

Registering Online with myUSI

Find myUSI at
my.usi.edu

July 2019

What is myUSI?

- myUSI (my.usi.edu) is a web portal providing access to many USI services with one login.
- myUSI allows students to access their grades and transcripts, email, Blackboard, view/pay bills, change their address, and much more. Refer to the class schedule for more information.
- This tutorial is intended to help students navigate myUSI in order to look up classes, register for classes, and change their schedule.

Meet with your academic advisor

- Be prepared! Review the class schedule and your Degree Evaluation, and create a preliminary schedule for the upcoming semester(s). Your academic advisor can then review your choices and help you decide on the most appropriate courses.
- Be ready to discuss your academic and career goals so that, together, you and your advisor can select coursework that makes the best use of your time, abilities, and resources.

Log on to myUSI

You must have your username and password to log on to myUSI. Visit my.usi.edu then

Enter your myUSI
username
and
password



If needed, contact the
IT Help Desk for
assistance 812-464-1080

myUSI

Username:

Password:

LOGIN

[Forgot Password](#) [Activate Account](#)

[Forgot Username](#) [Help/Contact](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Follow the links

- Select Student

- Then Registration



The screenshot shows the University of Southern Indiana website. At the top is the university's logo. Below it is a navigation menu with tabs for 'Personal Information', 'Alumni and Friends', 'Volunteer', 'Student', 'Financial Aid', and 'Faculty'. The 'Student' tab is circled in red. Below the navigation menu is a search bar with a 'Go' button. Underneath is a 'Student' section with a yellow horizontal line. Below this line are several links: 'Admissions' (with sub-links 'Apply for Admission' and 'Review Existing Applications'), 'Registration' (circled in red, with sub-link 'Check your registration status, class schedule and add or drop classes'), 'Student Records' (with sub-link 'View your holds, grades, transcripts and account summary'), and 'Student Account' (with sub-link 'View your account summaries, statement/payment history and tax information'). At the bottom of the page, there is a 'RELEASE: 8.7' notice and a copyright notice: '© 2016 Ellucian Company L.P. and its affiliates.'

UNIVERSITY OF
SOUTHERN INDIANA™

Personal Information Alumni and Friends Volunteer **Student** Financial Aid Faculty

Search Go

Student

[Admissions](#)
Apply for Admission | Review Existing Applications

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades, transcripts and account summary

[Student Account](#)
View your account summaries, statement/payment history and tax information

