

# How to Register for an ACP Course

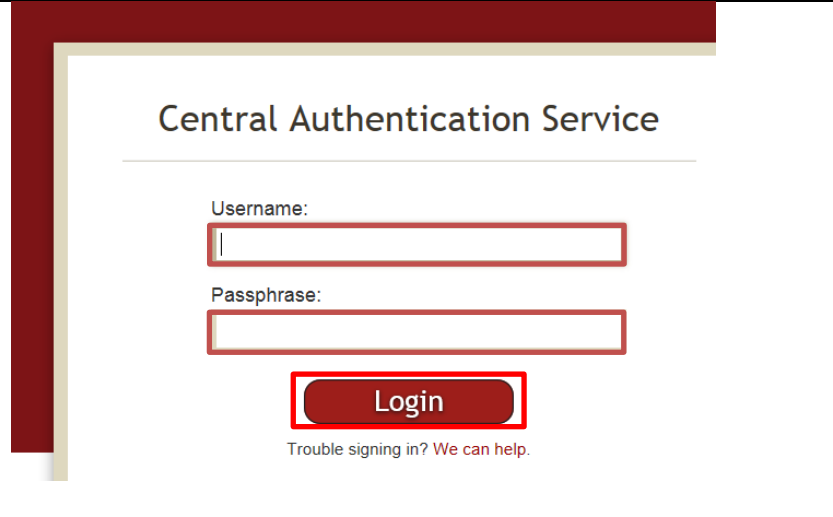
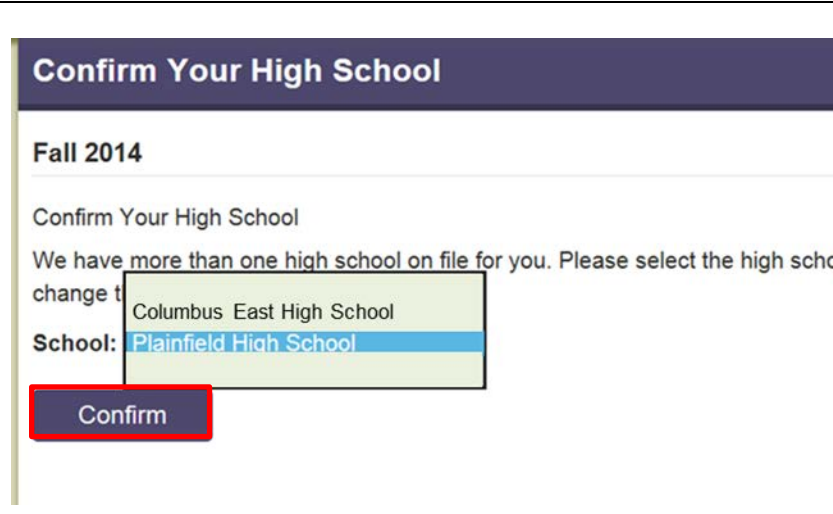
## What do I need?

You need your IU IT username and passphrase. Tip: Your IU username is the first part of your IU email [xxxxxx@indiana.edu](mailto:xxxxxx@indiana.edu)

**What if I forgot my username?** If you forgot your IU username, navigate to <https://itaccounts.iu.edu/> and enter your last name, date of birth, and 10-digit University ID number. The system will display your network ID (username).

**What if I can't remember my passphrase?** If you can't remember your passphrase, navigate to <http://kb.iu.edu/data/ataz.html> for instructions on how to reset it.

## How to Register for ACP Courses

	<ol style="list-style-type: none"><li>1. To begin the registration process, here: <a href="#">ACP Registration 2015</a></li><li>2. You will be sent to the IU CAS system. Enter your IU Username and Passphrase here to access registration.</li><li>3. Click <b>Login</b> to begin your session.</li></ol>
	<p>If you only have one high school associated with your record, you will be taken directly to the <b>ACP Registration Welcome</b> page.</p> <p>If you have more than one school associated with your record you will be prompted to confirm your current high school. This confirmation only occurs once and is stored for future visits to the site. Select your high school from the drop down and click the <b>Confirm</b> button.</p>

**Note:** If you have any holds on your account you will receive an error screen indicating what the hold is and how you can remove it. If you have a hold, you will not be able to register until it has been resolved.

4. The **Welcome** page contains important information and links:

- a. Your name, high school, and IUID.
- b. **Important Things...** Read this section for deadlines and other important information.
- c. **Steps to Enroll** section provides menu links to various site operations.
- d. **ACP Information** contains general information.
- e. **My Shopping Cart and My Enrolled Classes.** Provides a snap shot of your current selections.

