are two status messages: a green checkmark for 'Success: dropped' and a red X for 'Error: unable to drop class'. A table lists the class 'SPAN-S 117' with a message 'Message: You have been given a grade of W for this class.' and a green checkmark in the 'Status' column. A 'MY CLASS SCHEDULE' button is visible. At the bottom, there are navigation links: 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', a dropdown menu set to 'Student Center', and a 'Go to Top' link.

Class	Message	Status
SPAN-S 117	Message: You have been given a grade of W for this class.	✓

- Note the **Status** column to be sure this was successful.
- To view your schedule after dropping the class, click **MY CLASS SCHEDULE**. Dropped classes will be indicated by the word "**Withdrawn**" in the **Status** field.

Using Edit

- If you have enrolled in a Variable Credit Hour course and need to adjust the enrolled hours click Register & Drop/Add from the *Student Center* page. From the *Add Classes* page, click the *edit* tab.
- Courses with hours eligible to be adjusted will have a **select** button to the right. Select the course of interest.
- Select the desired hours from the drop-down box, then select **FINISH EDITING**.

Student Registration in SIS via One.IU

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) you may want to use Swap.

1. To swap a class, click Register & Drop/Add from the *Student Center* main page. From the *Add Classes* page, click the *swap* tab.

The screenshot shows the 'Add Classes' interface. At the top, there is a navigation bar with tabs: 'my class schedule', 'add', 'drop', 'swap', and 'edit'. The 'swap' tab is circled in red. Below the navigation bar, the page title is 'Add Classes'. The main content area is titled '1. Select classes to add'. It contains instructions: 'To select classes, enter a class number in the entry box and hit enter, or select the Class Search or My Planner and click on the "Search" button.' Below this, it specifies 'Spring 2008 | Undergraduate | IUPUI'. There is a section for 'Add to Cart' with an 'Enter Class Number' input field and an 'enter' button. Below that, there are radio buttons for 'Find Classes' with options 'Class Search' and 'My Planner'. At the bottom, there is a 'Spring 2008 Shopping Cart' section with the message 'Your enrollment shopping cart is empty.'

Student Registration in SIS via One.IU

The Swap a Class: Select a class to swap page will display.

my class schedule
add
drop
swap
edit

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Spring 2008 | Undergraduate | IUPUI

Swap this Class							
COMM-R 110 (19664)	Description	Days/Times	Room	Instructor	Units	Status	Select
COMM-R 110 (19664)	FUNDAMENTALS OF SPEECH COMM (Lecture)	TuTh 9:00AM - 10:15AM	IT 159	Staff	3.00	✔	<input type="checkbox"/>
ENG-W 206 (20269)	INTRO TO CREATIVE WRITING (Lecture)	Mo 6:00PM - 8:40PM	HB 100	Staff	3.00	✔	<input type="checkbox"/>
ENG-W 208 (20273)	INTRODUCTION TO POETRY WRITING (Lecture)	TuTh 3:00PM - 4:15PM	NU 205	Staff	3.00	✔	<input checked="" type="checkbox"/>
TCEM 231 (22101)	TOURISM & HOSPITALTY MARKETING (Lecture)	TuTh 10:30AM - 11:45AM	TBA	Staff	3.00	✔	<input type="checkbox"/>

With This Class

Enter Class Nbr
 enter

Find Classes
 Class Search
 My Planner
search

Or Swap from your Shopping Cart							
ENG-W 207 (20272)	Days/Times	Room	Instructor	Units	Status	Enroll Status	Select
ENG-W 207 (20272)	MoWe 1:30PM - 2:45PM	NU 205	Staff	3.00	●	Not Enrolled	select
TCEM 310 (22106)	MoWe 3:00PM - 4:15PM	BS 3012	Staff	3.00	●	Not Enrolled	select

- 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.

Student Registration in SIS via One.IU

The *Swap a Class: Confirm your selection* page will display.

[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#)

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Spring 2008 | Undergraduate | IUPUI

▼ You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG-W 208 (20273)	INTRODUCTION TO POETRY WRITING (Lecture)	TuTh 3:00PM - 4:15PM	NU 205	Staff	3.00	<input checked="" type="checkbox"/>

▼ With this class

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG-W 207 (20272)	INTRO TO FICTION WRITING (Lecture)	MoWe 1:30PM - 2:45PM	NU 205	Staff	3.00	<input type="checkbox"/>

[CANCEL](#) [FINISH SWAPPING](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

Student Center [Go to Top](#)

3. If these are the classes you wish to swap, click [FINISH SWAPPING](#).

Student Registration in SIS via One.IU

The *Swap a Class: View results* page will display.



