

How to Add a Lecture and Lab

Step One: From the Registration & Classes channel, choose the link labeled “**Register for Classes**”.

INDIANA UNIVERSITY

action list | search | logout

OneStart

Campus Services Notifications (0) My Groups My Zone

Services > Self-Service

Registration & Classes options

Note: before registering, be sure to check for any holds on your record.

Registration

- [Holds on My Record](#)
- [Registration Appointment](#)
- [Class Permissions](#)
- [Class Offerings](#)
- [Course Descriptions](#)
- [Registration Tips](#)
- [Register for Classes](#)

Classes

- [Class Schedule](#)
- [Drop/Add Classes](#)
- [Go to OnCourse](#)
- [Final Exam Schedule](#)

MORE INFO: [UITS Support Center](#)

contact | privacy statement | logout

©2001-2007, The Trustees of Indiana University
OneStart and the OneStart character are registered trademarks of Indiana University.

The [OneStart](#) Registration & Classes Channel

Step Two (a): Select desired term.

INDIANA UNIVERSITY

action list | search | logout

OneStart

Campus Services Notifications (0) My Groups My Zone

Services > Self-Service

Registration & Classes options

Registration Links

Fall 2007

Spring 2008

Go Back to Menu

MORE INFO: [UITS Support Center](#)

contact | privacy statement | logout

©2001-2007, The Trustees of Indiana University
OneStart and the OneStart character are registered trademarks of Indiana University.

The [OneStart](#) Registration Links Page

Step Two (b): Select specific term.

Enrollment

Select Enrollment Term

I.M. A. Student

You may see past, current and future terms below. The past terms are view only.
Current and future terms are available to modify based on your academic institution's
(Bloomington, Indianapolis, Northwest, etc.) academic calendar.

| Term | Academic Career | Institution |
|-----------------------------|-----------------|-------------|
| Spring 2008 | Undergraduate | Bloomington |
| Fall 2007 | Undergraduate | Bloomington |
| Summer 2007 | Undergraduate | Bloomington |
| Spring 2007 | Undergraduate | Bloomington |
| Fall 2006 | Undergraduate | Bloomington |
| Spring 2006 | Undergraduate | Bloomington |
| Fall 2005 | Undergraduate | Bloomington |

A list of terms (semesters) will appear. Select the one for which you wish to register. If the desired term does not appear, contact the [Information Center: Gateway to Excellence](#) at (574) 520-4135.

The [OneStart](#) Select Enrollment Term Page

If you try to register before your registration appointment, you will receive the following message:



You do not have a valid enrollment appointment at this time. You can view your [enrollment appointments](#) using the View Enrollment Appointment page.

Step Two (c): Read the Drop/Add Access Fee Information (if it appears) and select “OK”.

===== (20000,37)

DROP/ADD ACCESS FEE INFORMATION

* NO access fee will be charged during your initial registration session.

* NO access fee will be assessed for changes processed within two business days after your initial registration.

* A Drop/Add access fee is assessed when you choose to make schedule adjustments after two business days have elapsed since your initial registration. The fee is assessed each day that you make changes.

=====

The [OneStart](#) Fee Notice Page

Step Three: Select the link labeled "Add Classes".