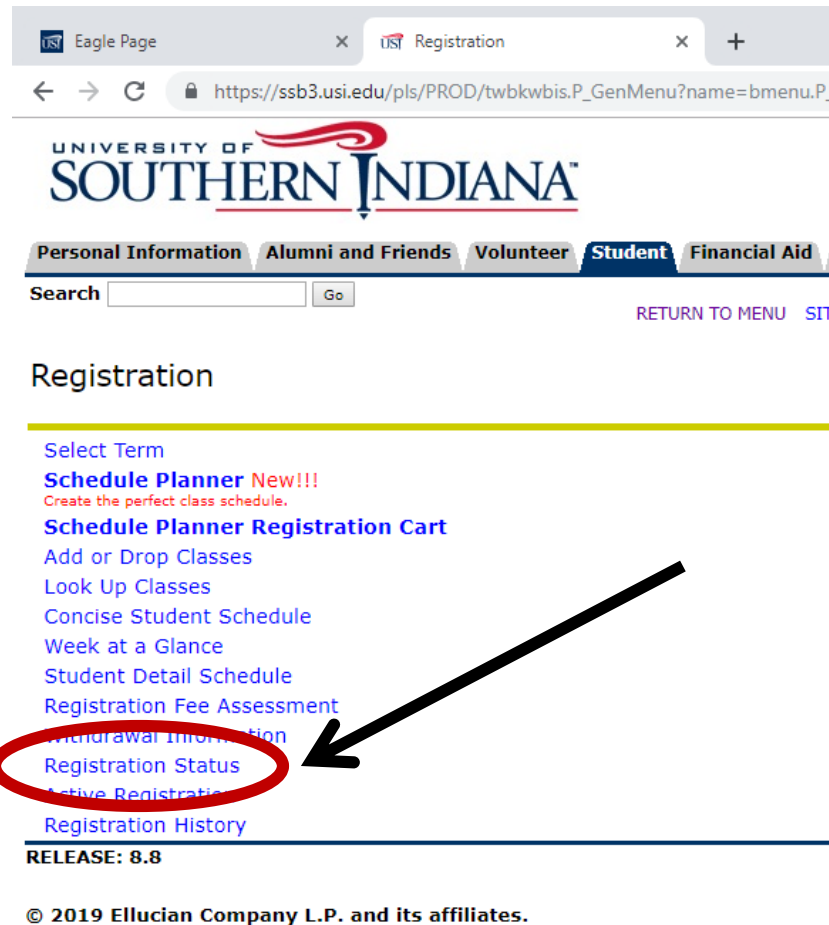
RELEASE: 8.7

© 2016 Ellucian Company L.P. and its affiliates.

Make certain you are able to register

- Check your **Registration Status**

- Your registration status will alert you if there are any problems that may prevent you from registering for classes.
- Your current program information is also displayed (earned hours, classification, major, etc.).



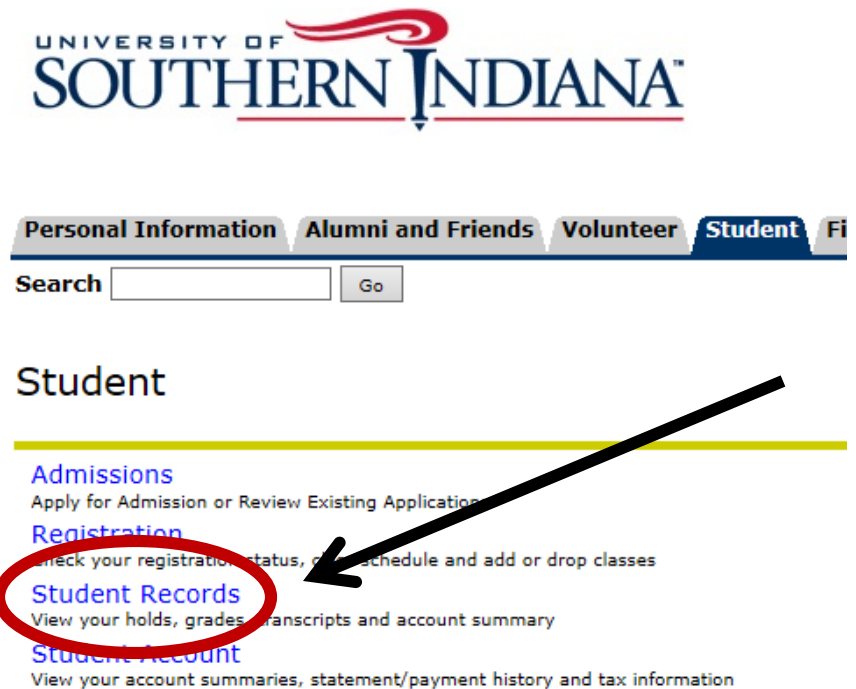
The screenshot shows a web browser window with the URL https://ssb3.usi.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P. The page header includes the University of Southern Indiana logo and navigation tabs for Personal Information, Alumni and Friends, Volunteer, Student, and Financial Aid. A search bar and a 'RETURN TO MENU SIT' link are also visible. The main content area is titled 'Registration' and lists several links: Select Term, Schedule Planner New!!! (with subtext 'Create the perfect class schedule.'), Schedule Planner Registration Cart, Add or Drop Classes, Look Up Classes, Concise Student Schedule, Week at a Glance, Student Detail Schedule, Registration Fee Assessment, Withdrawal Information, **Registration Status** (circled in red), Active Registration, and Registration History. A black arrow points from the right side of the page to the 'Registration Status' link. At the bottom, it says 'RELEASE: 8.8' and '© 2019 Ellucian Company L.P. and its affiliates.'