### Steps to Enroll

- **Step 1: Find classes to add to my cart**
- Step 2: View or edit my cart
- Step 3: Enroll in the classes in my cart
- Step 4: See the classes I'm enrolled in
- (If Needed): Drop a class I'm taking (or swap it for another one)

5. To begin filling your class shopping cart, click the **Step 1** link, **Find classes to add to my cart** under Steps to Enroll.

### Find Classes

Fall 2014

Add:	Status:	Course:	Instructor Name:	Title:	Credits:	Class Nbr.:
<input type="checkbox"/>		BUS-X 100	Jones, Rachel	BUS ADMINISTRATION: INTRO	3	20425
<input type="checkbox"/>		HIST-H 105	Johnson, Claudia	AMERICAN HISTORY I	3	20396
<input type="checkbox"/>		GER-G 200	Dawn, Kristen	INTERMEDIATE GERMAN I	3	13630
<input type="checkbox"/>		ENG-W 131	Tatum, Joseph	READING, WRITING, & INQUIRY I	3	8139
<input checked="" type="checkbox"/>		ENG-W 131	Wells, Daniel	READING, WRITING, & INQUIRY I	3	16429
<input type="checkbox"/>		HIST-H 105	Rich, Kelly	AMERICAN HISTORY I	3	16016

Showing 1 to 6 of 6 entries

**Add to Cart**

[View course descriptions](#)

All available Fall 2015 ACP classes offered at your school will appear.

6. To add classes to your cart, click the box to the left of the class(s) you want to take. Be sure to select the correct class. As in this example, there may be 2 or more of the same classes listed but with a different **Instructor Name** and **Class Number**.

7. When you have checked all the classes you wish to add, click the **Add to Cart** button.

If you want to see class descriptions, click the **View course descriptions** link directly under the Add to Cart button.

**Find Classes**

Fall 2014

Add:	Status:	Course:	Instructor Name:	Title:	Credits:	Class Nbr.:
<input type="checkbox"/>		BUS-X 100	Jones,Rachel	BUS ADMINISTRATION: INTRO	3	20425
<input type="checkbox"/>	Another section in cart	HIST-H 105	Johnson,Claudia	AMERICAN HISTORY I	3	20396
<input type="checkbox"/>		GER-G 200	Dawn,Kristen	INTERMEDIATE GERMAN I	3	13630
<input type="checkbox"/>	Another section in cart	ENG-W 131	Tatum,Joseph	READING, WRITING, & INQUIRY I	3	8139
<input type="checkbox"/>	In cart	ENG-W 131	Wells,Daniel	READING, WRITING, & INQUIRY I	3	16429
<input type="checkbox"/>	In cart	HIST-H 105	Rich,Kelly	AMERICAN HISTORY I	3	16016

Showing 1 to 6 of 6 entries

[Add to Cart](#)

View course descriptions

1 Find Classes   2 Enroll   3 Complete

**My Shopping Cart for Fall 2014**

Course:	Title:
ENG-W 131	READING, WRITING, & INQUIRY I
HIST-H 105	AMERICAN HISTORY I

Showing 1 to 2 of 2 entries

[Previous](#) [Next](#)

- View or edit cart
- Enroll

8. Notice that the **My Shopping Cart** side bar now reflects the classes that you selected. Also notice that the side bar below it, **My Enrolled Classes** is empty. Remember, you have not been enrolled in the classes in your cart.

You will also see that there is now a **Status** column in the main section. It lets you know what has been added and what cannot be added. If there is no status listed, the class can still be added.

**My Shopping Cart for Fall 2014**

Course:	Title:
ENG-W 131	READING, WRITING, & INQUIRY I
HIST-H 105	AMERICAN HISTORY I

Showing 1 to 2 of 2 entries

[Previous](#) [Next](#)

- View or edit cart
- Enroll**

9. When you have added all the classes you want to take to your **Shopping Cart** and you are ready to register, click the **Enroll** button in the side bar.

Disregard the Fall 2014 on these screenshots, you are registering for Fall 2015.

**Enroll**

**Fall 2014**

Please confirm that you would like to add the following class

Course:	Instructor Name:	Title:
ENG-W 131	Wells,Daniel	READING, WI
HIST-H 105	Rich,Kelly	AMERICAN H

Showing 1 to 2 of 2 entries

You will have 6 total credits for Fall 2014.

10. The confirmation page appears showing what classes *you will be* enrolled in.

**Note:** You are not enrolled until you confirm on the bottom of the screen.

**My Enrolled Classes for Fall 2014**

Credits:	Class Nbr.:	Course:	Title:	Credits:
3	16429	You don't have any classes scheduled.		
3	16016	Showing 0 to 0 of 0 entries		

Previous Next

View or edit your schedule

11. The Enrolled Classes side bar reflects that you *are not* enrolled yet. If you want to make any changes click the **View or edit your schedule** link.