Self-Service Print | Help | Feedback

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------|--|-----------------------------------|---------------------|------------|----------|---------|---------|---------|---------|-------------|------------|--|--|--|--|--|--|--------|--------|------|---------|-------------|------------|---------------------------------------|--|--|--|--|--|--------|--------|-------|--------|-------------|------------|---------------------------------------|--|--|--|--|--|--------|--------|---------|---------|-------------|------------|--|--|--|--|--|--|--------|--------|-----|---------|-------------|------------|---|--|--|--|--|--|--------|--------|------|---------|-------------|------------|
| 11983 | 0100 | Lecture | ED- K371/352/495/E325/341/M333 | No Grade Allowed | 15.00 | Enrolled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enrl Add Dt: 10/29/2007 | | <table border="1"> <tr> <td>11:15AM</td> <td>12:30PM</td> <td>Mon,Wed</td> <td>ED 1250</td> <td>01/07/2008-</td> <td>05/02/2008</td> </tr> <tr> <td colspan="6">Instructor: Williamson,Genevieve Manset</td> </tr> <tr> <td>2:30PM</td> <td>3:30PM</td> <td>Tues</td> <td>ED 1204</td> <td>01/07/2008-</td> <td>05/02/2008</td> </tr> <tr> <td colspan="6">Instructor: Keller,Melissa Gay</td> </tr> <tr> <td>7:00AM</td> <td>5:00PM</td> <td>Thurs</td> <td>HD TBA</td> <td>01/07/2008-</td> <td>05/02/2008</td> </tr> <tr> <td colspan="6">Instructor: Keller,Melissa Gay</td> </tr> <tr> <td>8:00AM</td> <td>9:15AM</td> <td>Mon,Wed</td> <td>ED 3275</td> <td>01/07/2008-</td> <td>05/02/2008</td> </tr> <tr> <td colspan="6">Instructor: Hossler,Carol-Anne Hughes</td> </tr> <tr> <td>1:00PM</td> <td>3:30PM</td> <td>Wed</td> <td>ED 3125</td> <td>01/07/2008-</td> <td>05/02/2008</td> </tr> <tr> <td colspan="6">Instructor: Husbye,Nicholas Edward</td> </tr> <tr> <td>4:00PM</td> <td>6:00PM</td> <td>Tues</td> <td>ED 3115</td> <td>01/07/2008-</td> <td>05/02/2008</td> </tr> </table> | | | | | 11:15AM | 12:30PM | Mon,Wed | ED 1250 | 01/07/2008- | 05/02/2008 | Instructor: Williamson,Genevieve Manset | | | | | | 2:30PM | 3:30PM | Tues | ED 1204 | 01/07/2008- | 05/02/2008 | Instructor: Keller,Melissa Gay | | | | | | 7:00AM | 5:00PM | Thurs | HD TBA | 01/07/2008- | 05/02/2008 | Instructor: Keller,Melissa Gay | | | | | | 8:00AM | 9:15AM | Mon,Wed | ED 3275 | 01/07/2008- | 05/02/2008 | Instructor: Hossler,Carol-Anne Hughes | | | | | | 1:00PM | 3:30PM | Wed | ED 3125 | 01/07/2008- | 05/02/2008 | Instructor: Husbye,Nicholas Edward | | | | | | 4:00PM | 6:00PM | Tues | ED 3115 | 01/07/2008- | 05/02/2008 |
| 11:15AM | 12:30PM | Mon,Wed | ED 1250 | 01/07/2008- | 05/02/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instructor: Williamson,Genevieve Manset | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2:30PM | 3:30PM | Tues | ED 1204 | 01/07/2008- | 05/02/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instructor: Keller,Melissa Gay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7:00AM | 5:00PM | Thurs | HD TBA | 01/07/2008- | 05/02/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instructor: Keller,Melissa Gay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8:00AM | 9:15AM | Mon,Wed | ED 3275 | 01/07/2008- | 05/02/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instructor: Hossler,Carol-Anne Hughes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1:00PM | 3:30PM | Wed | ED 3125 | 01/07/2008- | 05/02/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instructor: Husbye,Nicholas Edward | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4:00PM | 6:00PM | Tues | ED 3115 | 01/07/2008- | 05/02/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Drop>Last Attend. Dt: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | |
|----------------------------|--------|--|----------------------------------|-------------|----------------|-------|----------|--------|--------|--------|-----|--------|-------------|------------|
| EDUC-W 401 | Cls# | Section | Component | Description | Grading Option | Grade | Units | Status | | | | | | |
| 13060 | 0900 | Lecture | INTEGRATG TECH TEACHING-PT II | Graded | | 1.00 | Enrolled | | | | | | | |
| Enrl Add Dt: 10/29/2007 | | <table border="1"> <tr> <td>2:00PM</td> <td>3:00PM</td> <td>Fri</td> <td>HD TBA</td> <td>01/07/2008-</td> <td>05/02/2008</td> </tr> </table> | | | | | | | 2:00PM | 3:00PM | Fri | HD TBA | 01/07/2008- | 05/02/2008 |
| 2:00PM | 3:00PM | Fri | HD TBA | 01/07/2008- | 05/02/2008 | | | | | | | | | |
| Drop>Last Attend. Dt: | | | | | | | | | | | | | | |

Total Units: 16.000

Go to: [Add Classes](#) | [Drop / Update Classes](#) | [Swap Classes](#) | [Display with My Name](#) | [Continue to Step 2 of 3](#)
[Change Waitlist Drop](#) | [View Class Permissions](#)

For best results, print in landscape format.

