

A note before the official start of this documentation:

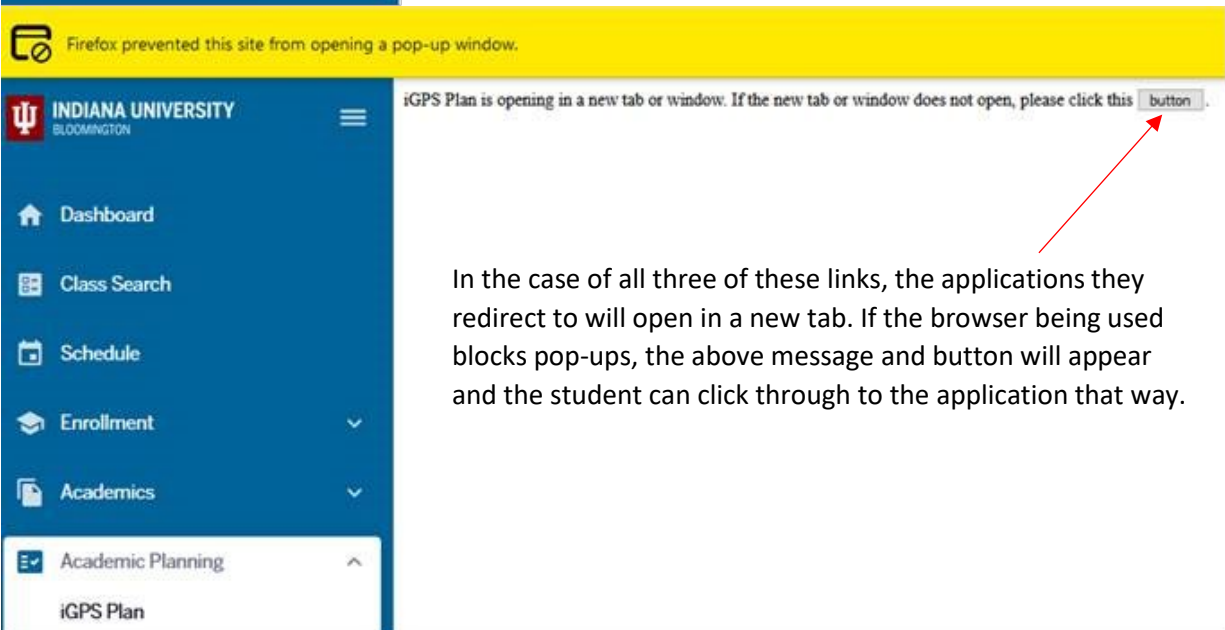
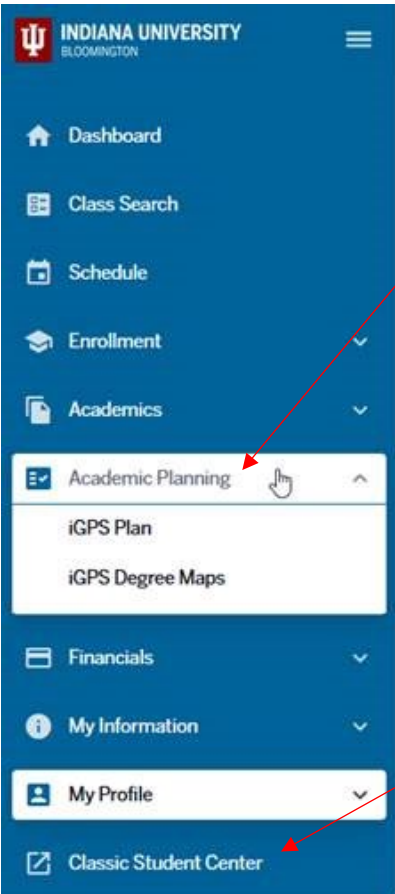
UITS has recently added 3 new links to the new Student Center:

There is now an Academic Planning option on the side menu that links to IGPS Plan and iGPS Degree Maps.

Additional links including SOAR, Academic Advising Report, and What-if Advising Report may be added to this option in the future.

If a student has not yet begun planning their schedule for the term, iGPS is the most appropriate place for them to start that process.

They have also added an option that links to the Classic Student Center. This link is temporary and will be removed when the Classic Student Center is retired.

