

Registering Online with myUSI

Find myUSI at my.usi.edu

October, 2010

What is myUSI?

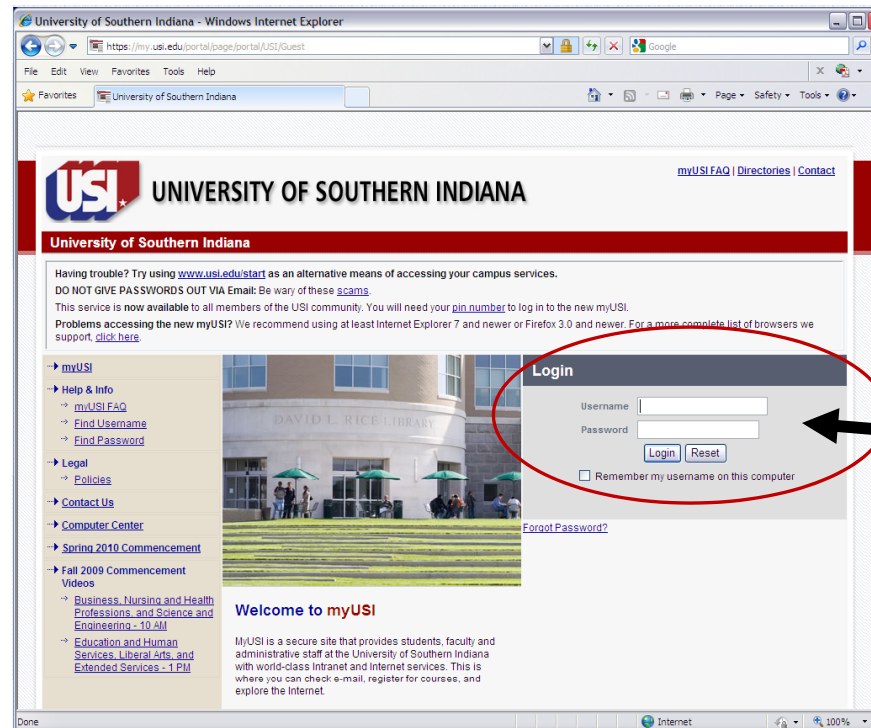
- myUSI (my.usi.edu) is a web portal providing access to many USI services with one login.
- myUSI allows students to access their grades and transcripts, email, Blackboard, view/pay bills, change their address, and much more. Refer to pages 6-7 of the class schedule for more information.
- This tutorial 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.

