Registering Online with myUSI

Find myUSI at my.usi.edu

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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. Visit my.usi.edu then

- Click Portal Sign In
- Enter your myUSI username and password
After logging in

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

- Select **Student**

- Then **Registration**
Make certain you are able to register

- Check your Registration Status
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).
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:
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
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.
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.
Use any combination of the fields to narrow your search.

Click Class Search to perform the search.

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.
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.
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.
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**.
View/print your schedule as a list

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

- Your classes are displayed in a list, including the title, credit hours, meeting times, location and instructor name.
View/print your schedule as a grid

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