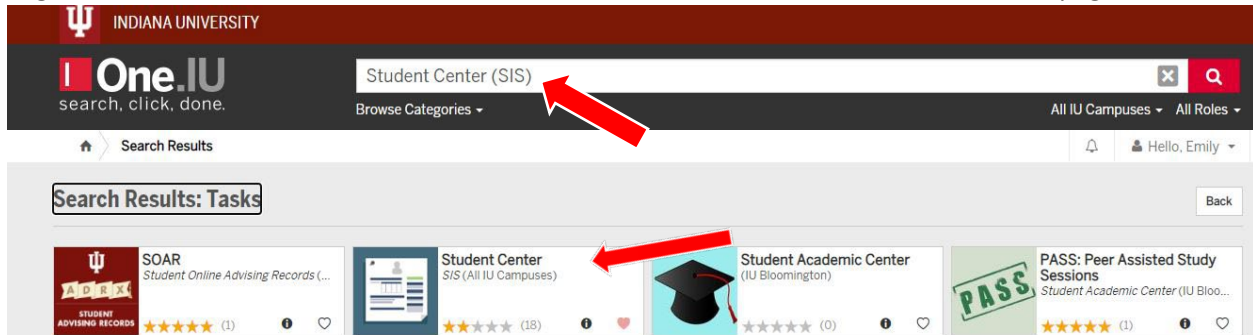


In the case of all three of these links, the applications they redirect to will open in a new tab. If the browser being used blocks pop-ups, the above message and button will appear and the student can click through to the application that way.

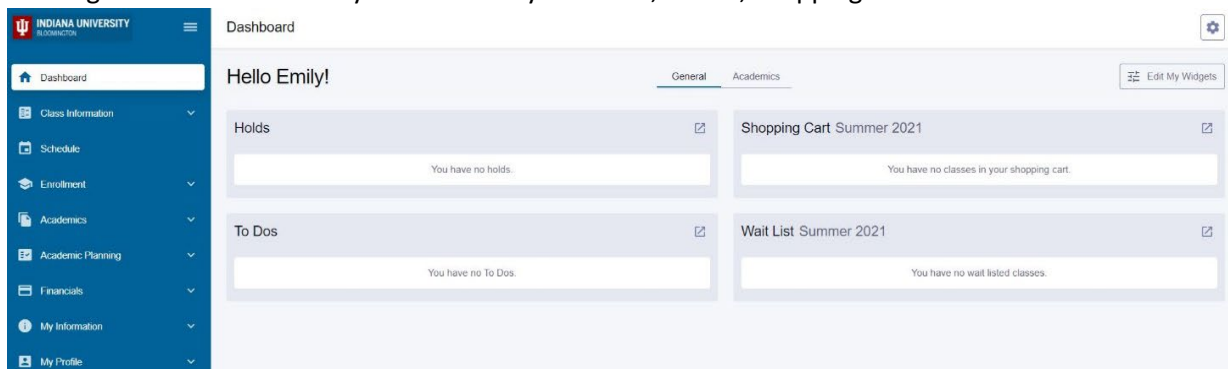
Enrolling With the New Student Center

Additional guides covering more aspects of the New Student Center are available through UITS IT Training under General Job Aids: [Using the New Administrative Student View](#) and [Using the New Administrative Student \(Video\)](#)