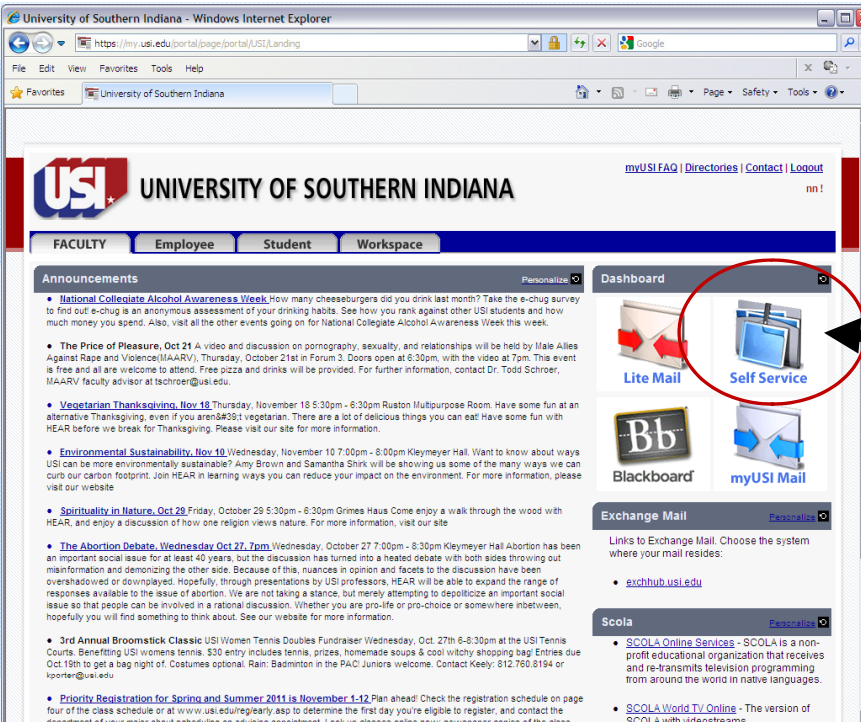
Log on to myUSI

- You must have your username and password to log on to myUSI



After logging in

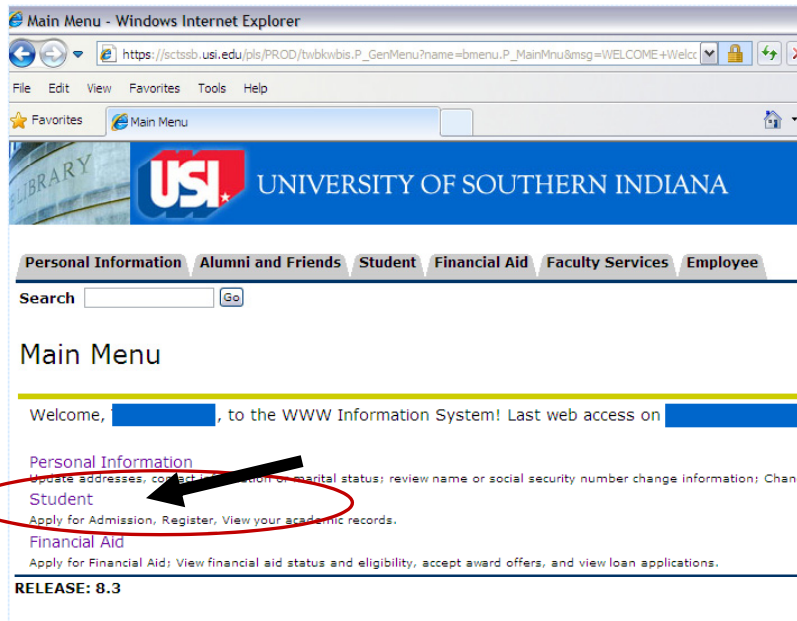
- Select the **Self Service** icon from the dashboard



The screenshot shows the University of Southern Indiana portal dashboard in a Windows Internet Explorer browser window. The address bar displays <https://my.usi.edu/portal/page/portal/USI/Landing>. The page header includes the USI logo and the text "UNIVERSITY OF SOUTHERN INDIANA". Navigation tabs for "FACULTY", "Employee", "Student", and "Workspace" are visible. The main content area is divided into "Announcements" on the left and a "Dashboard" on the right. The "Announcements" section contains several news items, including "National Collegiate Alcohol Awareness Week", "The Price of Pleasure, Oct 21", "Vegetarian Thanksgiving, Nov 18", "Environmental Sustainability, Nov 18", "Spirituality in Nature, Oct 28", "The Abortion Debate, Wednesday Oct 27, 7pm", and "3rd Annual Broomstick Classic USI Women Tennis Doubles Fundraiser". The "Dashboard" section features a grid of icons: "Lite Mail", "Self Service" (circled in red with a black arrow pointing to it), "Blackboard", and "myUSI Mail". Below the dashboard are sections for "Exchange Mail" and "Scola".

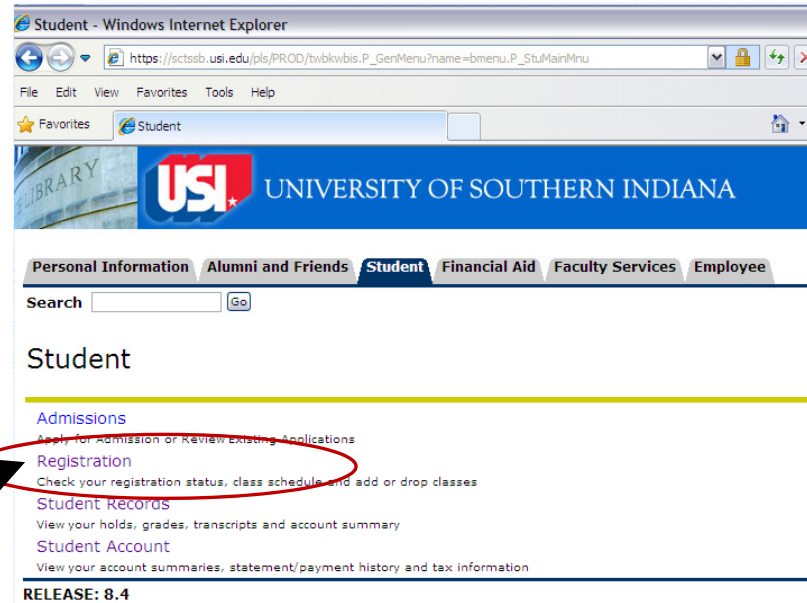
Follow the links

● Select Student



A screenshot of a Windows Internet Explorer browser window displaying the 'Main Menu' of the University of Southern Indiana's WWW Information System. The browser's address bar shows the URL: https://sctssb.usi.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcc. The page features a blue header with the USI logo and the text 'UNIVERSITY OF SOUTHERN INDIANA'. Below the header is a navigation menu with tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. A search bar is located below the navigation menu. The main content area is titled 'Main Menu' and includes a welcome message: 'Welcome, [redacted], to the WWW Information System! Last web access on [redacted]'. Underneath, there are three main sections: 'Personal Information' (with a sub-link 'Update addresses, contact information, marital status; review name or social security number change information; Change'), 'Student' (with a sub-link 'Apply for Admission, Register, View your academic records.'), and 'Financial Aid' (with a sub-link 'Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.'). The 'Student' link is circled in red, and a black arrow points to it from the right. At the bottom of the page, it says 'RELEASE: 8.3'.

