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
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

- 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.).
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
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:
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*, if you agree to the terms and conditions.
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)

- 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.
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.
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 (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.
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 course(s).

Check for possible problems of error messages, including…
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 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 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**.
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
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)