Swap a Class

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Spring 2008 | Undergraduate | IUPUI

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap ENG-W 208 with ENG-W 207	Message: You have been given a grade of W for this class.	✓

[MY CLASS SCHEDULE](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

Student Center [Go to Top](#)

4. The class swap is now complete. You may view your class schedule by clicking

[MY 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 the **Course Catalog Search** 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.

NOTE: You will have a separate planner for undergraduate and graduate work and you can select which career planner to use.

1. From the Student Center main page, click the [SIS Planner](#) link. This will take you to the initial page in the Planner. If you are starting from One.IU, click the **Student Center** task. Once in Student Center, click the [SIS Planner](#) link.

Student Registration in SIS via One.IU

The *Academic Planner* page will display.

Academic Planning | My Academics & Grades

academic planner | shopping cart | course history

Academic Planner

[Check this out — NEW Planner!](#)

My Program:

- IUPUI
- Career - Undergraduate
- Program - Business Undergraduate
- Major - Accounting BSB

[Planner Information](#)

[Select All Courses for Advisor Review](#)

[Submit Selected Courses for Advisor Review](#)

Select Career: Undergraduate

Add courses to Planner using:

[Collapse All](#)

[Expand All](#)

i Your planner is empty. Use Browse Course Catalog or Plan by My Requirements to add courses to your planner.

Academic Planning | **My Academics & Grades**

[Academic Planner](#) | [Shopping Cart](#) | [Course History](#)

Student Center

2. To search for classes to add to your Planner, click .

Student Registration in SIS via One.IU

The screenshot shows the 'Academic Planner' interface. At the top, there are tabs for 'Academic Planning' and 'My Academics & Grades'. Under 'Academic Planning', there are sub-tabs for 'academic planner', 'shopping cart', and 'course history'. The main heading is 'Academic Planner'. Below it is the 'Browse Course Catalog' section. The search form includes the following fields and options:

- *Institution:** A dropdown menu with 'IUPUI' selected.
- Subject:** A text input with 'EDUC-E' and a green 'search for a subject' button. Below it, a note says 'e.g. ENG (for more results) or ENG-W (for fewer results)'.
- Catalog Nbr:** A text input with '300' and a dropdown menu with 'Exact Match' selected. Below it, a note says 'e.g. 131'.
- Course Title Keyword:** A text input with a placeholder '(example: statistics)'.
- Course Description Keyword:** A text input with a placeholder '(example: romantic)'.
- A green 'search' button at the bottom left.

3. Select the **Institution** from the drop down list.
4. Enter a **Subject** (or use the search feature) and a **Catalog Number**. You may also use **Course Title Keyword** or **Course Description Keyword** as additional search criteria.
5. Click [search](#).

The search results are displayed within the *Browse Course Catalog* page.

The screenshot shows the search results page. At the top, there is a 'Return to Planner' link and a green 'ADD TO PLANNER' button. Below this is a table of search results:

EDUC-E - Education					
Course ID	Subject	Course Nbr	Course Title	Course Typically Offered	Select
014659	EDUC-E	300	ELEM EDUC FOR PLURALISTIC SOC		<input type="checkbox"/>

Below the table is another green 'ADD TO PLANNER' button.

Student Registration in SIS via One.IU

6. When you find the class you want, click the **Select** checkbox and then click

ADD TO PLANNER

The class is now displayed in your Planner.

Academic Planner

Browse Course Catalog

*Institution:

Subject: [search for a subject](#)
e.g. ENG (for more results) or ENG-W (for fewer results)

Catalog Nbr:

e.g. 131

Course Title Keyword: (example: statistics)

Course Description Keyword: (example: romantic)

[search](#)

✓ EDUC-E 300 has been added to your Planner.

[Return to Planner](#)

[ADD TO PLANNER](#)

EDUC-E - Education					
Course ID	Subject	Course Nbr	Course Title	Course Typically Offered	Select
014659	EDUC-E	300	ELEM EDUC FOR PLURALISTIC SOC		<input type="checkbox"/>

[ADD TO PLANNER](#)

7. If you want a class other than this or wish to add another class, click [Return to Planner](#).

Student Registration in SIS via One.IU

The *Academic Planner* page will display.