Registration Status

- If your registration status shows that you have one or more holds, navigate back to the Student Menu and select [Student Records](#).
- A hold placed on a student's account may delay or prevent registration.

Examples of holds include:

- Bursar's office hold
- New Student or Freshman hold – must see advisor
- Major hold – must see advisor
- Immunization hold
- Registrar's Office hold



The screenshot shows the University of Southern Indiana logo at the top. Below it is a navigation bar with tabs for "Personal Information", "Alumni and Friends", "Volunteer", "Student", and "Fi". A search bar is located below the navigation bar. The "Student" tab is selected, and a list of student services is displayed below a yellow horizontal line. The "Student Records" link is circled in red, and a black arrow points to it from the right side of the page.

UNIVERSITY OF
SOUTHERN INDIANA

Personal Information Alumni and Friends Volunteer **Student** Fi

Search Go

Student

[Admissions](#)
Apply for Admission or Review Existing Application

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades, transcripts and account summary

[Student Account](#)
View your account summaries, statement/payment history and tax information

View Holds (under Student Records menu)

- Select [View Holds](#) from the Student Records menu. If you have any holds, contact the appropriate office/department to inquire about how to resolve the hold prior to registration.
- Examples of possible holds:

Student Records

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Unofficial Transcript](#)

[Request Printed Transcript](#)

[View Status of Transcript Requests](#)

[Degree Evaluation](#)

Request and review degree audits (DARS).

[Course Catalog](#)

[View Student Information](#)

[Class Schedule](#)

[Request Enrollment Verification](#)

[View Status of Enrollment Verification Requests](#)

View Holds

Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Bursar Office AR Hold 464-1842	Oct 04, 2010	Dec 31, 2099		Past Due Balance	Bursar's Office	Registration Transcripts
Immunization Hold 461-5285	Oct 20, 2010	Jan 01, 2099		Contact Immunization Batch	Transaction	Registration

[Return to Previous](#)

Registration

- If you are eligible to register, select [Add or Drop Classes](#) from the Registration menu.



UNIVERSITY OF
SOUTHERN INDIANA

[Personal Information](#) [Alumni and Friends](#) [Volunteer](#) [Student](#)

Search

Registration

- [Select Term](#)
- [Add or Drop Classes](#)
- [Look Up Classes](#)
- [Concise Student Schedule](#)
- [Week at a Glance](#)
- [Student Detail Schedule](#)
- [Registration Fee Assessment](#)
- [Withdrawal Information](#)
- [Registration Status](#)
- [Active Registration](#)
- [Registration History](#)

RELEASE: 8.7

Note: In the screenshot, the 'Add or Drop Classes' link is circled in red, and a black arrow points to it from the right.

Registration

- Registration Term
 - From the drop-down menu, select the term for which you are registering.
 - Click *Submit*
- Terms and Conditions
 - Once per semester, you must acknowledge important University policies before registering.
 - Read, then click *Accept*, if you agree to the terms and conditions.

The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', and 'Employee'. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Registration Term'. A yellow horizontal line separates the heading from the content. Below the line is a 'Select a Term:' label followed by a dropdown menu currently showing 'Fall 2012'. A black arrow points to the dropdown menu. Below the dropdown is a 'Submit' button. At the bottom of the form, it says 'RELEASE: 8.4'.