**Important Information**

You are entering into and agreeing to a legally binding contract to... You also accept responsibility for any additional costs related to... limited to, room, meals, parking, library fines, and any other depa...  
 You understand that if you allow your bursar account to become... transcripts, diploma and other certifications will be encumbered (... addition, you understand that Indiana University may refer your p... the credit bureau system, and may authorize legal action against... for all reasonable collection costs, including attorney fees, collect... Indiana Code Â§21-14-2-11), necessary for the collection of any...  
 You understand and agree that if you leave any Indiana Universit... University and/or its agents, including attorneys and collection ag... forms of electronic technology (to include text messaging and e-m... agent in writing to cease electronic/cellular communication.  
 You understand that officially enrolling in IU courses through the... grade and enrollment (including an 'F' grade and/or withdrawal fr... Grades recorded on the official Indiana University transcript are a... University and are considered in the computing of grade point av...  
 By selecting Confirm, I agree to the above conditions.

Confirm

Cancel

12. If you are ready to enroll, read through the **Important Information**.  
 13. Click **Confirm** if you agree with the conditions.

**Fall 2014**

**Schedule**

New:	Course:	Instructor Name:	Title:
New	ENG-W 131	Wells, Daniel	READING, WRITING,
New	HIST-H 105	Rich, Kelly	AMERICAN HISTORY

Showing 1 to 2 of 2 entries

**Errors**

Course:	Title:
There were no errors.	

Showing 0 to 0 of 0 entries

You have 6 total credits for Fall 2014.

**Important Information**

Print a copy of this page for your records. You can check your bursar bill at <https://onestart.iu.edu>

Your schedule now shows the Fall 2015 classes you are enrolled in. The column marked **New** is to show you what classes have been newly added to your schedule. Previous classes you have enrolled in will be blank in this column.  
**NOTE:** Changes can be made to your schedule within 24 hours without additional charges.

Welcome

Important things to know about ACP enrollment and course changes

- You will use the Steps to Enroll links below to officially enroll or make changes to your enrollment through 09/19/2014.
- After you've enrolled you can come back and change your enrollment (add, drop, swap a class) through 09/19/2014.
- Course enrollments and changes can be made with no service fees until 09/19/2014.
- Dropping a course by 09/19/2014 will result in a 100% refund.
- Courses dropped by 09/19/2014 will not appear on your official transcript.
- Courses can be added through the ACP Registration system through 09/19/2014.
- Adding a course will result in a tuition charge to your bursar bill.

Steps to Enroll

- Step 1: Find classes to add to my cart
- Step 2: View or edit my cart
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- (If Needed): Drop a class I'm taking (or swap it for another one)

ACP Information

My Shopping Cart for Fall 2014

Your cart is empty.

Showing 0 to 0 of 0 entries

My Enrolled Classes for Fall 2014

Course:	Title:	Credits:
ENG-W 131	READING, WRITING, & INQUIRY I	
HIST-H 105	AMERICAN HISTORY I	

If you return to the Welcome page (Click the ACP Registration link at the top left of your screen), you will see that **My Shopping Cart** is now empty. The **My Enrolled Classes** side bar now contains the classes you are enrolled in.

Important things to know about ACP enrollment and course changes

- You will use the Steps to Enroll links below to officially enroll or make changes to your enrollment through 09/19/2014.
- After you've enrolled you can come back and change your enrollment (add, drop, swap a class) through 09/19/2014.
- Course enrollments and changes can be made with no service fees until 09/19/2014.
- Dropping a course by 09/19/2014 will result in a 100% refund.
- Courses dropped by 09/19/2014 will not appear on your official transcript.
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- Adding a course will result in a tuition charge to your bursar bill.

Steps to Enroll

- Step 1: Find classes to add to my cart
- Step 2: View or edit my cart
- Step 3: Enroll in the classes in my cart
- Step 4: See the classes I'm enrolled in
- (If Needed): Drop a class I'm taking (or swap it for another one)

14. If you later decide to drop a class or swap a class return to the **Welcome** page and select **Step 4** in **Steps to Enroll**.