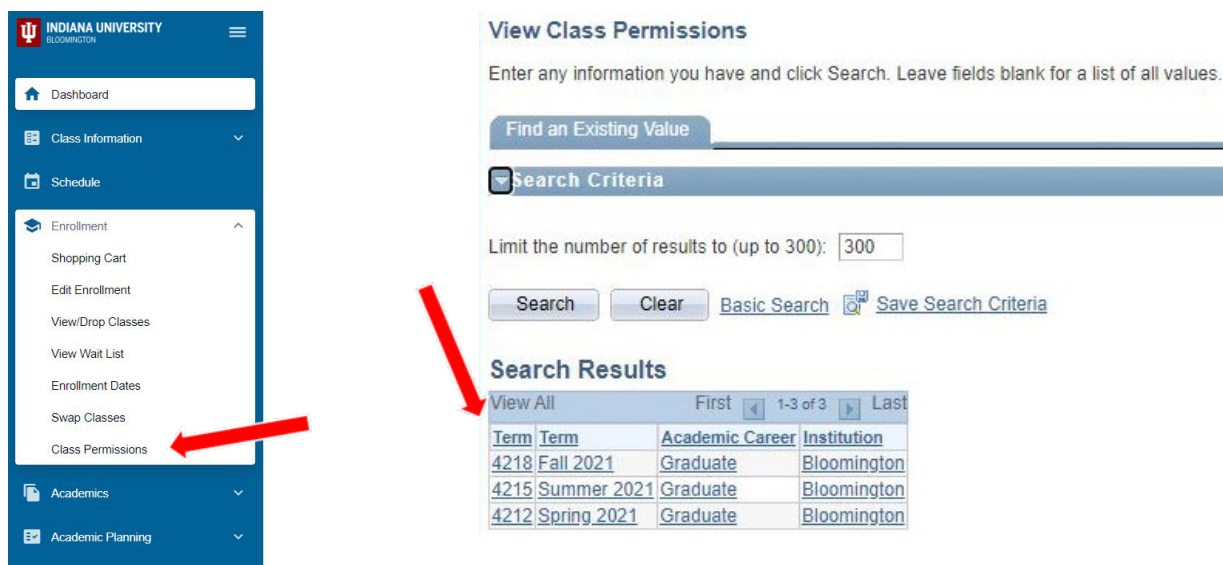
Log in to one.iu.edu and search “student center.” Click the Student Center tile to launch page.



Starting from the dashboard you can check your holds, to dos, shopping cart and waitlist.



To check if you have permission for a specific course, expand “enrollment” on the side menu and select permissions. Then select the term you wish to view.



This will open a list of all the permissions you have been given for classes that require it:

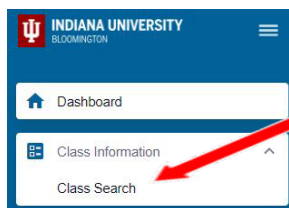
Bloomington Graduate Fall 2021 change term

You have been granted permission to enroll in the restricted classes listed below. If you have not yet received permission to enroll in a restricted class, contact the course department.

There are three Permission Types:

- * IF SPACE indicates that you may enroll in the class if space is available.
- * ADD indicates that you may add the class even if it is closed.
- * DROP indicates that you have approval to drop a mandatory, academic department controlled class (used on an exceptional basis only).

Subject	Catalog Nbr	Class Nbr	Description	Permission Type	Date Used	Expiration Date
FOLK-G	901	10831	ADVANCED RESEARCH	If Space		08/29/2021



After you have viewed permissions and or are **ready to enroll**, expand Class Information on the side menu and select **Class Search**.

Check the term and academic career are correct and then select the subject of the course you will add from the "Subject" drop down and type the catalog number in "catalog nbr." Click search.

Class Search ⚙️

Select all the required (*) search criteria.

Term: Summer 2021 Acad Career: Undergraduate Subject Code Begins With Subject: ENG-W - English Catalog Nbr (100, 501, Etc.): 131 Instruction Mode

Keyword (Title, Topic, Instr) More Filters 4

Search Reset Filters

Show Open Classes Only

If the course has sub-topics you can also use "keyword" to search for the sections that are those topics:

Class Search ⚙️

Select all the required (*) search criteria.

Term: Summer 2021 Acad Career: Undergraduate Subject Code Begins With Subject: COLL-C - College of A... Catalog Nbr (100, 501, Etc.) Instruction Mode

Keyword (Title, Topic, Instr): **cloak and dagger** More Filters 4

Search Reset Filters

Show Open Classes Only

CRITICAL APPROACHES TO THE ARTS AND HUMANITIES | COLL-C 103

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS
> 0100-LEC (14882)	CLOAK AND ...	6W1	--	-	-	Web-based Class (W...	05/11 - 06/18	Marco Arnaudo	3	✔ 60/60

CLASS NOTES
 C 103: credit given for only one of COLL-C 103 or COLL-S 103
 Above class fulfills the College (CASE) Critical Approaches requirement
 IUB GenEd A&H credit
 COLL (CASE) A&H Breadth of Inquiry credit

To add a section to shopping cart, click the > next to the desired section to expand notes. Read over these notes to make sure they do not specify that permissions or prerequisites are needed. Then click “add to cart.”

