

How to Search and Add a Class

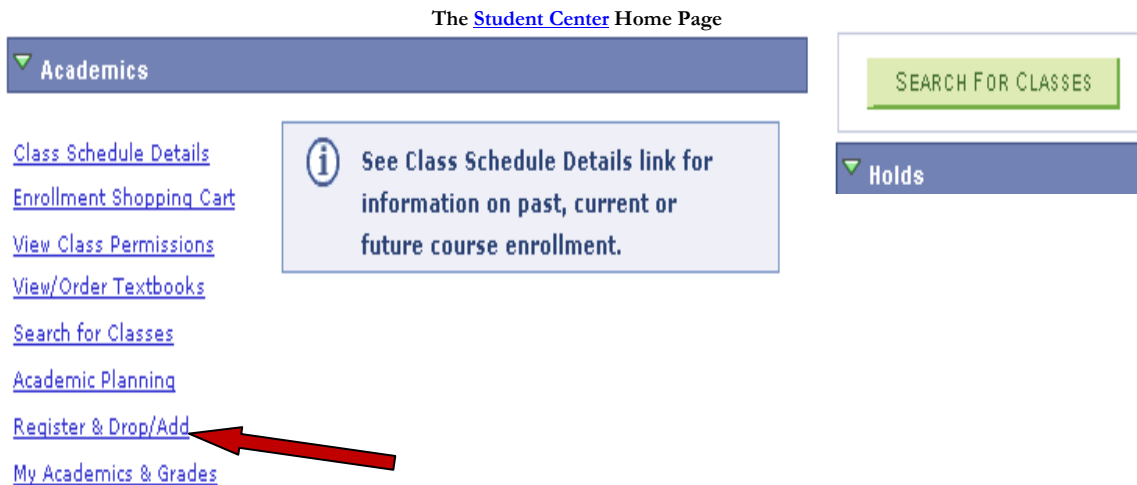
Step One: Navigate to the **OneStart** page, <http://onestart.iu.edu>; Click the **login** button.

Step Two: Log in user your **Username** and **Passphrase**.

Step Three: Click on **“Go To Student Center”**, which is in red and underlined.



Step Four: From the Student Center Home Page, choose the link labeled **“Register & Drop/Add”**.



Office of the Registrar
Administration Building X148
(574) 520-4451

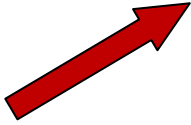
Step Five (a): Select desired term and click **“Continue”**.

The [Student Center](#) Select Term Page

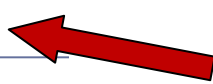
Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 2009	Graduate	South Bend
<input type="radio"/>	Fall 2009	Graduate	South Bend



CONTINUE



Student Center

[Go to Top](#)

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 [Office of the Registrar](#) at (574) 520-4451.

Step Five (b): 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](#) by going to the Student Center Home Page and clicking on the link **“Open Enrollment Dates”** to the right of the screen.

The [Student Center](#) Home Page

The screenshot shows the Student Center Home Page with several sections:

- Academics:** Includes links for Class Schedule Details, Enrollment Shopping Cart, View Class Permissions, View/Order Textbooks, Search for Classes, Academic Planning, Register & Drop/Add, and My Academics & Grades.
- Deadlines:** A section with a calendar icon and a URL icon.
- Fall 2009 Schedule:** A table with columns for Campus, Class, and Schedule. One entry is shown: IUSB, WOST-P 391 LEC (27100), We 5:30PM - 8:00PM, Wiekamp Hall (DW) 2105.
- Search for Classes:** A green button labeled 'SEARCH FOR CLASSES'.
- Holds:** A section labeled 'No Holds.'
- To Do List:** A section with a 'To Do List' header.
- Finances:** Includes 'My Account' (Account Inquiry), 'Financial Aid' (View Financial Aid, Accept/Decline Awards), and a search box for 'other financial...'. A message box states: 'You have no outstanding charges at this time.'
- Enrollment Dates:** A section with a link for 'Open Enrollment Dates' highlighted by a red arrow.
- Advisor:** A section for 'Program Advisor' with the text 'Contact your Program Office.'
- make a payment:** A button with a right-pointing arrow.

Office of the Registrar

Administration Building X148

(574) 520-4451

Step Five (c): To register or add a class, click on the link labeled **“Add Classes”**.

The [Student Center](#) Add/Update Classes Page

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 2009 | Graduate | South Bend

Add to Cart:

Enter Class Number

enter

Find Classes

Class Search

My Planner

Fall 2009 Shopping Cart

Your enrollment shopping cart is empty.

Step Six: Select desired class from the *Class Search Results* and click **“Enroll Now”**.

The [Student Center](#) Class Search Results Page

Add Classes

Enrollment Preview

Fall 2009 | Graduate | South Bend

SOC-B 190 - HUMAN BEHAVR&SOCIAL INSTITUTNS

START NEW SEARCH **ENROLL NOW**

Open Closed

Class Nbr	Component	Topic	Days & Times	Room	Instructor	Start/End Date	Status	Units	WaitList?
24340	Lecture	The Social Worlds of Children	We 5:30PM - 8:00PM	Northside Hall (NS) 08	China Scherz	08/31/2009 - 12/19/2009	●	3.00	<input type="checkbox"/>

NOTES

Class Notes Campuswide Gen Ed Common Core: Human Behavior and Social Institutions

Student Center [Go to Top](#)

Step Seven: Confirm your registration by clicking **“Finish Enrolling”** or if you need to make changes click **“Cancel or Previous”**.

The [Student Center](#) Submit an Added Class Screen

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

Add Classes

2. Confirm classes

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

Fall 2009 | Graduate | South Bend

Open
 Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC-B 190 (24340)	HUMAN BEHAVR&SOCIAL INSTITUTNS (Lecture)	We 5:30PM - 8:00PM	Northside Hall (NS) 08	C. Scherz	3.00	<input checked="" type="checkbox"/>

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

Student Center

Step Eight: Review results to confirm **“Success”** or review **“Errors”**. If your request is not successful, you will see an [errors](#) message. You then click to either **“Add Another Class”** or view **“My Class Schedule.”**

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

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2009 | Graduate | South Bend

Success: enrolled
 Error: unable to add class

Class	Message	Status
SOC-B 190	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

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

Student Center

Office of the Registrar
 Administration Building X148
 (574) 520-4451