

**Who can register online?**

Online registration is available to most undergraduate students and some graduate and post-professional students.

**Who is restricted from registering online?**

The following groups of students will not be allowed to register online:

- Specific groups in the School of Nursing, as identified by the School of Nursing academic advisors. Please contact Colleen Hepner ([hepnerce@uindy.edu](mailto:hepnerce@uindy.edu)) or Brandon Doty ([bdoty@uindy.edu](mailto:bdoty@uindy.edu)) for more information.
- Some Doctoral and Masters degree-seeking students. Please contact your program advisor or graduate office for more information.

**How will I know if I am not able to register online?**

Students who are ineligible to register online will either receive an error message in Self-Service that says “You are not permitted to register at this time,” or students will be required to enter an alternate PIN when accessing the online registration screen, which they have not received from their program director.

**Do I need to see an advisor before registering online?**

Semesters I & II: All day division students are required to meet with a faculty or academic advisor prior to registration.

Spring Term & Summer Session: Advisor permission is not required for registration for undergraduate students.

Graduate students should contact their graduate program offices to request further information.

Extended/Evening division students will not be required to meet with an advisor prior to registration, however, it is recommended if they have questions about their curriculum or seek advisement on which classes to take.

**Why do I need to see an advisor before registering online (required during Semester I & II only)?**

Advising appointments are an integral part of a student’s path to graduation at UIndy. Students meet with faculty and academic advisors to get direction and insight on their degree goals as well as have an opportunity to discuss career goals and how to best acclimate their curriculum paths to fulfill those goals. In order to best serve the student body, UIndy requires students to meet with an advisor to ensure that they are taking the correct courses for their degree and career goals. Senior students also have the opportunity to review their degree audits with their academic advisors to ensure that they will graduate on time with the all the required courses and credit hours.

Though extended division students are not required to meet with a faculty or academic advisor, they are encouraged to make advising appointments to receive the same guidance as day division students.

**What is an alternate PIN?\***

An alternate PIN is a 6-digit PIN students receive from their academic advisor, faculty advisor, or graduate program advisor during their advising appointment. Students who require an alternate PIN to register online may not do so without it.

\*Please note that an alternate PIN is different from a student’s PIN used to access their tuition and billing information.

**How do I get an alternate PIN?**

Students receive their alternate PIN from their academic advisor, faculty advisor, or graduate program director during their advising appointment.

### **Do I need an alternate PIN to register online?**

Students who are required to meet with an academic advisor, faculty advisor, or program advisor prior to registration will be required to enter an alternate PIN in Self-Service before registering for classes.

Students who are not required to meet with an academic advisor prior to registration (extended division students) are not required to enter an alternate PIN in order to register online.

### **How do I get to the online registration screen?**

The online registration screen is located on the MyUIndy website and in Self-Service Banner, the same location students use to look up classes, look at a copy of their unofficial transcript, run a degree evaluation, check on holds, etc.

1. Log in to MyUIndy
2. Click on the **Student** link
3. Click on the **My Student Info** link near the top of the page
4. Click on the **Add or Drop Classes** link
5. Select the correct term from the drop-down menu and click **Submit**
6. Enter the 6-digit alternate PIN (if required) and click **Submit**

### **How do I register for classes online?**

Students can register online for classes one of two ways:

1. Enter the 5-digit CRNs for the courses which you wish to register on the **Add Classes Worksheet** and click **Submit Changes**. Your newly-registered courses will appear with the words **\*\*Web Registered\*\*** next to them.

OR

2. Search for courses that you want to take by selecting the **Class Search** option at the bottom of the screen. When you find a class you want to add to your schedule, click on the radio box in the left column and select either **Register** or **Add to Worksheet**. (**NOTE:** By selecting **Add to Worksheet**, you are not registering the selected courses, only adding them to the **Add Classes Worksheet**.) Continue selecting classes in the same manner, and once all CRNs are selected, select the **Submit Changes** button at the bottom of the screen to register.

### **How do I add myself to a waitlist for a class?**

When a class is full, it will show as C (Closed) in the left column in the course search screen. To place yourself on the waitlist for the course:

1. Enter the 5-digit CRN in the **Add Classes Worksheet** and select **Submit Changes**
2. A registration error will appear showing you that the class is **Closed – Waitlisted**
3. Select **Web Waitlisted** from the drop-down menu and select **Submit Changes**  
\*Notice that the Status column now shows **Web Waitlisted** for that course

### **How do I register for a class for which I receive an error when I try to add it (i.e. Prereq error, departmental permission needed, etc.)?**

If you receive an error when trying to add a class, you may do one of the following:

1. Contact your academic advisor to request them to add an override to your registration to allow you to add the class online; or

2. Bring a copy of your signed registration form to the Office of the Registrar, and they will post the override for you or add you to the class.