The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. Below the navigation bar is a search field with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Add or Drop Classes'. A yellow horizontal line separates the heading from the content. Below the line is the heading 'Registration Terms and Conditions'. The text below the heading reads: 'By attempting to register for classes at the University of Southern Indiana, you are acknowledging that you are aware of the University's Alcohol & Other Drug Policies, Annual Security Report, other information published in the current schedule of classes, and the Financial Responsibilities Policy (listed below). If you choose not to acknowledge your awareness of these policies, you cannot register. I hereby acknowledge and agree that by registering for classes for this semester at the University of Southern Indiana, I agree to be financially responsible for all registration charges assessed on my student account as a result of said registration and the appearance of said courses on my academic transcript unless I cancel my registration prior to the end of the business day of the 100 percent refund period. I further acknowledge and agree that I will be financially responsible for any additional charges I incur, including but not limited to, room and meal plan charges, departmental charges, or any other University charges. I expressly acknowledge that I shall owe all or a portion of the additional charges irrespective of my decision to cancel my registration. I understand that my right to register is expressly a result of my agreement to pay these charges when those charges become due and my failure to pay may prohibit my registration in future semesters at the University of Southern Indiana. I also understand that regardless of my eligibility for financial aid, I am personally responsible for the full amount assessed to my account as a result of this registration. I understand that if I fail to pay my debts as specified on my billing statement I may be assessed late payment charges in accordance with the policy set forth by the University of Southern Indiana. I further understand that the University may refer my past due account for collection and may authorize legal action against me for collection of said debt. I agree to be liable for all reasonable collection costs including but not limited to, attorney fees, court costs, and any other charges which are necessary for the collection of my past due account.' At the bottom of the form are two buttons: 'Accept' and 'Do Not Accept'.

Add or Drop Classes

- If you do not know the 5-digit CRNs (Course Reference Numbers) of the classes you want, you have the option to look up classes (by subject, days/times, etc.).
- Select *Class Search* and you'll be redirected to the [Look Up Classes](#) feature.

The screenshot shows a web browser window with the URL https://ssb3.usi.edu/pls/PROD/bwskfreg.P_AltPin. The page header includes the University of Southern Indiana logo and navigation tabs for Personal Information, Alumni and Friends, Volunteer, Student, Financial Aid, Faculty Services, and Employee. Below the header is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Add or Drop Classes'. A message states: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. **If you are dropping classes, please print this screen as your receipt once your classes are dropped.**' A warning message follows: 'WARNING: To secure your registration and personal information, remember to CLOSE THE WEB BROWSER when you are finished with your MyUSI session.' Below this is the 'Add Classes Worksheet' section, which includes a 'CRNs' label and a row of ten input boxes. At the bottom of this section are buttons for 'Submit Changes', 'Class Search', and 'Reset'. A footer contains links for '[View Holds | Change Class Options | Registration Fee Assessment]', the version 'RELEASE: 8.7.1', and the copyright notice '© 2019 Ellucian Company L.P. and its affiliates.' A black arrow points from the text 'Class Search' in the second bullet point to the 'Class Search' button on the page.

Look Up Classes

- From the Subject list, select the discipline(s) you want to look up. (holding down the Ctrl button allows you to click/select more than one subject at a time)
- Choose Course Search for a search of all courses offered in the discipline(s), or choose Advanced Search to narrow your search
- An Advanced Search can narrow your results by: course number, campus, instructor, Core39 attribute, etc.

Look Up Classes

Use the selection options to search the class schedule select at least one Subject. Select Class Search when

Subject:

- Management
- Marketing
- Mathematics
- Mechanical Engineering
- Military Science
- Music
- Nursing
- Nutrition
- Occupational Therapy
- Occupational Therapy Assistant

Course Search

Advanced Search

Look Up Classes (continued)

- Courses that match the selected parameters will be listed. Details about the meeting times, instructor, location, etc. are listed for each class section.

- Open classes will have a box under the Select column

- Closed classes are indicated by a 'C'

NOTE: Courses with a Cap size of zero are available by "Permission Only". Students must contact the department of the course to inquire about possible enrollment; if permission is approved, an override will be added to your record to allow you to complete registration.

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet. Sections with a capacity (Cap) of 0 (zero) cannot be added via MyU5I. Please contact the department offering the course to inquire about registering for one of these closed sections.