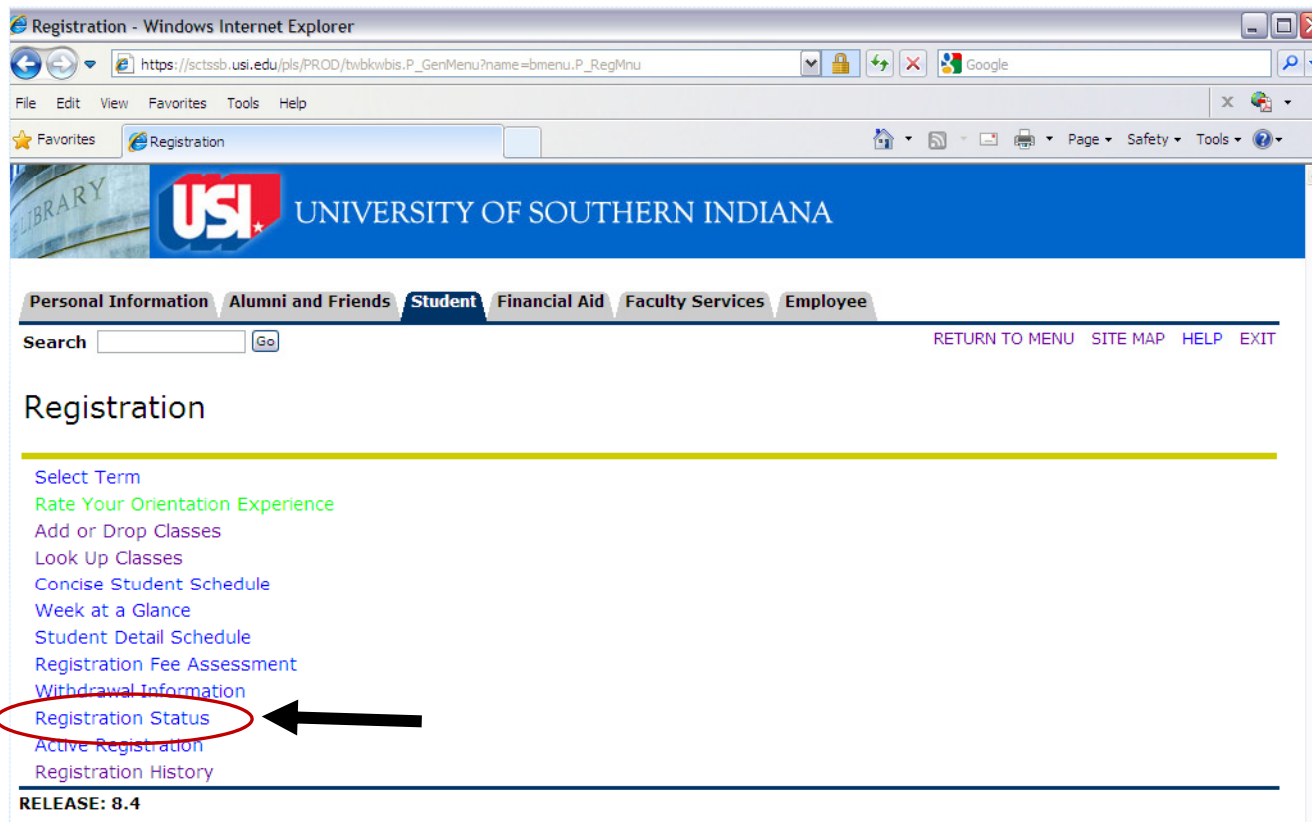
● Then Registration



A screenshot of a Windows Internet Explorer browser window displaying the 'Student' page of the University of Southern Indiana's WWW Information System. The browser's address bar shows the URL: https://sctssb.usi.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu. The page features the same blue header and navigation menu as the previous screenshot. The main content area is titled 'Student' and includes a search bar. Below the search bar, there are several links: 'Admissions' (with a sub-link 'Apply for Admission or Review Existing Applications'), 'Registration' (with a sub-link 'Check your registration status, class schedule and add or drop classes'), 'Student Records' (with a sub-link 'View your holds, grades, transcripts and account summary'), and 'Student Account' (with a sub-link 'View your account summaries, statement/payment history and tax information'). The 'Registration' link is circled in red, and a black arrow points to it from the left. At the bottom of the page, it says 'RELEASE: 8.4'.

Make certain you are able to register

- Check your **Registration Status**



The screenshot shows a web browser window titled "Registration - Windows Internet Explorer" with the URL https://sctssb.usi.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu. The page header includes the USI logo and "UNIVERSITY OF SOUTHERN INDIANA". A navigation menu contains tabs for "Personal Information", "Alumni and Friends", "Student", "Financial Aid", "Faculty Services", and "Employee". Below the menu is a search bar and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Registration" and lists several links: "Select Term", "Rate Your Orientation Experience", "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 "Registration Status" link is circled in red, and a black arrow points to it from the right. At the bottom left, the text "RELEASE: 8.4" is visible.

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).

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

Registration Status

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Second Semester Senior.