Fall 2014

Course:	Instructor Name:	Title:
CHEM-C 105	Berger,Paulette	PRINCIPLES OF CHEMISTRY I
MATH-M 211	Soboleski,Patrick	CALCULUS I

Showing 1 to 2 of 2 entries

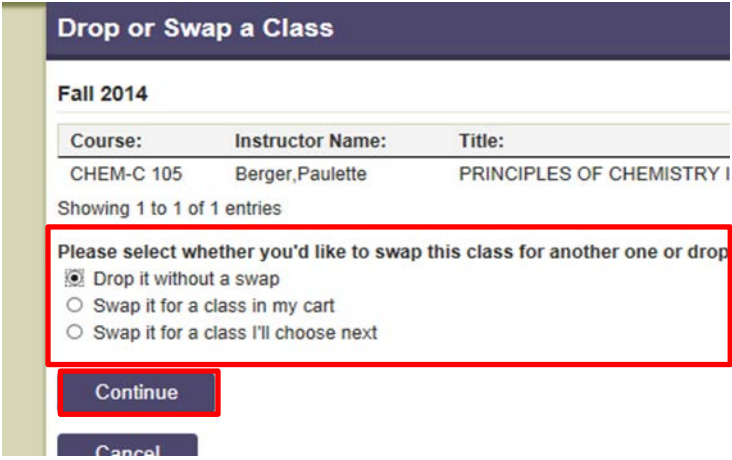
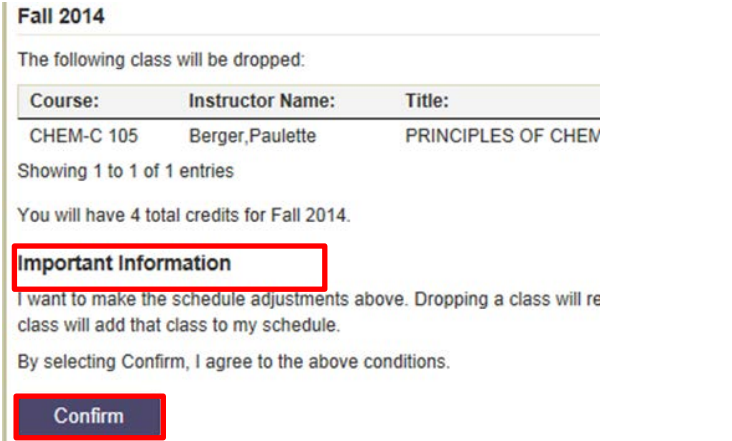
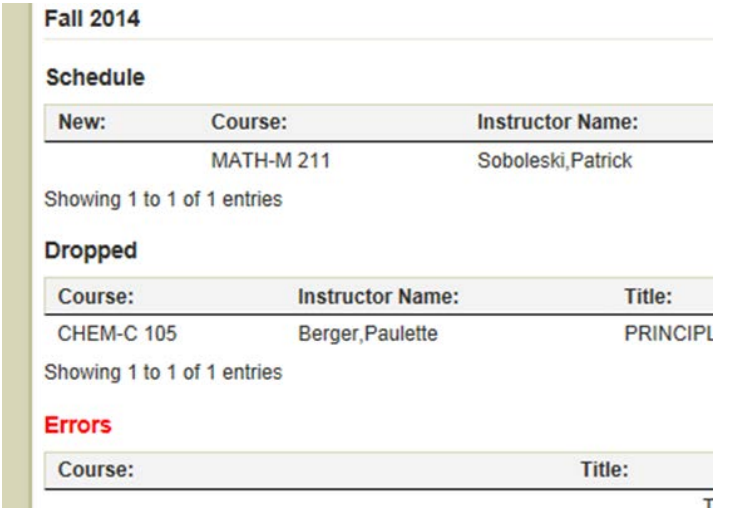
Drop a class: CHEM-C 105 PRINCIPLES OF CHEMISTRY I

Continue

You'll have a chance to swap for a different class.

15. Select the class you want to drop or swap from the **Drop a Class** drop-down.

16. Click the **Continue** button.

	<p>17. On the Drop or Swap a Class page, select what you want to do. Drop the class without swapping for another, swap the class with a class currently in My Shopping Cart, or swap the class with one you will choose next.</p> <p>18. When you have made your selection, click the <b>Continue</b> button.</p>
	<p>19. Now you will be asked to confirm your choice. After you have read <b>Important Information</b>, click the <b>Confirm</b> button.</p>
	<p>20. The next page will confirm that you have dropped a course or dropped a course and swapped it for another. In this example, the course CHEM-C 105 was dropped without a swap. The MATH-M211 was an existing course already on the schedule.</p> <p>21. When you are done, click <b>Logout</b> located at the top right of your screen.</p>

## Now what?

- The IU bursar will send a bill notification to your IU email account. View and pay your bill by logging into your Onestart account (steps 2-4) and clicking the Student Self-Service tab, then View Account/Pay Bursar Bill.
- If you receive Free or Reduced Lunch, you may be eligible for free tuition for your ACP courses. Your school has already sent us your eligibility information.

Still have questions? Email us at [acp@indiana.edu](mailto:acp@indiana.edu).