Sections Found **Cap, Actual # Enrolled, # Seats Remaining**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem				
<input type="checkbox"/>	50810	MATH	108.	001	M	4.000	Survey of Mathematics	MW	03:00 pm-04:50 pm	30	29	1	0	0	0	Charles R. Leigh (P)	08/30-12/18	HP 1081	Mathematics
<input type="checkbox"/>	50819	MATH	108.	005	M	4.000	Survey of Mathematics	TR	04:00 pm-05:50 pm	30	28	2	0	0	0	Glen D. Groben (P)	08/30-12/18	HP 1081	Mathematics
<input type="checkbox"/>	50857	MATH	111.	033	M	4.000	College Algebra	MW	04:00 pm-05:50 pm	28	26	2	0	0	0	Deborah A. Haton (P)	08/30-12/18	ED 2101	Mathematics
C	50858	MATH	111.	034	M	4.000	College Algebra	MW	06:00 pm-07:50 pm	28	29	-1	0	0	0	Amy D. Bonenberger (P)	08/30-12/18	ED 2101	Mathematics
<input type="checkbox"/>	50859	MATH	111.	035	M	4.000	College Algebra	TR	06:00 pm-07:50 pm	28	27	1	0	0	0	Richard E. Jesch (P)	08/30-12/18	ED 2101	Mathematics
<input type="checkbox"/>	50862	MATH	115.	001	M	3.000	Pre-Calculus Math	MW	03:00 pm-04:15 pm	28	26	2	100	0	100	Adrian P. Gentle (P)	08/30-12/18	SC 3220	Mathematics
<input type="checkbox"/>	50891	MATH	215.	008	M	3.000	Survey of Calculus	MW	06:00 pm-07:15 pm	32	28	4	100	0	100	Charles R. Leigh (P)	08/30-12/18	SC 2243	Mathematics

Register Add to WorkSheet Class Search

Course Selection

- When you find the section in which you want to enroll, click on the box so that it becomes checked.
- Click *Register* to attempt to enroll in the course.
- Clicking *Add to Worksheet* allows you to move the course to your 'wish list' without registering yet.

NOTE: Adding a course to your worksheet does not hold a seat in the open section.

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet. Section (zero) cannot be added via MyUSI. Please contact the department offering the course to inquire about registering.

Sections Found

Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor
													Cap	Act	Rem	
<input type="checkbox"/>	50810	MATH	108.	001	M	4.000	Survey of Mathematics	MW	03:00 pm-04:50 pm	30	29	1	0	0	0	Charles R. Leigh (P)
<input type="checkbox"/>	50819	MATH	108.	005	M	4.000	Survey of Mathematics	TR	04:00 pm-05:50 pm	30	28	2	0	0	0	Glen D. Groben (P)
<input checked="" type="checkbox"/>	50857	MATH	111.	033	M	4.000	College Algebra	MW	04:00 pm-05:50 pm	28	26	2	0	0	0	Deborah A. Haton (P)
C	50858	MATH	111.	034	M	4.000	College Algebra	MW	06:00 pm-07:50 pm	28	29	-1	0	0	0	Amy D. Bonenberger (P)
<input type="checkbox"/>	50859	MATH	111.	035	M	4.000	College Algebra	TR	06:00 pm-07:50 pm	28	27	1	0	0	0	Richard E. Jesch (P)
<input type="checkbox"/>	50862	MATH	115.	001	M	3.000	Pre-Calculus Math	MW	03:00 pm-04:15 pm	28	26	2	100	0	100	Adrian P. Gentle (P)
<input type="checkbox"/>	50891	MATH	215.	008	M	3.000	Survey of Calculus	MW	06:00 pm-07:15 pm	32	28	4	100	0	100	Charles R. Leigh (P)

Register Add to WorkSheet Class Search

Entry of CRNs

- If you already know the 5-digit CRNs (Course Reference Numbers) of the sections in which you wish to enroll, those numbers can be entered directly (instead of using the Class Search option).
- From the [Add or Drop Classes](#) screen, enter the 5-digit CRNs in the boxes provided
When you're finished entering all the CRNs, click *Submit Changes*.

The screenshot displays the 'Add or Drop Classes' interface on the University of Southern Indiana website. The page features a navigation menu with 'Student' selected, a search bar, and a section titled 'Add or Drop Classes'. Below this is an 'Add Classes Worksheet' with a 'CRNs' section containing eight empty input boxes. A black arrow points to the first input box. At the bottom of the worksheet are buttons for 'Submit Changes', 'Class Search', and 'Reset'. The footer includes the text 'RELEASE: 8.7.1' and '© 2019 Ellucian Company L.P. and its affiliates.'

