

# Office of the Registrar - Student Services Quick Guide

<b>HOW DO I...</b>	
<b>Change my classes (drop and add classes)?</b>	Students can add or drop classes through the online registration interface on MyUIndy through Tuesday before the start of a new term and then during the first week of classes. The deadline to add or drop classes is the first Friday of the term - no exceptions.
<b>Change my address?</b>	Students can update their address online through UIndy Self-Service or by filling out a Change of Information form. The Change of Information form can be found on the Registrar's website or in the Office of the Registrar, Esch 131. To update an address online: - Login to MyUIndy - Click on <b>Self-Service-Main Menu</b> - Click on <b>Personal Information</b> - Click on <b>Update Addresses and Phones</b> - Follow the instructions given on the website to complete the address change
<b>Change my name or SSN?</b>	Students need to fill out a Change of Information form with their new information and turn it into the Office of the Registrar. We must have proof for a name or SSN change, which may be provided by a driver's license, SSN card, marriage certificate, divorce decree, etc. The Change of Information form can be found on the Registrar's website or in the Office of the Registrar, Esch 131.
<b>Run a degree audit?</b>	Each student has access to their degree audit online. Logon to MyUIndy > click on Student Link > <b>My Student Info</b> > click on <b>Degree Evaluation</b> . Follow the instructions at the top of the page, and click <b>Generate New Evaluation</b> at the bottom of the page.
<b>Defer my loans?</b>	Students can get an enrollment verification certificate on MyUIndy, available 24/7. Log on to MyUIndy > click on Student Link > Click on <b>Registrar's Office</b> link > click on <b>Enrollment Verification</b> near the bottom of the page under <i>Additional Information &amp; Quick Links</i> . This link will redirect you to the National Student Clearinghouse which processes our enrollment verification certificates. After processing the enrollment verification, you can print it out and forward it on to whichever company has requested the verification.
<b>Get an Enrollment Verification?</b>	Students can get an enrollment verification certificate on MyUIndy, available 24/7. Log on to MyUIndy > click on Student link > click on the <b>Registrar's Office</b> > click on <b>Enrollment Verification</b> near the bottom of the page under <i>Additional Information &amp; Quick Links</i> . This link will redirect you to the National Student Clearinghouse which processes our enrollment verification certificates. After processing the enrollment verification, you can print it out and forward it on to whichever company has requested the verification.
<b>Get credit for my Advanced Placement (AP) tests?</b>	<b>NEW FRESHMEN:</b> The Office of the Registrar receives official AP scores in bulk from College Board for new freshmen during the first part of July. Once the official scores are received, they are evaluated and entered for transfer credit for those students who have earned passing scores. The Registrar's Office will notify each student by mail if they have earned transfer credit and/or if the earned credit has impacted their Semester I schedule; this may happen if you are enrolled in a course for which you have now earned credit through your AP score. <b>RETURNING OR TRANSFER STUDENTS:</b> If you are a returning or transfer student, you may have your official AP score report sent to the Office of the Registrar for official evaluation. Once your report is received, credit will be awarded for exams with passing scores. The Registrar's Office will notify you of the awarded transfer credit.
<b>Get credit for my dual-enrollment courses from high school?</b>	Students must submit an official transcript of their courses from the partner institution of their dual- enrollment courses to UIndy in order to get credit. Students should have their official transcript sent to the Office of the Registrar. NOTE: Credit may not be awarded based on the information provided on the student's high school transcript.
<b>Get more information about my VA benefits?</b>	Visit the Office of the Registrar, Esch 131 and speak with Kathy Elliott.

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<b>HOW DO I...</b>	
<b>Get my UNOFFICIAL transcript?</b>	Current students can view their unofficial transcript online on MyUIndy through the <i>Self-Service Main Menu</i> link. Unofficial transcripts are not available for order through the Office of the Registrar.
<b>Get my OFFICIAL transcript?</b>	Students may order their official transcript online through the National Student Clearinghouse at <a href="http://www.getmytranscript.org">www.getmytranscript.org</a> . Forms are also available in the Office of the Registrar, Esch 131. Each paper copy of your official transcript is \$10; e-Transcripts are \$8.
<b>Get on the waitlist for a class?</b>	When registering for classes, enter the CRN for the course that you would like to be on the waitlist, and click <b>Submit Changes</b> . Click on the drop-down menu that appears for that class, and select <b>Waitlist</b> from the list. Click on <b>Submit Changes</b> again. The class will appear in your class schedule with a status of WW (Waitlisted).
<b>Know when my classes meet?</b>	The concise schedule view on MyUIndy will show the days and times of classes. The key for the days of the week are: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday.
<b>Register for classes?</b>	Registration is available for Semester I and II based on student classification (Freshmen, Sophomore, Junior, and Senior). Click on the Register for Classes link in the Office of the Registrar's Office channel on MyUIndy and select the appropriate term. If registering for Semester I or II, students will need to enter a registration code to access the online registration interface; they will get their registration code during their advising meeting. NOTE: A registration code is not required for students when registering for Spring Term or Summer Session.
<b>View my grades?</b>	Logon to MyUIndy; click on the Student tab; click on My Student Info link; you can view midterm and final grades from here. Final grades will appear once they have been submitted by your instructor.
<b>View my schedule?</b>	Logon to MyUIndy; click on the Student tab; click on My Student Info link; click on <b>week at a glance</b> . Students can also view their schedule on their smart phone if they have downloaded the mobile app <b>Ellucian Go</b> .
<b>Withdraw from a class?</b>	Students may withdraw from a class by filling out a Course Change form and turning it in to their academic advisor in CASA or to the Office of the Registrar. The deadline to withdraw from a class is the Friday of the 10th week of the semester. NOTE: Students must have their faculty or academic advisor's signature in order to withdraw from a class.
<b>View the schedule of classes?</b>	Logon to MyUIndy; go to the Registrar channel on the Student tab; click on the Course Search/Registration tab, and click <b>Go to Course Search</b> . Select the appropriate term from the drop-down menu and click submit. You can also search through the schedule of classes once you have clicked on Register for Classes if registration is currently available.
<b>WHERE CAN I FIND...</b>	
<b>The Academic Catalog?</b>	Click on the Academic Catalog link on the Registrar's channel on MyUIndy.
<b>The Academic Calendar?</b>	Go to the Academic Calendar channel on the Student tab on MyUIndy. Students can download a pdf of the Academic Calendar on the channel.
<b>Curriculum Guides?</b>	Click on the Curriculum Guides tab on the Registrar's channel on MyUIndy. Paper copies are also available in the Office of the Registrar, Esch 131.
<b>The Final Exam Schedule?</b>	A generic final exam grid is available at <a href="http://registrar.uindy.edu/Course_Schedules.php">registrar.uindy.edu/Course_Schedules.php</a> . A detailed schedule for Fall Term is posted in November and for Winter Term in April.