


# Course REGISTRATION

## 1 LOG-IN to your myUSI portal.

If needed, contact the IT Help Desk for assistance at 812-464-1080.

## 2 NAVIGATE to the Self Service application.

The application icon appears as:  Self Service

## 3 SELECT the Student tab, and then click the Registration link.

You can view your registration status and account holds that may restrict registration by clicking the appropriate links under the Student tab of myUSI.

## 4 CLICK Add or Drop Classes

Select the appropriate term from the drop down box.

## 5 READ through the Terms and Conditions

Click Accept if you agree to the enrollment/registration terms.

## 6 INPUT the Course Reference Number (CRN) if provided to you.

The CRN should be added to the appropriate boxes. Once entered, click Submit Changes. If you do not have this information, click Class Search. Once courses appear, click the checkbox next to the course and then click Register.

## 7 CHECK your Class Schedule to ensure enrollment.

You can view the courses you've selected under the Class Schedule link through the Student tab.

Please contact Graduate Studies if you have any questions at **812-465-7015** or **[Graduate.Studies@usi.edu](mailto:Graduate.Studies@usi.edu)**.