READING, WRITING, AND INQUIRY II | ENG-W 131

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS
0007-EC (14202)		0W2	MoTuWeThFr	11:00 am	12:15 pm	Balentine Hall (BH) 304	08/21 - 07/30	Staff	3	18/18

CLASS NOTES
 Above section open only to Q21 students in the Groups Scholars Program.
 Above class meets in Person. For more information visit <https://covid19.u.edu/learning-modes/index.html>
 Above class is part of the "Transfer Indiana" (transferIN) initiative. For additional information, link to <http://www.transferin.net>
 IUB GenEd English Composition credit
 COLL (CASE) English Composition credit

INFORMATION
 Class Number: 14202
 Course ID: 017780
 Offer Nbr: 1
 Career: Undergraduate
 Session: Six Week - Second
 Units: 3 units
 Grading: Graded
 Description: W131 teaches skills of critical reading, thinking, and writing to help students meaningfully engage artifacts, events, and issues in our world. The course builds students' abilities to read written and cultural texts critically; to analyze those texts in ways that engage both students' own experiences and the perspectives of others; and to write about those texts for a range of audiences and purposes as a means of participating in broader conversations. Assignments emphasize the analysis and synthesis of sources in making and developing claims.
 Department Consent Required
 Add Consent: IUB GenEd English Composition credit
 Class Attributes: COLL (CASE) English Composition credit
 In Person with Up to 25% Online Instar
 Class Notes: Above section open only to Q21 students in the Groups Scholars Program.
 Above class meets in Person. For more information visit <https://covid19.u.edu/learning-modes/index.html>
 Above class is part of the "Transfer Indiana" (transferIN) initiative. For additional information, link to <http://www.transferin.net>
 IUB GenEd English Composition credit
 COLL (CASE) English Composition credit

TEXTBOOKS
 Textbooks to be determined
[View/Order Textbooks For Class](#)

ADDITIONAL LINKS
[View/Order Textbooks for my schedule](#)

DETAILS
 Instructor: Staff
 Dates: 08/21/2021 - 07/30/2021
 Meets: MoTuWeThFr 11:00am - 12:15pm
 Instruction Mode: In Person
 Room: Balentine Hall (BH) 304
 Campus: Bloomington Campus
 Location: Bloomington Campus
 Components: Lecture Required

AVAILABILITY
 Status: Open
 Seats Open: 18/18
 Wait List Open: 9999 9999

Share Add To Cart

A pop-up will either ask you to save the course to your shopping cart or, if the class has attached discussion sections or labs, it will first ask you to select a section and click continue before asking you to save to shopping cart.

A success message appears when done: ✔ SUCCESS Successfully added class to the cart

Enrollment options

ENG-W 131: READING, WRITING, & INQUIRY II 0007 - 14202

Wait list if class is full

Cancel Save

Enrollment Sections

CHEM-C 101 - ELEMENTARY CHEMISTRY 1

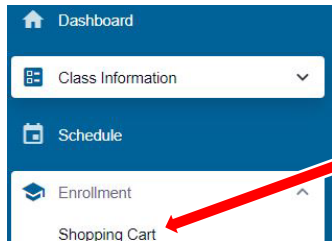
SELECTED CLASS

Class #:	7368 (0100)	Room:	ARR
Section:	0100	Start:	8:55 am
Days:	MoTuWeThFr	End:	10:10 am
Instructor:	Cathrine Reck, Kimberly Arnold	Status:	Open

Select Discussion Section

CLASS #	SECTION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
DIS (7369)	0121	TuTh	10:35 am	11:45 am	ARR	Staff	32/32

Cancel Continue



When you have saved all courses you wish to register in to the shopping cart, go to the side menu, expand “Enrollment,” and select “Shopping Cart.”