Confirm the transaction

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. **If you are dropping this screen as your receipt once your classes are dropped.**

WARNING: To secure your registration and personal information, remember to CLOSE THE WEB BROWSER when you are finished with your MyUSI session.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Aug 07, 2016	None	52306	MNGT	611.	AO1	Graduate	3.000	Standard	Letter	Leadership Skills & Innovation
Registered on Aug 07, 2016	None	52304	ECON	601.	AO1	Graduate	3.000	Standard	Letter	Managerial Economics
Registered web on Aug 07, 2016	None	52303	CIS	601.	AO1	Graduate	3.000	Standard	Letter	Information Sys & Technology

Total Credit Hours: 9.000

Billing Hours: 9.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Aug 07, 2016 03:40 pm

Add Classes Worksheet

- After submitting your registration request, the results of the transaction attempt will be displayed. Double-check you class list to confirm you're enrolled in the desired course(s).
- Check for possible problems of error messages, including...

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed class, waitlist available	50694	BIOL	105.	012	Undergraduate	3.000	Standard	Letter	Biol Human Concern

Error messages (Registration Add Errors)

- Prerequisite and/or test score requirements not met for course registration. Check requirements.
 - The selected course has a prerequisite that your records do not indicate as met. View the prerequisites via Look Up Classes; consult your advisor for assistance.
- Corequisite ABCD### required
 - This course has a co-requisite. You must register for both courses in order to enroll; select both courses before you Submit Changes.
- Closed Section
 - This sections is full or is available 'by permission only' (a Cap size of zero)
- Closed Class, waitlist available
 - This section is full, but you have the option to add yourself to a waitlist. If you add yourself to a waitlist and a seat later becomes available, you will be notified by email of how much time you have to register for the class (*you are responsible for monitoring your USI email account*).

Error messages (continued)

- Time Conflict with CRN #####
 - This course meets at the same time as (or overlaps with) another one of your courses; the conflicting CRN is provided. Select another available section.
- Duplicate Course with Section ###
 - You're already registered in another section of the same course.
- Repeat Hours Exceeded
 - If you are enrolling in a course for the third or subsequent time, you will need authorization from your advisor.
- Maximum registration hours per student exceeded.
 - Your registration attempt exceeds the maximum number of credit hours allowed in a semester (18 hours for undergraduates). If you request the privilege of an overload, approved advisor authorization is required.
- Course registration restricted...
 - Restricted/Restriction errors mean that you must have a certain classification (Junior, Senior, etc), major, etc. in order to enroll. Specific restriction is displayed.

Changing your schedule

- If you've made an error or just wish to drop an enrolled class, select **Add or Drop Classes** from the Registration menu.

- Find the Action drop-down box beside the course(s) in question. Select 'Drop web @100%' to drop the class, then click *Submit Changes*.

The screenshot shows a web browser window with the title 'Add or Drop Classes'. The main content area is titled 'Current Schedule' and contains a table with the following columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, and Title. The table lists four courses, each with a 'Registered web on Oct 25, 2010' status. The 'Action' dropdown menu for the first course is open, showing options: 'None', 'Drop web @ 100%', and 'Drop web @ 100%'. A red arrow points to the dropdown menu, and a black arrow points to the 'Drop web @ 100%' option. Below the table, there are summary statistics: Total Credit Hours: 13.000, Billing Hours: 13.000, Minimum Hours: 0.000, Maximum Hours: 18.000, and Date: Oct 25, 2010 02:04 pm. There is also a section for 'Registration Add Errors' and an 'Add Classes Worksheet' section with input fields for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered web on Oct 25, 2010	None	50227	PSY	201.	002	Undergraduate	3.000	Standard Letter	Intro to Psychology
Registered web on Oct 25, 2010	None	50254	ENG	101.	009	Undergraduate	3.000	Standard Letter	Rhet&Comp I: Crit Think
Registered web on Oct 25, 2010	None	51840	SPAN	101.	006	Undergraduate	3.000	Standard Letter	Elementary Spanish I
Registered web on Oct 25, 2010	None	50857	MATH	111.	033	Undergraduate	4.000	Standard Letter	College Algebra