Earned Credit

Level	Type	Hours
Undergraduate	Institutional	115.000

Curriculum Information

Current Program

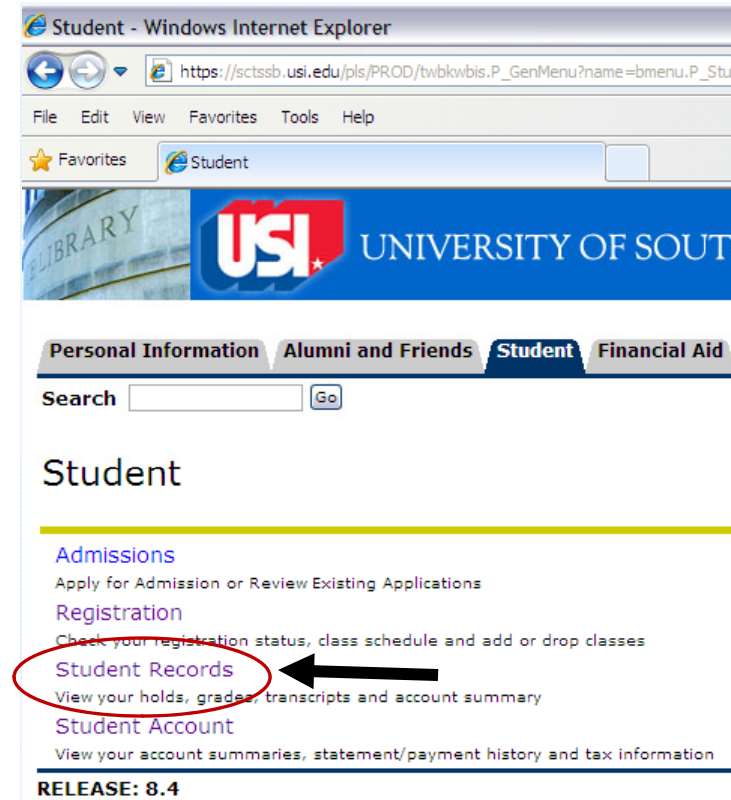
Bachelor of Science

Level: Undergraduate
Program: BS-Management
Admit Term: Fall 2006
Admit Type: Freshman
Catalog Term: Fall 2008
College: College of Business
Campus: Main

Major and Department: Management, Mngt, Mngt Info Sys,& Comp Sci
Major Concentration: Human Resource Management

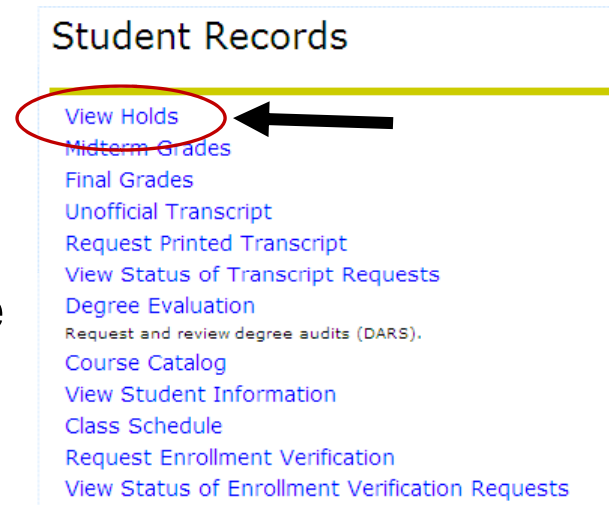
Registration Status

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



View Holds (under the 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.
- Example of possible holds:



View Holds

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

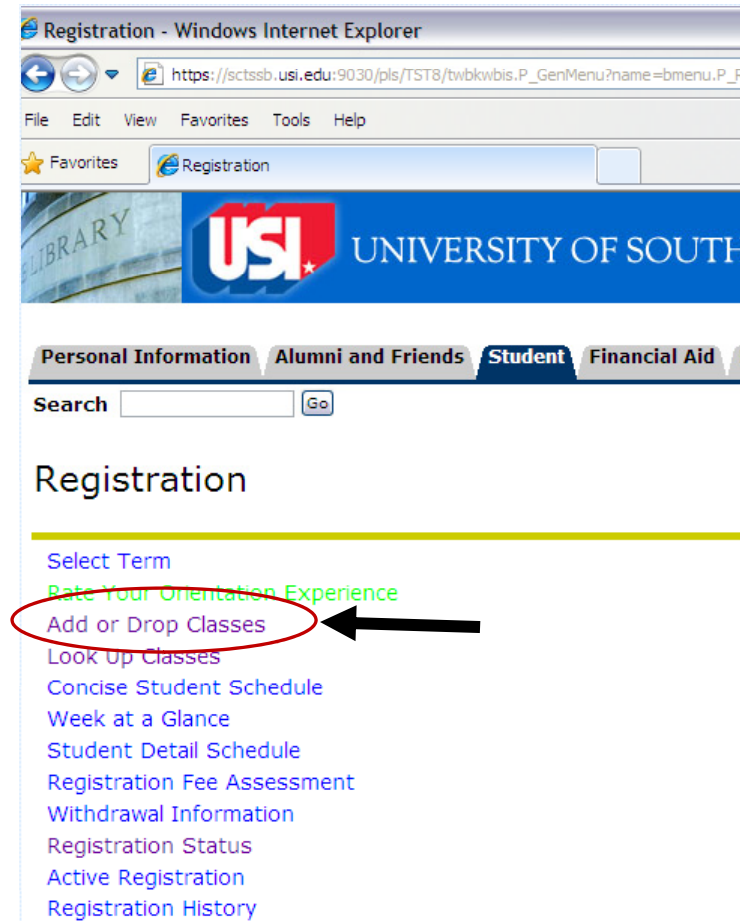
Administrative Holds

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](#)

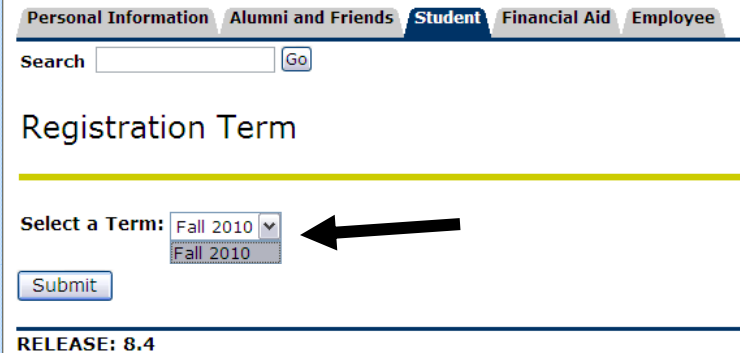
Registration

- If you are eligible to register, select **Add or Drop Classes** from the Registration menu.



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*



Personal Information Alumni and Friends **Student** Financial Aid Employee

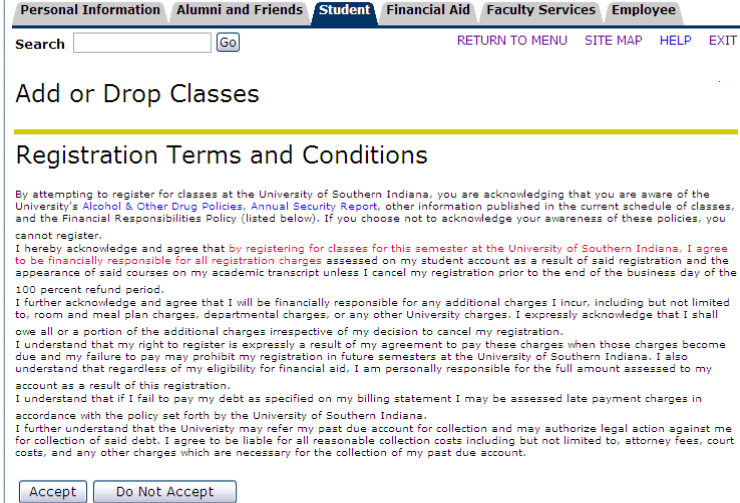
Search Go

Registration Term

Select a Term:

Submit

RELEASE: 8.4



Personal Information Alumni and Friends **Student** Financial Aid Faculty Services Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

Registration Terms and Conditions

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 debt 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.

Accept Do Not Accept

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)
- Enter a specific course number, or leave it blank to view a list of all courses within the discipline(s) you selected.

Look Up Classes - Windows Internet Explorer

https://sctssb.usi.edu:9070/pls/BLD6/bwckgens.p_proc_term_date

File Edit View Favorites Tools Help

★ Favorites Look Up Classes

LIBRARY USI UNIVERSITY OF SOUTHERN INDIANA

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search Go

Look Up Classes

Use the selection options to search the class schedule. You may choose any of the following options. If you select more than one option, you must select at least one Subject. Select Class Search when your selection is a course number.

Subject: Management Marketing Mathematics

Course Number:

Title:

Credit Range: hours to hours

Campus: All Distance Education Main

Course Level: All Graduate Undergraduate

Look Up Classes (continued)

- Use any combination of the fields to narrow your search
- Click *Class Search* to perform the search.

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Management
Marketing
Mathematics

Course Number:

Title:

Credit Range: hours to hours

Campus: All
Distance Education
Main

Course Level: All
Graduate
Undergraduate

Part of Term: All
Non-date based courses only
12 wk, delayed start of term
1st bi-term

Instructor: All
Aakhus, Michael K.
Aakhus, Patricia L.

Session: All
Day (starts prior to 4pm)
Evening (starts 4pm or later)

Attribute Type: Individual Dev/Social Behavior
Mathematics
Science

Start Time: Hour 03 Minute 00 am/pm pm

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri Sat Sun

This search is looking for MATH courses that meet Mathematics (A2) in the Core, and that start at 3:00pm or later.

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.

- Open classes will have a box under the Select column

- Closed classes are denoted 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 granted, an override will be added to your account.