Once in the shopping cart, select the boxes to the right of the classes you wish to enroll in (or the box at the top of the list will select them all for you) and then click **“enroll.”**

Shopping Cart ⚙️

Term: Summer 2021 Schedule Add Class ▾

Q Search Delete Validate Enroll ⓘ

CLASS ▾	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	<input type="checkbox"/>
> CHEM-C 101 0121-DIS (7369)	ELEMENTARY CHEMISTRY 1	TuTh	10:35 am	11:45 am	Staff	3	32/32	<input type="checkbox"/>
> CHEM-C 101 0100-LEC (7368)	ELEMENTARY CHEMISTRY 1	MoTuWeThFr	8:55 am	10:10 am	Cathrine Reck, K...	3	32/32	<input type="checkbox"/>
> CHEM-C 117 0121-DIS (3864)	PRINC OF CHEM & BIOCHEM I	MoWe	9:00 am	9:50 am	Staff	3	35/35	<input type="checkbox"/>
> CHEM-C 117 0100-LEC (3863)	PRINC OF CHEM & BIOCHEM I	-	-	-	Jill Robinson	3	70/70	<input type="checkbox"/>
> ENG-W 131 0007-LEC (14020)	READING, WRITING, & INQUIRY I	MoTuWeThFr	11:00 am	12:15 pm		3	18/18	<input type="checkbox"/>
> MATH-M 211 0221-RCT (7364)	CALCULUS I	MoTuWeThFr	1:10 pm	2:10 pm	Tim Lai	4	90/90	<input type="checkbox"/>
> MATH-M 211 0200-LEC (7363)	CALCULUS I	MoTuWeThFr	11:45 am	12:45 pm	James Hendricks...	4	90/90	<input type="checkbox"/>

The system will provide error messages for classes it cannot add and success messages for those it can:

<p>Class # 3864 ■ Error</p> <p>Unable to add this class - prerequisites have not been met. Prerequisite: CHEM-C 101 and CHEM-C 121; or CHEM-C 103; or chemistry and math placement examinations and consent of the department</p>	<p>Class # 4253 ■ Added to your schedule.</p> <p>This class has been added to your schedule.</p>
<p>Class # 14020 ■ Error</p> <p>Department Consent Required. You must obtain permission to take this class from the department offering the course. If they add permission to the system, you can then add the class.</p>	<p>Class # 6607 ■ Added to your schedule.</p> <p>This class has been added to your schedule.</p> <p style="text-align: center;">OK</p>
<p>Class # 7364 ■ Error</p> <p>Instructor Consent Required. You must obtain permission to take this class from the department offering the course. If they add permission to the system, you can then add the class.</p>	

Read messages then click “OK” to exit the pop up.

You can **waitlist** a course either through course search or in the shopping cart. If you have already registered in some classes, you can also attach a **“drop if enroll”** to your waitlisted class. A **“drop if enroll”** can also be applied in Edit Enrollment.

To **waitlist a class in Course Search**, follow the process for enrolling given on pages 2-4, but de-select **“show open classes only”** when searching for the section you wish to waitlist and when you get to the pop-up asking you to save the class to the shopping cart, select **“Waitlist if class is full”** before clicking save.

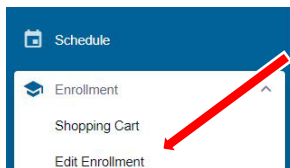
If you have a class in your schedule you would like to have dropped when you get into the waitlisted class, you can attach it to the class you are wait listing using this pop-up as well. Click **“waitlist if class is full”** and then when a drop down appears below it with **“drop the class below if Enrolled in the Class Above (optional)”** select the class you would like dropped before clicking save.

After you have clicked save go to the shopping cart and enroll in the class as described on page 4.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
MATH-M 118 0001-LEC (4332)	FINITE MATHEMATICS	MoTuWeThFr	11:00 am	Multiple	11:00 am	3	W 9999/9999 D 0/0

To **waitlist in the shopping cart**, click the triple dots on the right side of the class, click **“edit,”** and then you can use the same pop-up above to waitlist and drop-if-enroll. You can then save and enroll in the class as described on page 4.

Once added to the waitlist, the following success message will pop up tell you your position on the waitlist. Read the message and then click **“ok.”**





You can use **Edit Enrollment** to add a **drop-if-enroll** to a class you are already waitlisted in. Click “edit enrollment” under “Enrollment” on the side bar.

