

WEB REGISTRATION SCHEDULE

Students currently enrolled in the **College of Undergraduate Studies** will be able to register online for **Spring 2012** courses through **S.S. IU** (Self-Service IU) after meeting with their department advisor and obtaining their **Alternate PIN**. For Web Registration instructions see **Web Registration Quick Reference** in this brochure. Refer to the schedule below for registration dates and times.

Note: Registration time assignments are based on the number of *completed* credits. Currently enrolled hours are *not* included. If you have completed 23 credits, and are registered for 15 credits this term, you will register with Freshmen, not Sophomores.

6 AM Monday, November 14, 2011 Seniors (90+ credits) -----January 11, 2012 11:59 PM

6 AM Monday, November 14, 2011 Honors, Honors Congress-----January 11, 2012 11:59 PM

6 AM Tuesday, November 15, 2011 Juniors (54.0 – 89.9 credits) ----- January 11, 2012 11:59 PM

6 AM Wednesday, November 16, 2011 Sophomores (24.0 - 53.9 credits) -----January 11, 2012 11:59 PM


6 AM Thursday, November 17, 2011 Freshmen (0 - 23.9 credits) -----January 11, 2012 11:59 PM

Note: New groups start at 6:00 AM of the scheduled day. Web registration continues through 11:59 PM on January 11, 2012. Classes begin January 12, 2012

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 – 10:00					
10:10 – 11:25					
11:35 – 12:50					
1:00 – 2:15					
2:25 – 3:40					
3:50 – 5:05					

WEB REGISTRATION QUICK REFERENCE

Meet with your advisor to discuss course requirements and academic planning, receive schedule approval and obtain your Alternate PIN (Alt PIN). Alt PIN is required for Registration and Add/Drop and is only issued once per term so please make a note of it.

Login to **MyIU**  with your username and password and click on the **S.S.IU** Icon



Once in Self-Serve you can do the following:

Check your Registration Status:

- Click on **Student**
- Click on **Registration**
- Click on **Registration Status**
- Select the **Term, Spring 2012**, submit
- Registration Status displays information such as Holds, Academic Standing, Student Status and Class, which may affect your ability to register for classes in this term
- Click on **Return to Menu** and then on **Look Up Classes**

Look Up Classes:

- Select the **Term, Spring 2012**, submit
- Select any combination of options to search class schedule; scroll to review all course information which includes Rem, the # of seats remaining in the class
- Key: C = closed sections; NR = not available for web registration; SR = student restriction
- Click on **Return to Menu** and then on **Add or Drop Classes**

Register for Classes:

- Click on **Add or Drop Classes**
- Select the **Term, Spring 2012**, submit
- Enter Alt PIN (refer to your registration form); submit
- Enter CRNS in the Worksheet boxes from your schedule, click on **Submit Changes**
- Look for “Web Registered” next to each course & check for Registration Add Errors;
 - If no errors and you are finished, click **Exit**;
 - If errors, click on **Submit Changes** or **Reset**, click on **Look Up Classes** or enter a new CRN;
- To change a section that you have already registered for:
 - Click on **Web Drop** from the Action box next to the CRN
 - Click on **Submit Changes**
 - Enter the new CRN in the Worksheet box & click on **Submit Changes** or click on **Look Up Classes** to search for a new section.
 - Continue this process until your registration is complete

Print Your Schedule:

- On the Registration menu click on **Student Detail Schedule** or **Week At A Glance** (enter date) to view and print your schedule

Exit from your account and close your browser for security reasons.