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 MyUSI. Please contact the department offering the course to inquire about registering for one of these closed sections.

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

Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date (MM/DD)	Location	Attribute
<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

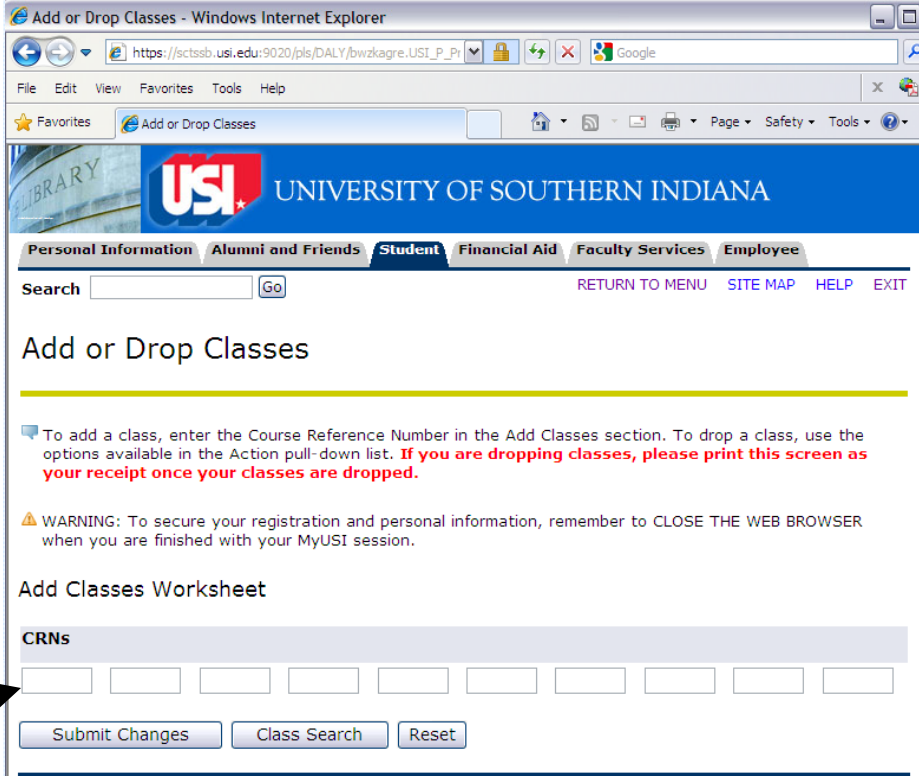
Mathematics

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 (rather than 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 CRNs, click *Submit Changes*.



Add or Drop Classes - Windows Internet Explorer

https://sctsb.usi.edu:9020/pls/DALY/bwzkgre.USI_P_Pr

File Edit View Favorites Tools Help

LIBRARY **USI** UNIVERSITY OF SOUTHERN INDIANA

Personal Information Alumni and Friends **Student** Financial Aid Faculty Services Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

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.**

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

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

Confirm the transaction

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

Error messages

- Prerequisite and/or test score requirements not met for course registration. Check requirements.
 - The selected course has a pre-requisite that you've not met. View the prerequisites via [Look Up Classes](#); consult your advisor for assistance.
- Corequisite *ABCD###* required
 - This course has a co-requisite. In other words, you must register for *both* courses in order to enroll; select both courses before you Submit.
- Closed Section
 - This section 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 the 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 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 hrs for undergraduates). If you request the privilege of an overload, approved advisor authorization is required.
- **Course registration restricted....**
 - Restricted/restriction means that you must have a certain classification (Senior, Junior, etc), major, etc in order to enroll. The 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 in question. Select 'Drop web @ 100%' to drop the class, then click *Submit Changes*.

The screenshot shows a web browser window with the address bar displaying "Add or Drop Classes". Below the browser window, there is a section titled "Current Schedule" with a table of courses. A red arrow points to the "Action" column header, and a black arrow points to the "Drop web @ 100%" option in the dropdown menu for the course "50857 MATH 111. 033 Undergraduate 4.000 Standard Letter College Algebra".

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 None Drop web @ 100%	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