To register or add a class, click on the link labeled "Add Classes".

You may also **View Class Permissions** from this page.



Note: This student had already registered for some classes. If you have not yet registered, this page will only have the link to add classes.

Step Four (a): Enter a Class Number **or** click on the magnifying glass icon and continue with Step Four (b).

Self-Service Print | Help | Feedback

Enrollment

Add Classes Spring 2008

I.M. A. Student

Undergraduate Bloomington

- * Enter the Class Number (used to be "section number") and tab from the field.
- * If you don't know the Class Number, click the magnifying glass icon to search for a class.
- * If the class is closed and you would like to waitlist, check the Ok to Waitlist box. (Not available at IU Southeast)
- * If you are placed in the requested class (through registration or waitlist processing), is there another course you would like to drop? If so, enter it in the "Drop if Enrolled" field.
- * Click the SUBMIT button and check the Add Status column for SUCCESS.
- * If you receive the message "Errors Found," click the link for information about the error.
- * When you've finished adding classes, click "View My Schedule." When finished, click Registration Complete.

| Class Nbr | Subject / Catalog# | Units | Add Status |
|----------------------|--------------------|-------|--------------------------------|
| <input type="text"/> | | 0.00 | Pending Delete |

[Add Another Class](#) | [View all registered class components \(lectures, labs, discussions\)](#) | [Submit](#)

Go to: [View Schedule](#) | [Drop / Update Classes](#) | [Swap Classes](#) | [Continue to Step 2 of 3](#)
[Change Waitlist Drop](#) | [View Class Permissions](#)

Carefully read the instructions listed on this page.

If you know the Class Nbr, enter it, and then press the **tab** key to exit the Class Nbr field.

OR

To search for a class, click the **magnifying glass**.

Step Four (b): Search for courses by subject and catalog (course) number.

Self-Service Print | Help | Feedback

Add Classes

Basic Class Search

Institution: IUBLA Bloomington
 Term: 4082 Spring 2008

Select at least two criteria below (Subject is required). Click Search to see the results. [Search Tips](#)

Subject: Physics
e.g. ENG (for more results) or ENG-W (for fewer results)

Catalog Number:
eg. 131

Show Open Classes Only
 Check for Class Permissions and Maximum Hours Limit
 Show Only Classes that do not conflict with My Schedule

Description: eg. COMPOSITION or CALCULUS
 (a word or phrase from the course title in ALL CAPS)

Course Component:
 Course Career: Undergraduate
 Session:
 Campus:
 Location:

[Advanced Search](#) [Return to Add Classes](#)

Enter Subject and Catalog Number.

These checkboxes tailor your class search. To modify your search, check the appropriate box. If you want to waitlist a class, be sure to leave "Show Open Classes Only" unchecked.

Click **Search**.

Warning: Pressing the Enter key instead of clicking the Search button clears all fields, causing you the need to begin your search again.

The [OneStart](#) Basic Class Search Page

Step Five: Select the desired lab or discussion; then select the related lecture.

