Indiana University South Bend
How to Register
(Adapted from Registrar’s How to Register 2009)

1. Navigate to the [IUSB.edu](http://IUSB.edu) homepage

2. Click [One.IU](http://One.IU)

3. Click the **login** button.

4. Log in using your **Username** and **Passphrase**.
5. Click **Student Center** (this may show-up in a different location on your screen but it’s there (See icon below).

If the icon below doesn’t pop-up for selection, use the “search box” to search for Student Center

Your Student Center will pop-up looking something like this:
6. Click on Register Drop & Add.
7. If the box to select term (below) doesn’t pop-up, please notify an advisor.

Select Term

8. Select the term for which you wish to register, then click continue. (fall, spring, or summer)
9. Confirm/update your Address. If no changes are needed, then click continue.
10. Choose any **Optional Selections.** *(Parking)* if you’re living on campus DO NOT select parking. That’s included in your lease. *Book Advance* if you choose this option, you **must** buy your books at the IU Barnes & Noble Bookstore. Selecting this option ensures you can purchase your books even before your Financial Aid is processed. If your aid covers your books, that money will pay-back the advance. If not, you will be billed for your books through the Bursar’s Office. Click **Next** once selections are made.

11. You will reach the area where you can either search for the desired class or input the class number. You’ll want to click **Class Search.**

The screen on the next page will pop-up. Now it’s time to register for classes! Please see your major specific courses, suggested by your advisor, for the specific courses you will need to search for and enroll. For illustration purposes, we’ll show ENG-W131 as our example, but please do not enroll for that course unless it’s circled on your advising sheet.
12. In the **first box** you’re able to type in, type only the letters of the course for which you are searching: (Example: ENG-W)

13. In the **second box** you’re able to type in type only numbers: (Example: 131)

14. For the three little check boxes listed below the Course Number:
   - Click **Show only open** classes
   - Click **Show classes that don’t conflict** with my schedule
   - Scroll to bottom of the page and click green **Search** button

   The computer will retrieve a list of all the available classes for the course you searched for, in our example that would be ENG-W131, that don’t conflict with your schedule.
As an example, below are the first 2 sections of W131 that pulled up from our search. Find the class (days and times) you want to enroll for and click Select Class.

You may only choose courses that have a green circle (open course) not courses with a blue square (closed courses).

Section 16272 is different from 16274 (see times) but both sections are the course W131.

14. Click Enroll Now.
16. Click **Finish Enrolling**. If you get a green check mark you have successfully enrolled for that class. If you get a red X, please notify an advisor.

17. Click **Add Another**

18. **Repeat steps 11-16 until you have enrolled for all the classes circled on your advising sheet.**

19. Once your schedule is built, please have faculty or an advisor check your schedule by signing and collecting your advising sheet.

20. Please print (or take a screen shot with your phone) your class schedule for reference later.

21. Be sure to **log-out** of One IU and close the browser to protect your privacy.

Please turn this booklet and your advising sheet in to an advisor BEFORE leaving today. You’re next step would be to head over to the Gateway Information Center (big circle desk in the foyer of the Administration Building where Financial Aid and Admissions are located) for your student ID.

**Congratulations! You are officially an IU Student!**