

# Course REGISTRATION

## 1 LOG-IN to your myUSI account.

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

## 2 NAVIGATE to the **Self Service** application.

The application icon appears as: 

## 3 SELECT the **Student** tab, and then click the **Registration** link.

You can view your registration status and account holds that may restrict registration by clicking the appropriate links under the Student tab of myUSI.

## 4 CLICK **Add or Drop Classes**

Select the appropriate term from the drop down box.

## 5 READ through the **Terms and Conditions**

Click Accept if you agree to the enrollment/registration terms.

## 6 INPUT the **Course Reference Number (CRN)** if provided to you.

The CRN should be added to the appropriate boxes. Once entered, click Submit Changes. If you do not have this information, click Class Search. Once courses appear, click the checkbox next to the course and then click Register.

## 7 CHECK your **Class Schedule** to ensure enrollment.

You can view the courses you've selected under the Class Schedule link through the Student tab.

Please contact Graduate Studies if you have any questions at **812-465-7015** or **[Graduate.Studies@usi.edu](mailto:Graduate.Studies@usi.edu)**.