How to Add a Lecture and Lab

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

Step Two (a): Select desired term.
Step Two (b): Select specific term.

<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 2007</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>
</tbody>
</table>

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”.

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The OneStart Select Enrollment Term Page

The OneStart Fee Notice Page
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 (a): Enter a Class Number or click on the magnifying glass icon and continue with Step Four (b).

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.

The OneStart Basic Class Search Page

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.

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

The OneStart Class Search Results Page

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

The OneStart Enrollment Details Page

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 these 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

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

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.

<table>
<thead>
<tr>
<th>Class Nbr:</th>
<th>Subject</th>
<th>Catalog#</th>
<th>Units</th>
<th>Related Component 1</th>
<th>Related Component 2</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>10548</td>
<td>PHYS-P</td>
<td>201</td>
<td>6.00</td>
<td></td>
<td></td>
<td>5.00</td>
</tr>
</tbody>
</table>

The Completed OneStart Enrollment Details Page

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

The OneStart Submit an Added Class Screen

Once you have selected your class, click on the button labeled Submit.
Step Seven: Review results to confirm **Success** or review **Errors**.

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject/Catalog</th>
<th>Units</th>
<th>Ok to Waitlist?</th>
<th>Drop if Enrolled</th>
<th>Add Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10548</td>
<td>PHYS 201</td>
<td>5.00</td>
<td>☐</td>
<td></td>
<td>Success</td>
</tr>
</tbody>
</table>

Success! You are now enrolled in this class.

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

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

Information Center: Gateway to Excellence
Administration Building Lobby (574) 520-4135