Self-Service Print | Help | Feedback

| Class Nbr | Subject | Catlg Nbr | Sect | Description | Units | Comp | Status | Avail | Wait | Details | |
|---|-----------|--------------|-----------|-----------------------------------|-------------------|-------|--------|--------|-------|--|--|
| 10544 | PHYS-P | 201 | 1013 | GENERAL PHYSICS 1 | 0 | DIS | Open | 1 | 7 | <input type="button" value="Details"/> | |
| Session: Regular | | | | | | | | | | | |
| Time: 11:15AM - 12:05PM | | Room: SW 218 | | Dates: 01/07/2008 - 05/02/2008 | | | | | | | |
| Th | | | | Instructor: Staff | | | | | | | |
| Class Notes | | | | | | | | | | | |
| | | | | | | | | | | | |
| 14010 | PHYS-P | 201 | 1017 | GENERAL PHYSICS 1 | 0 | DIS | Open | 1 | 1 | <input type="button" value="Details"/> | |
| Session: Regular | | | | | | | | | | | |
| Time: 3:35PM - 4:25PM | | Room: SW 218 | | Dates: 01/07/2008 - 05/02/2008 | | | | | | | |
| Th | | | | Instructor: Staff | | | | | | | |
| Class Notes | | | | | | | | | | | |
| | | | | | | | | | | | |
| <input type="button" value="Select"/> | 10548 | PHYS-P | 201 | 1101 | GENERAL PHYSICS 1 | 5 | LAB | Open | 3 | 8 | <input type="button" value="Details"/> |
| Session: Regular | | | | | | | | | | | |
| Time: 11:15AM - 1:10PM | | Room: SW 158 | | Dates: 01/07/2008 - 05/02/2008 | | | | | | | |
| M | | | | Instructor: Beeker, Daniel Edward | | | | | | | |
| Class Notes | | | | | | | | | | | |
| P 201 : Lab Makeups/Transfers will not be allowed due to conflicts with required work such as exams, tests, etc. in other courses. Check carefully the schedules of your other courses to verify no such conflicts exist with your scheduled Lab section. | | | | | | | | | | | |
| <input type="button" value="Select"/> | Class Nbr | Subject | Catlg Nbr | Sect | Description | Units | Comp | Status | Avail | Wait | Details |

Selecting this lab will give you the option to choose the related lecture(s)/discussion(s).

The [OneStart](#) Class Search Results Page

Step five continued

Class Enrollment Details

The class meeting days and times for the enrollment classes are listed below.

If the class is EITHER a variable units class or has Related Components (lecture, lab, discussion) in which you must also enroll, you may make those selections from this page.

*VARIABLE UNITS: If this is a variable units class, select the appropriate number of units and click OK.

*RELATED COMPONENTS: If this class has related components, choose Related Component 1 (and Related Component 2, if appropriate). You will not be successfully enrolled in the class until you select all related components.

Click OK; Then click Submit from the Add Classes page.

Class Nbr: 10548 PHYS-P 201 GENERAL PHYSICS 1
Laboratory 11:15AM 1:10PM Mon SW 158

Course Career: Undergraduate
Academic Session: Regular Academic Session
Enroll Component: Laboratory

Related Component 1:

Related Component 2:

Units: 5.00

Select **Related Components 1 and 2** (lecture and discussion) by clicking on the magnifying glasses in turn.


The [OneStart](#) Enrollment Details Page

Lookup Related Component 1

Search Results

[View All](#)

First 1-8 of 8 Last



| Institution | Term | Class Nbr | Related Class Nbr | Subject Area | Catalog Nbr | Session | Course | Component | Class Meeting Days | Start Time | End Time |
|-----------------------|------|-----------|-------------------|--------------|-------------|---------|---------|-----------|--------------------|------------|----------|
| IUBLA | 4082 | 10548 | 10539 | PHYS-P | 201 | Regular | Lecture | | Mon,Wed,Fri | 08:00 AM | 08:50 AM |
| IUBLA | 4082 | 10548 | 10539 | PHYS-P | 201 | Regular | Lecture | | Thur | 07:00 PM | 08:30 PM |
| IUBLA | 4082 | 10548 | 10539 | PHYS-P | 201 | Regular | Lecture | | Thur | 07:00 PM | 08:30 PM |
| IUBLA | 4082 | 10548 | 10539 | PHYS-P | 201 | Regular | Lecture | | Thur | 07:00 PM | 08:30 PM |
| IUBLA | 4082 | 10548 | 10540 | PHYS-P | 201 | Regular | Lecture | | Mon,Wed,Fri | 12:20 PM | 01:10 PM |
| IUBLA | 4082 | 10548 | 10540 | PHYS-P | 201 | Regular | Lecture | | Thur | 07:00 PM | 08:30 PM |
| IUBLA | 4082 | 10548 | 10540 | PHYS-P | 201 | Regular | Lecture | | Thur | 07:00 PM | 08:30 PM |
| IUBLA | 4082 | 10548 | 10540 | PHYS-P | 201 | Regular | Lecture | | Thur | 07:00 PM | 08:30 PM |

The [OneStart](#) Related Component Page

Step five continued

Class Enrollment Details

The class meeting days and times for the enrollment classes are listed below.

