REGISTERING FOR CLASSES

1. Log into MyIvy.

2. Click STUDENT > Student Dashboard > Add/Drop Classes icon and then select a term.

3. Carefully read and agree to your financial obligation by clicking on the I Agree button.

4. If you know your classes’ Course Reference Numbers (CRNs) enter them into boxes located near the bottom of the screen. If you are registering for multiple classes, enter one CRN in each box. When all CRNs have been entered, click Submit Changes button.

   If you do not know the CRN(s):
   • Click on the Class Search button.
   • Choose your search parameters and click on Section Search at the bottom of the page.
   • Once you have identified the course you want, click the Status box on the left-hand side of the screen that corresponds to the desired section, scroll to the bottom of the page and click Register.
   • To register for another class, click on Class Search at the bottom of the page and repeat the steps above until you complete your schedule.

5. After you have entered the appropriate CRNs for registration or selected them through the course search, the system will confirm the classes you have successfully registered for or will provide the reason why the class was not added to your schedule.

6. When you are finished, click on the Student Detail Schedule link to confirm your registration. To print a copy of your schedule, select the Print icon from your web browser.

Don’t forget! You’ll need to speak with an academic advisor to retrieve your PIN before you can register. Learn more at IvyTech.edu/IndyClasses.