Academic Planner

My Program:

- IUPUI
- Career - Undergraduate
- Program - Business Undergraduate
- Major - Accounting BSB
- Concentration - Finance
- Major - Finance BSB

[Planner Information](#)

Select Career: Undergraduate

Add courses to Planner using:

Unassigned Courses

Course	Description	Units	Institution	Typically Offered	Delete	Add Course Note	Select
BUS-A 325	COST ACCOUNTING	3.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>
COMM-C 321	PERSUASION	3.00	IUPUI				<input type="checkbox"/>
EDUC-E 300	ELEM EDUC FOR PLURALISTIC SOC	3.00	IUPUI				<input type="checkbox"/>
POLS-Y 219	INTRO TO INTL RELATIONS	3.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>

Move selected courses to Term:

[Academic Planning](#) [My Academics & Grades](#)

[Academic Planner](#) [Shopping Cart](#) [Course History](#)

Student Center [Go to Top](#)

- To remove a class from your Planner, click beside the appropriate class in the **Delete** column.
- 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 .

Student Registration in SIS via One.IU

The class has now been moved to the specified term.

Academic Planner

My Program:

- └ IUPUI
- └ Career - Undergraduate
- └ Program - Business Undergraduate
- └ Major - Accounting BSB
- └ Concentration - Finance
- └ Major - Finance BSB

[Planner Information](#)

Select Career Undergraduate change

Add courses to Planner using: BROWSE COURSE CATALOG PLAN BY MY REQUIREMENTS

add note to any term **Delete all courses in Planner:** DELETE ALL

✓ BUS-A 325, COMM-C 321, EDUC-E 300, POLS-Y 219 have been moved to Spring 2012.

▼ Spring 2012

Course Info							
Course	Description	Units	Institution	Typically Offered	Delete	Add Course Note	Select
BUS-A 325	COST ACCOUNTING	3.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>
COMM-C 321	PERSUASION	3.00	IUPUI				<input type="checkbox"/>
EDUC-E 300	ELEM EDUC FOR PLURALISTIC SOC	3.00	IUPUI				<input type="checkbox"/>
POLS-Y 219	INTRO TO INTL RELATIONS	3.00	IUPUI	Fall, Spring and Summer Terms			<input type="checkbox"/>

add term note **Move selected courses to Term** move

10. Continue this process until all the classes you wish to place in each term have been added. You may also leave classes unassigned.

11. To register from the Planner, click [Register & Drop/Add](#) from the *Student Center* main page.

Student Registration in SIS via One.IU

The *Select Term* page will display.

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 2014	Undergraduate	IUPUI
<input type="radio"/>	Fall 2014	Undergraduate	IUPUI

CONTINUE

Student Center [Go to Top](#)

12. Select the desired **Term**.

13. Click **CONTINUE**.

14. If displayed, review the *Financial Agreement*, *Addresses*, and *Optional Services* pages.

The *Add Classes: Select classes to add* page will display.

my class schedule || add || drop || swap || edit

Add Classes

1. Select classes to add

To select classes, enter a class number in the entry box and hit enter, or select the Class Search or My Planner and click on the "Search" button.

Fall 2014 | Undergraduate | IUPUI

Add to Cart:

Enter Class Number

enter

Find Classes

Class Search

My Planner

15. To register from the Planner, click the **My Planner** radio button.

Student Registration in SIS via One.IU

The *Search from My Planner* page will display.

Add Classes

Search from My Planner

Summer 2008 | Undergraduate | Bloomington

[Return to 1. Select classes to add](#)

▼ Summer 2008				
Course	Description	Units	Term Status	Select
COMM-C 321	PERSUASION	3.00	Not offered in Summer 2008.	
EDUC-E 300	ELEM EDUC FOR PLURALISTIC SOC	3.00	Classes available this term.	select
EDUC-M 333	ART EXPRNCE FOR THE ELEM TCH	2.00	Not offered in Summer 2008.	

[Return to 1. Select classes to add](#)

Student Center [Go to Top](#)

16. 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.

Student Registration in SIS via One.IU

The *Course Detail* page will display.