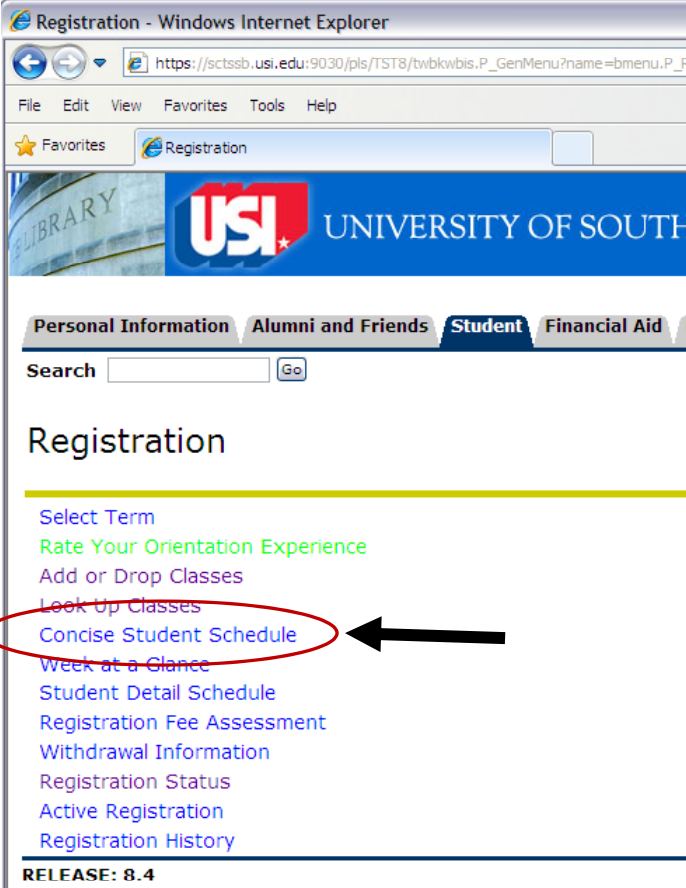
CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

View/print your schedule as a list

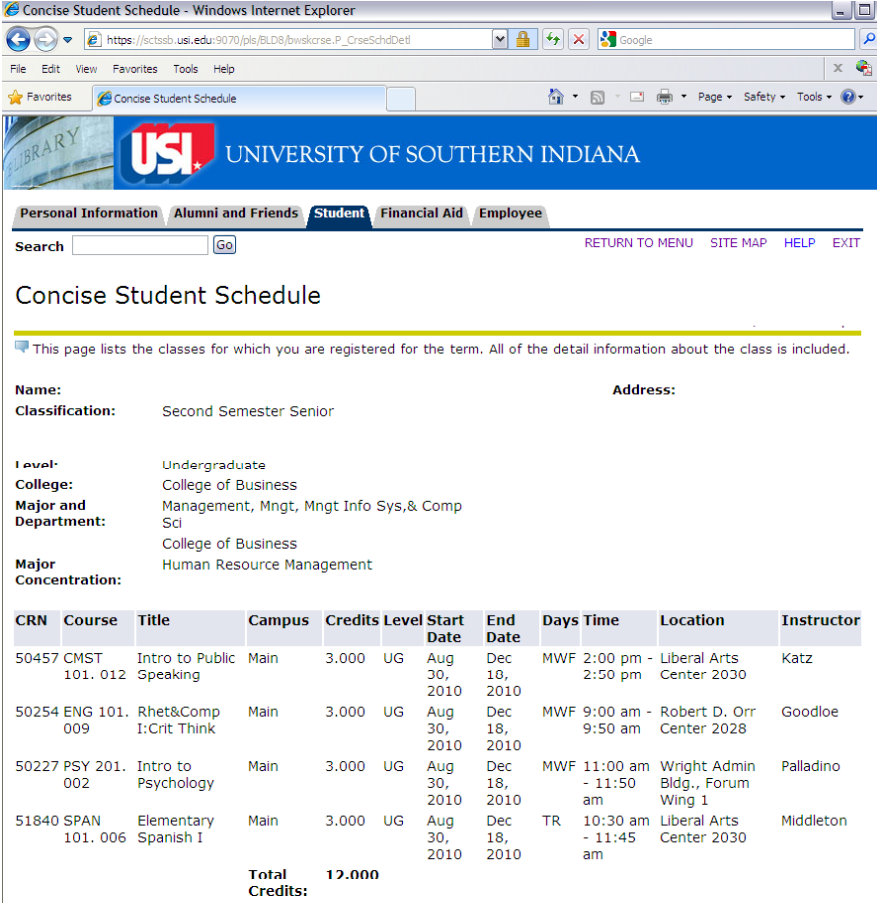
- Navigate back to the Registration menu and select **Concise Student Schedule**



The screenshot shows a Windows Internet Explorer browser window displaying the University of South Florida registration portal. The browser's address bar shows the URL: https://sctssb.usf.edu:9030/pls/TST8/twbkwbis.P_GenMenu?name=bmenu.P_R. The page features the University of South Florida logo and navigation tabs for Personal Information, Alumni and Friends, Student, and Financial Aid. A search bar is present below the navigation tabs. The main content area is titled "Registration" and lists several options: Select Term, Rate Your Orientation Experience, 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 a black arrow points to it from the right. At the bottom of the page, the text "RELEASE: 8.4" is visible.

Concise Student Schedule

- Your classes are displayed in a list, including the title, credit hours, meeting times, location and instructor name.



