How to Search and Add a Class by Day and Time

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

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**The OneStart Registration & Classes Channel**

**Step Two (a):** Select desired term.

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**The OneStart Registration Links Page**
Step Two (b): Select specific term.

The OneStart Select Enrollment Term Page

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2006</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Fall 2006</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Summer 2007</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Spring 2008</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Fall 2008</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Spring 2009</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>Undergraduate</td>
<td>Bloomington</td>
</tr>
</tbody>
</table>

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.

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”.

The OneStart Fee Notice Page

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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.

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

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: Click on the magnifying glass icon.

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

You may also View Class Permissions from this page.

Carefully read the instructions listed on this page.

To search for a class by day and time, click the magnifying glass.
**Step Five:** Enter desired "Subject" or "Subject" and "Catalog (course) Number" and click on the link labeled "Advanced Search".

### Basic Class Search

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>IUBA Bloomington</td>
</tr>
<tr>
<td>Term</td>
<td>4082 Spring 2008</td>
</tr>
</tbody>
</table>

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

- **Subject:**
  - **MATH** (for math courses)
- **Catalog Number:**
  - **116**
  - **Exact Match**

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

### Advanced Search

The **OneStart Basic Class Search Page**

**Click Advanced Search.**
Step Six: Select desired Day, Time, Instructor, or Word from Course Title.

Advanced Class Search

- **Institution:** IUBIA Bloomington
- **Term:** 4002 Spring 2008

Select at least two criteria below (Subject is required). Click Search to see the results. Only one entry is required if you enter Course ID or Class Number.

**Search Tips**
- **Subject:**
  - Example: ENG (for more results) or ENG-W (for fewer results)
- **Catalog Number:**
  - Example: 118 Exact Match
- **Course ID:**
- **Description:**
  - Example: COMPOSITION or CALCULUS
  - A word or phrase from the course title in ALL CAPS
- **Course Component:**
- **Mode of Instruction:**
- **Course Career:** Undergraduate
- **Session:**
- **Campus:**
- **Location:**

**Include/Exclude Options:**
- Include only these days
- Include any of these days
- Exclude only these days
- Exclude any of these days

**Class Days:**
- M Tu W Th F Sa Su

**Exact Start Time:**
- (example: 1:00PM)

**Instructor Last Name:**
- Exact Match
**First Name:**
- Exact Match

**Enter the Subject or use the magnifying glass icon to look it up. This is a required field. You must enter something here for a successful search to occur.**

The Advanced Search adds these options to the search criteria.

**Click to Search to display Class Search Results.**

The OneStart Advanced Class Search Page

Class start time can be included in the search.

Select which days of the week to include or exclude.

Include/exclude options:
- Include only these days
- Include any of these days
- Exclude only these days
- Exclude any of these days

You can also search on the instructor’s first and/or last name using exact match or wildcards.

Detail of the OneStart Advanced Class Search Page
Step Seven: Select desired class from the *Class Search Results*.

**The OneStart Class Search Results Page**

- **Class Sections**
  - **Select**: Class Nbr 27240, Subject HPER, Catg Nbr 110, Sect 0100, Description WILDERNESS FIRST AID, Units 1, Comp LEC, Status Open, Avail 26, Wait 0
  - **Time**: 8:30AM, 9:30PM
  - **Room**: HP D19
  - **Dates**: 04/26/2008 - 04/27/2008
  - **Instructor**: Calvin, David Michael
  - **Class Notes**: Above class meets April 26 and 27 from 8:30am-9:30pm. Additional fee required (includes books and certification)

- **Select**: Class Nbr 27241, Subject HPER, Catg Nbr 110, Sect 0200, Description WILDERNESS FIRST AID, Units 1, Comp LEC, Status Open, Avail 24, Wait 0
  - **Time**: 8:30AM, 9:30PM
  - **Room**: HP D19
  - **Dates**: 02/16/2008 - 02/17/2008
  - **Instructor**: Calvin, David Michael
  - **Class Notes**: Above class meets Feb 16 and 17 from 8:30am-9:30pm. Additional fee required (includes books and certification)

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

**The OneStart Submit an Added Class Screen**

- **Enrollment**
  - **Add Classes**
    - **Spring 2008**
    - **Index**: L.M. Student
    - **Undergraduate**
      - **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**: 27240, Subject HPER, Catalog Nbr 110, Units 1.00, OK to Waitlist? [ ] Drop if Enrolled [ ]
  - **Add Status**: Pending
  - **Add Another Class**
    - **View all registered class components (lectures, labs, discussions)**
  - **Submit**

**Go to:** View Schedule | Drop/Update Classes | Swap Classes | Change Waitlist Code | View Class Permissions

**Continue to Step 2 of 3**
Step Nine: Review results to confirm Success or review Errors.

Success! You are now enrolled in this class.

To continue adding classes, click the link labeled “Add Another Class”.

If your request is not successful, you will see an errors message.