Course Detail

Summer 2008 | Undergraduate | Bloomington

[Return to Search from My Planner](#)

EDUC-E 300 - ELEM EDUC FOR PLURALISTIC SOC

Course Detail

Career	Undergraduate	This course is in your planner under Term(s) Summer 2008.
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	

Summer 2008 Course Schedule

Shopping Cart

Your shopping cart is empty.

My Class Schedule

You are not registered for classes in this term.

Show Open Classes Only
 Check for Class Permissions and Maximum Hours Limit
 Show Only Classes that do not conflict with My Schedule
[filter](#)

Open Closed

EDUC-E 300 sections for Summer 2008

Section	Session	Status	
0100-LEC (1837)	SS1	<input checked="" type="radio"/>	select

Days	Start	End	Room	Instructor	Dates
MoTuWeTh	1:00PM	2:15PM	ED 3275	Staff	05/06/2008 - 06/12/2008

[View All](#) [1 of 1](#) [Last](#)

17. To get a more accurate view of which classes you can take for this term, select any or all the filter boxes and then click [filter](#).

18. Click [select](#) for the classes in which you want to register.

The *Add Classes: Enrollment Preview* page will display.

19. To register, click [ENROLL NOW](#).

20. From the *Confirm Classes* page, click [FINISH ENROLLING](#).

The *Enrollment Results* page will display and you will be able to view your class schedule.

Student Registration in SIS via One.IU

Course History in the Planner

1. If you want to view your course history while in the Planner, click the *course history* tab.
2. If you also want to see the courses that are in your Planner and your Shopping Cart, select the appropriate choices under **Select Display Option**.

Courses in your course Shopping Cart will display a ★ as the Status icon.

Courses in your Planner will display a ★ as the Status icon.

Search for Classes

Academic Planning

My Academics & Grades

academic planner

shopping cart

course history

My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Hide courses from Shopping Cart

Show courses from Shopping Cart

Sort results by

Then by

sort

✔ Taken
 ← Transferred
 ◆ In Progress
 ★ In Cart
 ★ From Planner

Course	Description	Institution	Term	Grade	Units	Status
BUS-A 100	BASIC ACCOUNTING SKILLS	IUPUI	Fall 2013	A	1.00	✔
BUS-A 204	INTRO TO FIN ACCTG: HONORS	IUPUI	Fall 2014		3.00	◆
BUS-K 201	THE COMPUTER IN BUSINESS	IUPUI	Spring 2014	A	3.00	✔
BUS-L 204	COMMERCIAL LAW I: HONORS	IUPUI	Fall 2014		3.00	◆
BUS-X 100	BUS ADMINISTRATION: INTRO	IUPUI	Fall 2013	A	3.00	✔
BUS-X 103	LEARNING COMMUNITIES	IUPUI	Fall 2013	A+	1.00	✔
BUS-X 204	BUSINESS COMMUNICATIONS	IUPUI	Spring 2014	A	3.00	✔
COMM-R 110	FUNDAMENTALS OF SPEECH COMM	IUPUI	Fall 2013	A-	3.00	✔
ECON-E 201	INTRO TO MICROECONOMICS	IUPUI	Fall 2014		3.00	◆
EDUC-E 300	ELEM EDUC FOR PLURALISTIC SOC	IUPUI	Fall 2015		3.00	★
ENG-W 131	ELEMENTARY COMPOSITION 1	IUPUI	Fall 2013	T	3.00	←
FIS 20500	CONCEPTS OF FORENSIC SCIENCE I	IUPUI	Fall 2013	A	3.00	✔
HPER-E 135	GOLF	IUPUI	Summer 2014		1.00	◆
HPER-P 211	INTRO TO SPORT MANAGEMENT	IUPUI	Spring 2014	A-	3.00	✔
MATH 11000	FUNDAMENTALS OF ALGEBRA	IUPUI	Fall 2013	A	4.00	✔
MATH-M 118	FINITE MATHEMATICS	IUPUI	Fall 2014		3.00	◆
MATH-M 118	FINITE MATHEMATICS	IUPUI	Fall 2014		3.00	★
MATH-M 119	BRIEF SURVEY OF CALCULUS 1	IUPUI	Spring 2014	A	3.00	✔
MUS-Z 201	HISTORY OF ROCK AND ROLL MUSIC	IUPUI	Spring 2014	A	3.00	✔