Select “edit” next to the waitlisted class you would like to add the drop if enroll to:

Edit Enrollment ⚙️

Term: Summer 2021

Select a class from your schedule.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	STATUS	
ANAT-A 215 0221-LAB (3807)	BASIC HUMAN ANATOMY	MoWe	1:10 pm	3:10 pm	Stacey Dunham		 Edit
MATH-M 118 0001-LEC (4332)	FINITE MATHEMATICS	Fr	11:00 am	1:00 pm	Gregory Kattner		 1 Edit
		Th	11:00 am	12:30 pm	Gregory Kattner		
		MoTuWeThFr	11:00 am	12:15 pm	Gregory Kattner		

Then select the class you wish to drop from the pop-up’s drop down and click continue:

Edit Enrollment ×

MATH-M 118: FINITE MATHEMATICS | 0001 - 4332

Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class:

Cancel Continue

Edit Enrollment ×

MATH-M 118: FINITE MATHEMATICS | 0001 - 4332

Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class:

Cancel Continue

Click “confirm changes” and then “okay” to finish the drop-if-enroll.

← Confirm Changes ×

MATH-M 118: FINITE MATHEMATICS | 0001 - 4332

Drop class if enroll

ORIGINAL VALUE	NEW VALUE
None	ANAT-A 215: BASIC HUMAN ANATOMY

Cancel Continue

Edit Enrollment Results

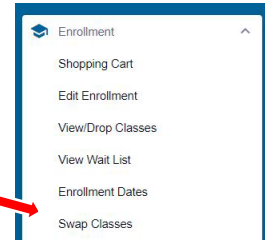
Edit Enrollment result of FINITE MATHEMATICS Summer 2021

Class: MATH-M 118 FINITE MATHEMATICS Result: ■ Success

This class has been updated.

Ok

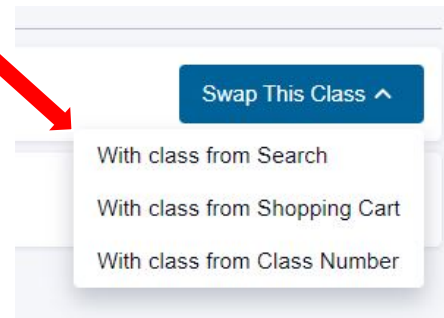
To **swap classes** click “Swap Classes” under “Enrollment” on the side menu.



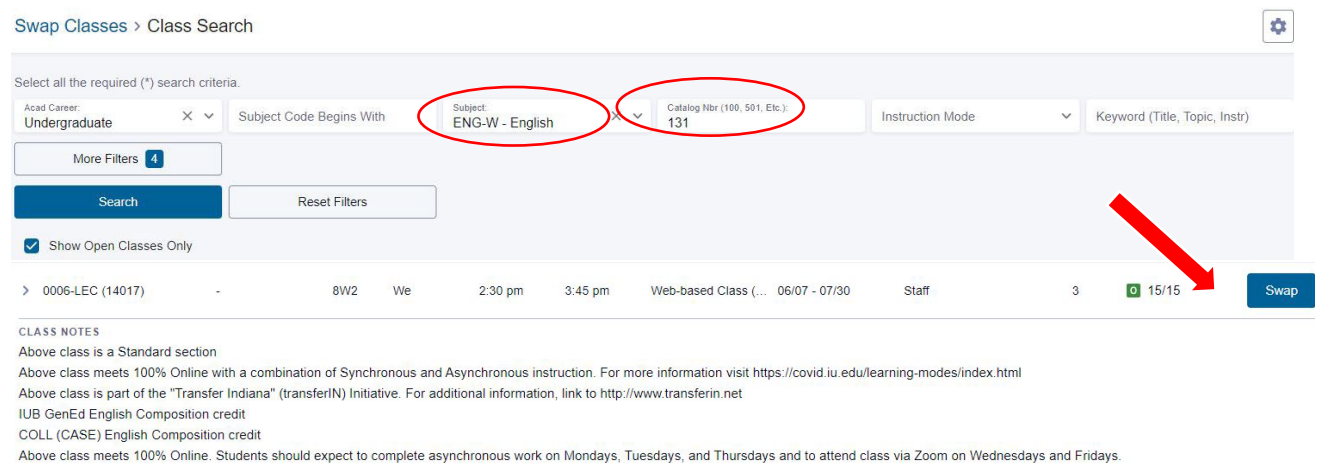
Chose from the list which class you wish to swap for another class and select “Swap This Class:”



Choose “with class search” from the drop-down list of options.



This will open a shortened version of class search. Input the subject and catalog number for the class you wish to swap into, click search, find the desired section, and select “swap.”



Enrollment options



Select "save" on the pop-up.


