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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Class Nbr</th>
<th>Description</th>
<th>Permission Type</th>
<th>Date Used</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOLK-G</td>
<td>901</td>
<td>10831</td>
<td>ADVANCED RESEARCH</td>
<td>If Space</td>
<td>08/29/2021</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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:
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 right at the top of the list will select them all for you) and then click “enroll.”

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

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 waitlisting 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.

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 shown 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:

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

Click “confirm changes” and then “okay” to finish the drop-if-enroll.
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.”
Select “save” on the pop-up.

And then select “confirm” when the confirmation page appears:

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