Registering Online with myUSI

Find myUSI at portal.usi.edu

July 2019

What is myUSI?

- myUSI (portal.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 portal.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 tool from the dashboard

Dashboard - University of South × +		- 🗆 X
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Tools		
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B Blackboard		Your portal to
C DegreeWorks		
Eagles Mail		everything UST
Self Service		
@ State	Admitted Students Employee Apps	✓ Faculty Apps ✓ Training ✓ Dining at USI ✓
<u></u> \$ TouchNet		

Follow the links



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.).



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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



Personal Information Alumni and Friends Volunteer Student Fi
Search Go
Student
Admissions Apply for Admission or Review Existing Application Registration meck your registration status, goin 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

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, if you agree to the terms and conditions.

Personal Information	Alumni and Friends	Student	Financial Aid	Employee
Search	Go			
Registration	Term			
Select a Term: Fall 2 Fall 2 Submit	012 ~			
RELEASE: 8.4				
Personal Information Alumn	and Friends Student Fin	nancial Aid F	aculty Services E	mployee
search	Gu	RETU	RN TO MENU SITE N	MAP HELP EXIT
Add or Drop Clas	ses			
Registration Tern	ns and Conditio	ns		
ly attempting to register for classes Iniversity's Alcohol & Other Drug Pol and the Financial Responsibilities Po	at the University of Southern Inc ides. Annual Security Report, oth Icy (listed below). If you choose	diana, you are a er information p not to acknowle	cknowledging that you a ublished in the current dge your awareness of	are aware of the schedule of classes, these policies, you
annot register. I hereby acknowledge and agree the is be financially responsible for all m pppearance of soid courses on my a 100 percent refund period. I further acknowledge and agree the more and mare land here because	t by registering for classes for the igletration charges assessed on codemic transcript unless I conce t I will be financially responsible	is semester at t my student acco I my registration for any addition:	he University of Southe unit as a result of sold in prior to the end of the al charges E incur, inclu	m Indiana, I agree registration and the business day of the ding but not limited
eve all or a portion of the additional Lunderstand that my right to regist due and my failure to pay may proh understand that regardless of my el	charges irrespective of my decision r is expressly a result of my agri- bit my registration in future sem gibility for financial aid, I am per	ion to cancel my sement to pay the esters at the Un repnally responsi	registration. hese charges when those lversity of Southern Ind ble for the full amount	se charges become diana, i also assessed to my

I understand that if I fail to pay my debt as specified on my billing statement I may be assessed late payment charges in

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

accordance with the policy set forth by the University of Southern Indiana.

Do Not Accept

costs, and any other charges which are necessary for the collection of my past due account

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.

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Search	Go	RETURN TO MENU	SITE MAP HELP EXIT		—
Add or Drop Cl	asses				
To add a class, enter t pull-down list. If you	he Course Reference Number in the <i>i</i> are dropping classes, please prin	Add Classes section. To t this screen as your	drop a class, use the options a receipt once your classes ar	vailable in the Acti e dropped.	on
A WARNING: To secure y your MyUSI session.	our registration and personal inform	ation, remember to CLC	SE THE WEB BROWSER when	you are finished w	ith
Add Classes Work	sheet				
CRNs					
Submit Changes Cla	iss Search Reset				
	[View Holds Change Class	options Registratio	on Fee Assessment]		
RELEASE: 8.7.1					
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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 (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.

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Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Сар	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
	50810	MATH	108.	001	М	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
	50819	МАТН	108.	005	М	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
	50857	MATH	111.	033	М	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	М	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
	50859	MATH	111.	035	М	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
	50862	MATH	115.	001	М	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
	50891	MATH	215.	008	М	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
Regis	ster	Ad	ld to	Work	Shee	t)	Class Sea	rch)										

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 <u>not</u> hold a seat in the open section.

Sectio	ns Fou	IND														
Mathe	matics			-	-			-								
Select	CRN	Subj	Crse	Sec	Стр	Cred	Title	Days	Time	Сар	Act	Rem	Cap	Act	Rem	Instructo
	50810	MATH	108.	001	м	4.000	Survey of Mathematics	MW	03:00 pm- 04:50 pm	30	29	1	0	0	0	Charles R. Leigh (P)
	50819	MATH	108. CRI	005 N	м	4.000	Survey of Mathematics	TR	04:00 pm- 05:50 pm	30	28	2	0	0	0	Glen D. Groben (F
	50857	матн	111.	033	м	4.000	College Algebra	MW	04:00 pm- 05:50 pm	28	26	2	0	0	0	Deborah A Haton (P)
С	50858	MATH	111.	034	м	4.000	College Algebra	MW	06:00 pm- 07:50	28	29	-1	0	0	0	Amy D. Bonenber (P)
	50859	MATH	111.	035	м	4.000	College Algebra	TR	06:00 pm- 07:50 pm	28	27	1	0	0	0	Richard E. Jesch (P)
	50862	MATH	115.	001	м	3.000	Pre-Calculus Math	MW	03:00 pm- 04:15 pm	28	26	2	100	0	100	Adrian P. Gentle (P)
	50891	MATH	215.	008	м	3.000	Survey of Calculus	MW	06:00 pm- 07:15 pm	32	28	4	100	0	100	Charles R. Leigh (P)

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*.

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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.	A01	Graduate	3.000	Standard Letter	Leadership Skills & Innovation
Registered on Aug 07, 2016	None 🗸	52304	ECON	601.	A01	Graduate	3.000	Standard Letter	Managerial Economics
Registered web on Aug 07, 2016	None 🗸	52303	CIS	601.	A01	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
 0.000 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 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.

Current Schedul	le 👃								
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	✓ 50857	MATH	111.	033	Undergraduate	4.000	Standard Letter	College Algebra
Total Credit Hours:	13.000	0.70							
Billing Hours:	13.000								
Minimum Hours:	0.000								
Maximum Hours:	18.000								
Date:	Oct 25, 2010 02	:04 nm							
Registration Add	Errors								
Status	CRN	Subj Crse S	ec Lev	vel		Cred Grade	Mode	Title	
Closed class, waitlist	t available 50694	BIOL 105. 0	12 Uni	dergra	aduat	e 3.000 Standa	ard Let	ter Biol Huma	an Concern
Add Classes Wo	rksheet								
CRNs									
				1 [_				

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)