ENG-W 131: READING, WRITING, & INQUIRY II | 0006 - 14017

Wait list if class is full

Cancel Save



And then select "confirm" when the confirmation page appears:

Swap Classes > ... > Swap confirmation 

You are replacing this class

SPH-F 150 (4253)

Description: INTRO TO LIFE SPAN DEVELOPMENT (Lecture) | Units: 3
Instructor: M. Patton | Status: Enrolled

With this class

ENG-W 131 (14017)

Description: READING, WRITING, & INQUIRY I (Lecture) | Units: 3
Instructor: Staff | Status: Open

Cancel Confirm



It will then take you back to the swap page where you will now see the new class has replaced the old:

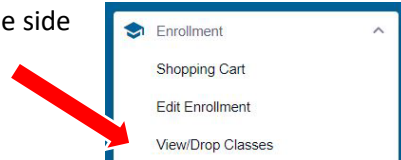
Swap Classes 

Term: Summer 2021

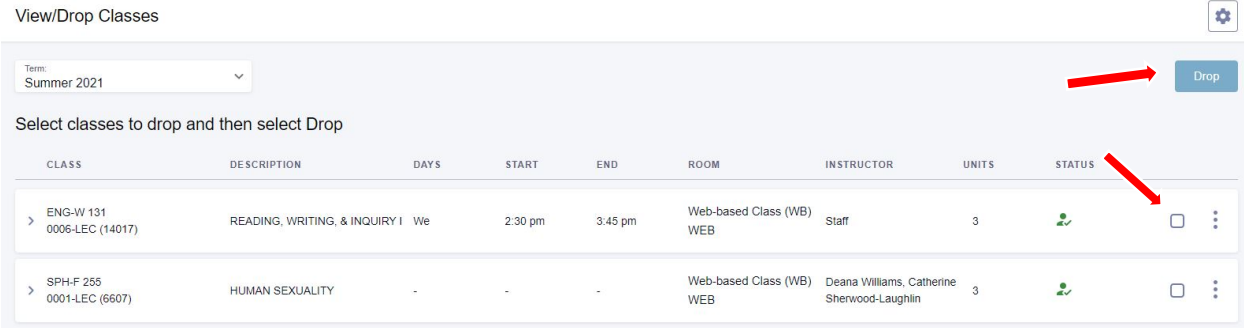
Select a class to swap

CLASS	DESCRIPTION	UNITS	
ENG-W 131 LEC-0006 (14017)	READING, WRITING, & INQUIRY I	3	Swap This Class
SPH-F 255 LEC-0001 (6607)	HUMAN SEXUALITY	3	Swap This Class

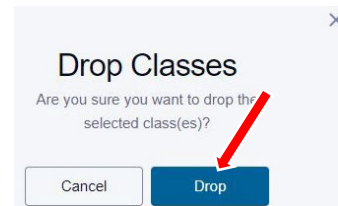
To **drop a class** select “View/Drop a Class” from “Enrollment” on the side menu.



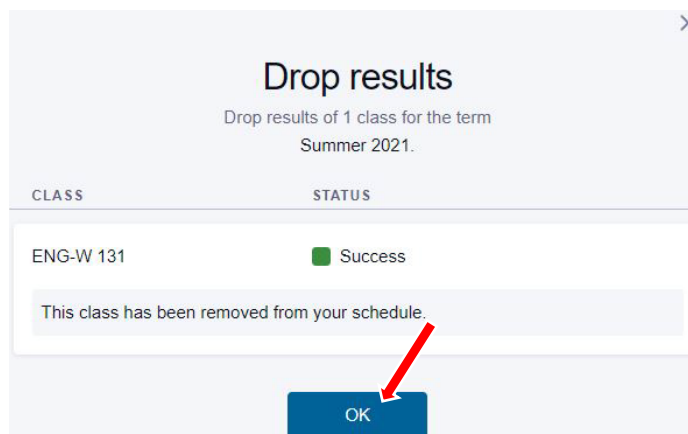
Chose the class you will drop from the list, check the box on the right, and then select “Drop:”



A pop-up will ask you to confirm you want to drop the class, click “drop.”

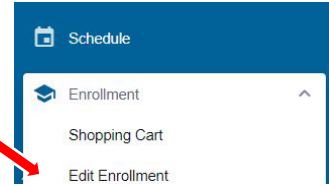


This will be followed by a results pop-up showing you a success message and summarizing what you have dropped. Click “ok.”