If the class is EITHER a variable units class or has Related Components (lecture, lab, discussion) in which you must also enroll, you may make those selections from this page.

*VARIABLE UNITS: If this is a variable units class, select the appropriate number of units and click OK.

*RELATED COMPONENTS: If this class has related components, choose Related Component 1 (and Related Component 2, if appropriate). You will not be successfully enrolled in the class until you select all related components.

Click OK; Then click Submit from the Add Classes page.

Class Nbr: 10548 PHYS-P 201 GENERAL PHYSICS 1
Laboratory 11:15AM 1:10PM Mon SW 158

Course Career: Undergraduate
Academic Session: Regular Academic Session
Enroll Component: Laboratory

Related Component 1: Lecture 08:00 AM 08:50 AM Mon,Wed,Fri SW 119
Related Component 2: Discussion 03:35 PM 04:25 PM Thur SW 218

Units: 5.00



The Completed [OneStart](#) Enrollment Details Page

Step Six: Confirm selection by clicking on the button labeled "Submit".

Enrollment

Add Classes

Spring 2008

I.M. A. Student

Undergraduate

Bloomington

- * Enter the Class Number (used to be "section number") and tab from the field.
- * If you don't know the Class Number, click the magnifying glass icon to search for a class.
- * If the class is closed and you would like to waitlist, check the Ok to Waitlist box. (Not available at IU Southeast.)
- * If you are placed in the requested class (through registration or waitlist processing), is there another course you would like to drop? If so, enter it in the "Drop if Enrolled" field.
- * Click the SUBMIT button and check the Add Status column for SUCCESS.
- * If you receive the message "Errors Found," click the link for information about the error.
- * When you've finished adding classes, click "View My Schedule." When finished, click Registration Complete.

| Class Nbr | Subject / Catalog# | Units | Ok to Waitlist? | Drop if Enrolled | Add Status |
|---|----------------------------|-------|--------------------------|--|---|
| <input type="text" value="10548"/> <input type="button" value="Q"/> | PHYS-P 201 | 5.00 | <input type="checkbox"/> | <input type="text" value=""/> <input type="button" value="Q"/> | Pending <input type="button" value="Delete"/> |

[Add Another Class](#)

[View all registered class components \(lectures, labs, discussions\)](#)

Go to: [View Schedule](#) [Drop / Update Classes](#) [Swap Classes](#)
[Change Waitlist Drop](#) [View Class Permissions](#)

Once you have selected your class, click on the button labeled **Submit**.

The [OneStart](#) Submit an Added Class Screen

Step Seven: Review results to confirm *Success* or review *Errors*.

Self-Service Print | Help | Feedback

Enrollment

Add Classes Spring 2008

I.M. A. Student

Undergraduate Bloomington

- * Enter the Class Number (used to be "section number") and tab from the field.
- * If you don't know the Class Number, click the magnifying glass icon to search for a class.
- * If the class is closed and you would like to waitlist, check the Ok to Waitlist box. (Not available at IU Southeast.)
- * If you are placed in the requested class (through registration or waitlist processing), is there another course you would like to drop? If so, enter it in the "Drop if Enrolled" field.
- * Click the SUBMIT button and check the Add Status column for SUCCESS.
- * If you receive the message "Errors Found," click the link for information about the error.
- * When you've finished adding classes, click "View My Schedule." When finished, click Registration Complete.

| Class Nbr | Subject / Catalog# | Units | Ok to Waitlist? | Drop if Enrolled | Add Status |
|-----------|--|-------|--------------------------|---|---|
| 10548 | <input type="text"/> <input type="text"/> PHYS-P_201 | 5.00 | <input type="checkbox"/> | <input type="text"/> <input type="text"/> | Success <input type="button" value="Delete"/> |

[Add Another Class](#) [View all registered class components \(lectures, labs, discussions\)](#)

Go to: [View Schedule](#) [Drop / Update Classes](#) [Swap Classes](#) [Change Waitlist Drop](#) [View Class Permissions](#)

Success! You are now enrolled in this class.

To see your enrollment in the related lecture, click here.

The [OneStart](#) Add Classes Success or Error Message Page

If your request is not successful, you will see an [errors](#) message.