

# Indiana University East

## Condensed Registration Instructions

Effective April 2008

Navigate to the *OneStart* page, [www.onestart.iu.edu](http://www.onestart.iu.edu); click the **login** button.

Log in using your **Username** and **Passphrase**.

Click on **Go to Student Center**.

### Build a “Shopping List” of Desired Classes

- When you click the [Enrollment Shopping Cart](#) link, you will see information about the **Shopping Cart** and the **My Planner** planning tool. When you understand your options, click **Next>>**.
- Your **address** information appears for review. Now is a good time to make changes. When edits are complete, click **Next>>**.
- Review **Optional Services**; select any of interest such as **parking** permit, and then click **Next>>**.
- In the **Shopping Cart**, select the **term** for which you want to register and click **CONTINUE**.
- Under the **Add Classes to Shopping Cart** heading, click the **Class Search** button.
  - Enter the **Course Subject**, for example ENG-W, or Click **select subject** to search for the subject in an alphabetical list.
  - Enter the **Course Number**, for example 131, or you can search without a course number. Click **SEARCH**.
  - For more information about a specific class, click the **details** button. When you find the class that fits your schedule, click **select class**.
- In the **Enrollment Preview** window
  - A **Waitlist** box displays for the class if it is eligible. (The *Waitlist box is not needed unless the class you want is closed.*) After clicking in the Waitlist box, you have the option of also clicking the **Drop if Enroll** column and selecting an alternate class to automatically drop when you get the waitlisted one.
  - If you want to add this class to your Shopping Cart, click **ADD TO SHOPPING CART**. Repeat the class search steps above until you have added all the classes you want to your shopping cart.
- In the **Add Classes to Shopping Cart** window, **prior to your enrollment time**, you can check to see if these classes have time conflicts, unmet requisites, or require class permission. Select the classes you want and click **validate**. Review the validation results for possible corrective action, and then click **SHOPPING CART**.

### Complete the Registration Process (“Check Out”)

- When you are ready to register for classes and your enrollment appointment time has arrived, select the classes in which you want to enroll (from the **Add Classes to Shopping Cart** window) and click the **enroll** button to complete the registration process.
  - You will be taken to a page that says, “You are about to leave Enrollment Shopping Cart and Enter Register & Drop/Add. Click “OK” to continue or “Cancel” to return.” Click **OK**.
- In the **Register & Drop/Add** window, if you wish to enroll in ALL of the classes in your Enrollment Shopping Cart, select **Click to enroll in class(es) in your shopping cart**. (*Alternate option: check desired classes individually.*)
  - This takes you to the **Confirm Classes** page. Note the Status icons. To complete the enrollment process, click **FINISH ENROLLING**.
  - On the **View Results** page, note the Success message and the green check marks in the **Status** column. Watch for any possible red **X Error** and accompanying message.
    - To view your class schedule, click **MY CLASS SCHEDULE**