Scheduling Your Classes

If your advisor created an Academic Plan during a prior appointment and you have your PIN number, you may schedule your classes without an advising appointment. Follow the steps below to find your Academic Plan, PIN number and course listings for the upcoming term.

To locate your Academic Plan (ACP):
1. Log into MyIvy (www.myivy.ivytech.edu)
2. Select Student, and then select Advising
3. Click on Degree Completion Tracker and then select Plans on the upper left
4. Click on the starred (Preferred) Plan
5. To view full plan, click the PDF button on the right side. This will open a list of courses planned per term.
6. See example below: Student has a plan created to register for 13 credits Spring 2020

   Spring 2020 (13.0 Hours)
   - LIBA 279 (1.0 Hour) Liberal Arts Capstone Course
   - SOC 111 (3.0 Hours) Introduction to Sociology
   - ANTH 104 (3.0 Hours) Cultural Anthropology
   - PHIL 101 (3.0 Hours) Introduction to Philosophy
   - PHIL 102 (3.0 Hours) Introduction to Ethics

To locate your PIN number:
1. Remain logged into MyIvy and select Student then select Advising
2. Select Ivy Advising/Schedule Appointment with an Advisor
3. Click the Menu button on top left (three horizontal bars) and select Dashboard
4. See example below: Pin Referral is listed at right side and a PIN number will be listed by term

To register for classes:
1. From MyIvy Student Dashboard, click Course Search, select Term then Submit. Enter the Subject (ex. MATH), Course Number (ex. 136), and Campus (South Bend-Elkhart). All other fields can be left as is.
2. Once these are entered, select Section Search at the bottom of your screen.
   • Online based courses list their course location as WWW or INTNET. Only consider online courses if you have previously discussed this with your advisor
   • Location is listed at the far right and will include either South Bend or Elkhart. Choose courses based on availability and preferred location.
3. After you have found your course, you may either:
   • Click on the box located to the left of the course listing, scroll down and select Register –OR--
   • If you have your CRN’s, return to the Student Dashboard screen, click Add/Drop Classes. Follow all prompts and type the corresponding CRNs into the small boxes located at the bottom of the Add or Drop Classes screen. Select Submit Changes to register for your courses.
   NOTE: Did you receive a registration error? Contact your advisor to discuss the error code and how to find a solution.