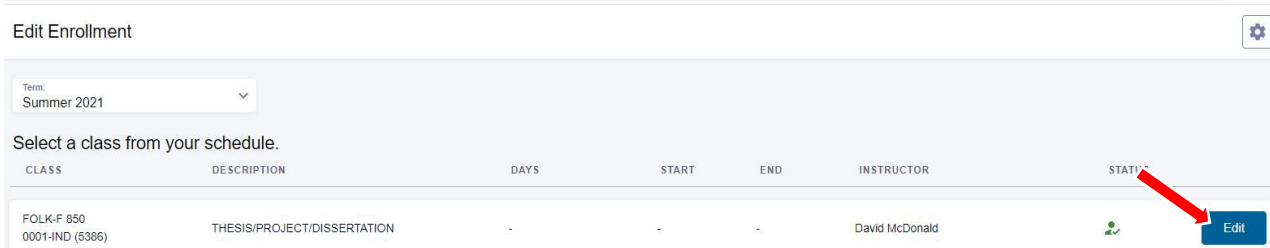


This will return you to the main “View/Drop a Class” page.

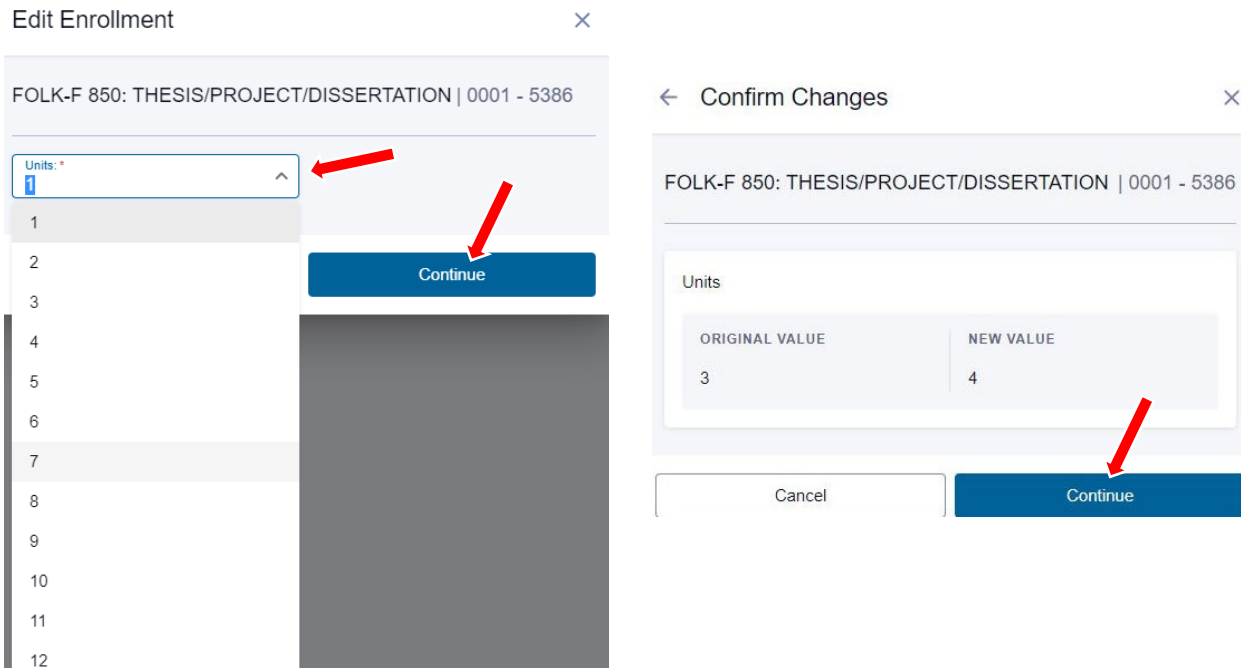
If you need to **adjust the number of hours you are enrolled in for a variable units class** you can do so through “Edit Enrollment” in “Enrollment” on the side menu.



Click “edit” next to the class that you will adjust the hours for:



A pop-up will ask you to select the number of hours you would like to adjust the class to. Select the appropriate number and then click “continue.” Click “continue” again on the confirmation pop-up:



A success message will pop up when the change has been made. Click “ok” to return the Edit Enrollment main page.