The screenshot shows a web browser window displaying the 'Concise Student Schedule' page for the University of Southern Indiana. The page includes a navigation menu with tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', and 'Employee'. The 'Student' tab is active. Below the navigation is a search bar and a 'Go' button. The main content area is titled 'Concise Student Schedule' and contains a message: 'This page lists the classes for which you are registered for the term. All of the detail information about the class is included.' Below this message, there are several fields for student information:

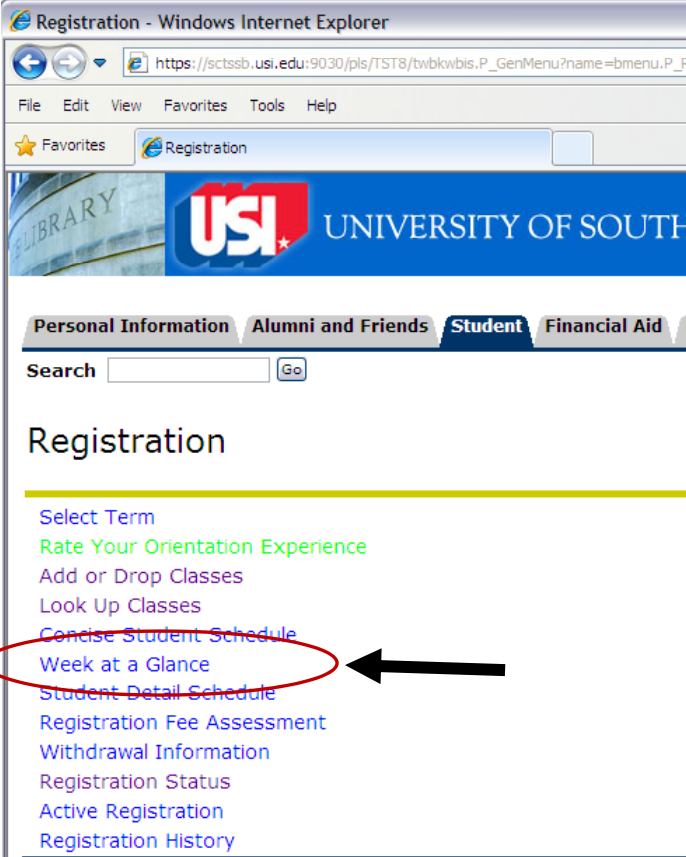
Name: _____ **Address:** _____
Classification: Second Semester Senior
Level: Undergraduate
College: College of Business
Major and Department: Management, Mngt, Mngt Info Sys, & Comp Sci
College of Business
Major Concentration: Human Resource Management

Below the student information is a table listing the classes:

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
50457	CMST 101.012	Intro to Public Speaking	Main	3.000	UG	Aug 30, 2010	Dec 18, 2010	MWF	2:00 pm - 2:50 pm	Liberal Arts Center 2030	Katz
50254	ENG 101.009	Rhet&Comp I: Crit Think	Main	3.000	UG	Aug 30, 2010	Dec 18, 2010	MWF	9:00 am - 9:50 am	Robert D. Orr Center 2028	Goodloe
50227	PSY 201.002	Intro to Psychology	Main	3.000	UG	Aug 30, 2010	Dec 18, 2010	MWF	11:00 am - 11:50 am	Wright Admin Bldg., Forum Wing 1	Palladino
51840	SPAN 101.006	Elementary Spanish I	Main	3.000	UG	Aug 30, 2010	Dec 18, 2010	TR	10:30 am - 11:45 am	Liberal Arts Center 2030	Middleton
				Total Credits:	12.000						

View/print your schedule as a grid

- Navigate back to the Registration page and select **Week at a Glance**



Registration - Windows Internet Explorer

https://sctssb.usf.edu:9030/pls/TST8/twbkwbis.P_GenMenu?name=bmenu.P_R

File Edit View Favorites Tools Help

Favorites Registration

LIBRARY USF UNIVERSITY OF SOUTH FLORIDA

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

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Registration

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RELEASE: 8.4

Week at a Glance

- A graphic schedule (i.e. a grid) will be displayed for the week listed.
- To see your class schedule for a different week of the term (especially if you are enrolled in special length classes), enter the date in the box provided and click submit.

The following is your class schedule by day and time for the specific calendar week indicated below. Please be aware that classes not scheduled for the time period shown will not appear until the week they begin. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	ENG 101.-009 50254 Class 9:00 am-9:50 am OC 2028		ENG 101.-009 50254 Class 9:00 am-9:50 am OC 2028		ENG 101.-009 50254 Class 9:00 am-9:50 am OC 2028		
10am							
11am	PSY 201.-002 50227 Class 11:00 am-11:50 am FA 1	SPAN 101.-006 51840 Class 10:30 am-11:45 am LA 2030	PSY 201.-002 50227 Class 11:00 am-11:50 am FA 1	SPAN 101.-006 51840 Class 10:30 am-11:45 am LA 2030	PSY 201.-002 50227 Class 11:00 am-11:50 am FA 1		
12pm							
1pm							
2pm	CMST 101.-012 50457 Class 2:00 pm-2:50 pm LA 2030		CMST 101.-012 50457 Class 2:00 pm-2:50 pm LA 2030		CMST 101.-012 50457 Class 2:00 pm-2:50 pm LA 2030		

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 others in the department of your major, or University Division (for Undeclared majors)
- Contact the department of the course for which you have a question
- Contact the Office of the Registrar, located on first floor of the Orr Center