**How do I know I am registered for a class?**

The classes for which you are registered will show as **\*\*Registered\*\*** in the Status column.

**How do I get a copy of my new schedule?**

1. Go to the **Students** link on MyUIndy
2. Click on the **My Student Info** link near the top of the page
3. Click on **Printer-Friendly Course Detail**
4. Select the Term for which you just registered and click **Submit**
5. Print your schedule. Be sure to select the appropriate layout (portrait or landscape) if necessary

**How do I know who my faculty advisor is?**

Most undergraduate day division students are assigned a faculty advisor within the department of their major. Students can find their faculty (primary) advisor information on their UIndy Self-Service account:

1. Go to the **Students** link on MyUIndy
2. Click on the **My Student Info** link near the top of the page
3. Click on the **Your Student Record** link
4. The Primary Advisor listed is a student's faculty advisor. Contact information for faculty advisors can be found in the directory on MyUIndy.

Graduate students should contact their graduate program office to get their advisor information.

**What if no faculty (primary) advisor is listed on my Self-Service account?**

1. Students may contact the department chair of their major to receive a faculty advisor; or
2. You may not have a faculty advisor. Students do not require a faculty (primary) advisor in the following areas:
  - a. School of Business
  - b. Krannert School of Physical Therapy
  - c. School of Nursing – Some students meet with only a academic advisor
  - d. University Studies/Undecided – Students meet with an academic advisor in the Center for Advising & Student Achievement
  - e. School for Adult Learning

**How do I know who my academic advisor is?**

All undergraduate day division students are assigned an academic advisor for advising and registration based upon the college in which their major is.

**Center for Advising & Student Achievement - For students with majors in:**

College of Arts & Sciences  
School of Business  
School of Education  
School of Psychological Sciences  
College of Health Sciences  
School of Nursing (first-year students only)

**Physical Therapist Assistant Program**

Frank Bates – PTA majors

Karen Childers – Pre-Physical Therapy Assistant (PPTA) majors

*\* Students pursuing a bachelor's degree in addition to the PTA major must see an advisor from each major.*

**School for Adult Learning – Accelerated & Extended division students**

Kathy Hancher

Chelsea Ward

**School of Nursing**

Colleen Hepner – All transfer, extended division, and sophomore/junior/senior Nursing majors

Brandon Doty – AMP and RN-BSN Cohort students

**How do I access online registration if my UIndy email account is disabled?**

Students can access the online registration interface through their UIndy Self-Service account through the MyUIndy login page (<https://my.uindy.edu/cp/home/displaylogin>).

1. Click on **Self-Service** in the red banner at the top of the screen.
2. Enter your UIndy ID number (this begins with A00...) and PIN and click **Submit**. (If you do not remember or know your ID and PIN, contact the Office of the Registrar to receive your ID and have your PIN reset. You will be required to verify your identity and other student information.)
3. Follow the instructions above regarding the online registration process once logged in to UIndy Self-Service.

**When will online registration be available?**

Students can make changes to their schedule online through the first Friday of the term. Online registration will end at 4:30 p.m. that day. After that time, all schedule changes must be done either with the student's academic advisor or in the Office of the Registrar. Please note that for Semester I and II Online Registration is temporarily unavailable beginning the Wednesday prior to the term and becoming available once again at 7:00 a.m. on the first day of the term.

**Can I withdraw from a class online?**

No, students may not withdraw from a class online. The online registration interface will close before the withdrawal period begins for each term.

Undergraduates: Withdrawals may only be processed by filling out a Drop/Add form and submitting it to your academic advisor.

Graduates: Withdrawals may only be processed by filling out a Drop/Add form and submitting it to your graduate program office or advisor.

**How can I change the number of credit hours for a class (if applicable)?**

Students can change the number of credit hours for a class if there is a variable available (i.e. internship, practicum, etc.). After adding the course to your registration, simply click on the credit hours listed for that course (hyperlink in blue), enter the desired credit hours in the box given, and select **Submit Changes**. The new credit hours will appear in the box. If no other changes need to be made, click on the **Add or Drop Classes** link at the bottom of the page to take you back to the registration screen.