Total Credit Hours: 13.000
Billing Hours: 13.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 25, 2010 02:04 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed class, waitlist available	50694	BIOL	105.	012	Undergraduate	3.000	Standard Letter	BIOL Human Concern

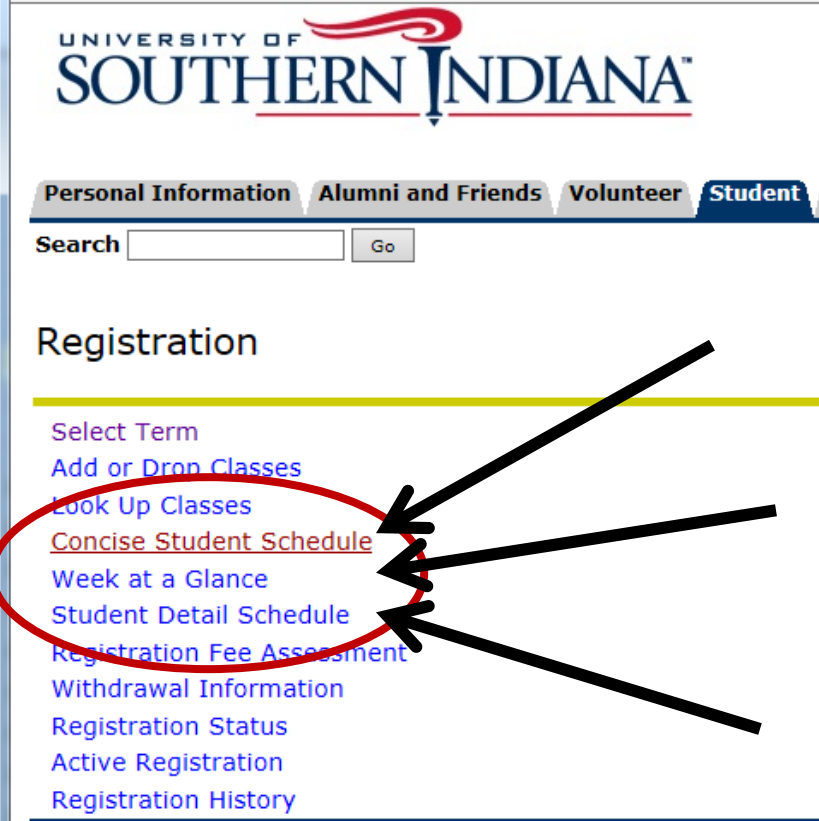
Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

View or Print your schedule

- You can view or print your schedule from the Registration menu
- **Concise Student Schedule** will view/print your schedule as a list
- **Week at a Glance** will view/print your schedule as a weekly grid (please note that special length courses will only show for the weeks scheduled)
- **Student Detail Schedule** will view/print your schedule and includes detail course and instructor information



The screenshot shows the University of Southern Indiana student portal. At the top is the university logo. Below it are navigation tabs: Personal Information, Alumni and Friends, Volunteer, and Student. A search bar with a 'Go' button is present. Under the 'Registration' heading, a list of options is shown: Select Term, Add or Drop Classes, Look Up Classes, Concise Student Schedule, Week at a Glance, Student Detail Schedule, Registration Fee Assessment, Withdrawal Information, Registration Status, Active Registration, and Registration History. The 'Concise Student Schedule' option is circled in red, and three black arrows point to it from the right side of the image.

Log out and close browser(s)

- That's it! You are registered for classes.
- Print a copy of your schedule to verify that your registration was complete; retain a copy for your records and to use when purchasing books.
- Always be sure to log out of myUSI and close any browser(s) to prevent inadvertent access to your records.

Questions or problems?

- Contact your academic advisor or the Advising Center of your major
- Contact the department of the course for which you have a question
- Contact the Registrar's Office, located on first floor of the Orr Center
 - registrar@usi.edu
 - 812-464-1762
 - 800-467-1965 (#3)