

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.

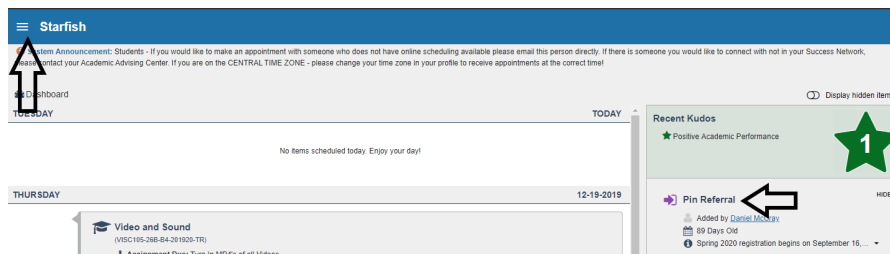
To locate your Academic Plan (ACP):

1. Log into **Mylvy** (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
-	SOCI 111 (3.0 Hours) Introduction to Sociology
-	ANTH 154 (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 Mylvly 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 Mylvly **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.