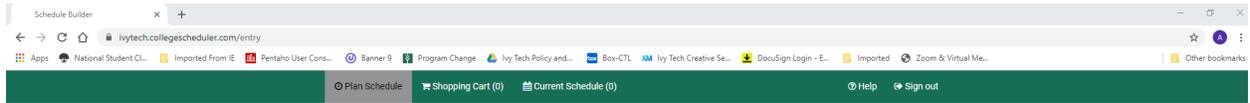


Using the Schedule Builder – Student

The first thing you will do is choose a term for which you'd like to build a schedule. You will see all active registration terms – choose one (you can always work on the other term later). Click on the Save and Continue button after you've chosen a term.



Select Term

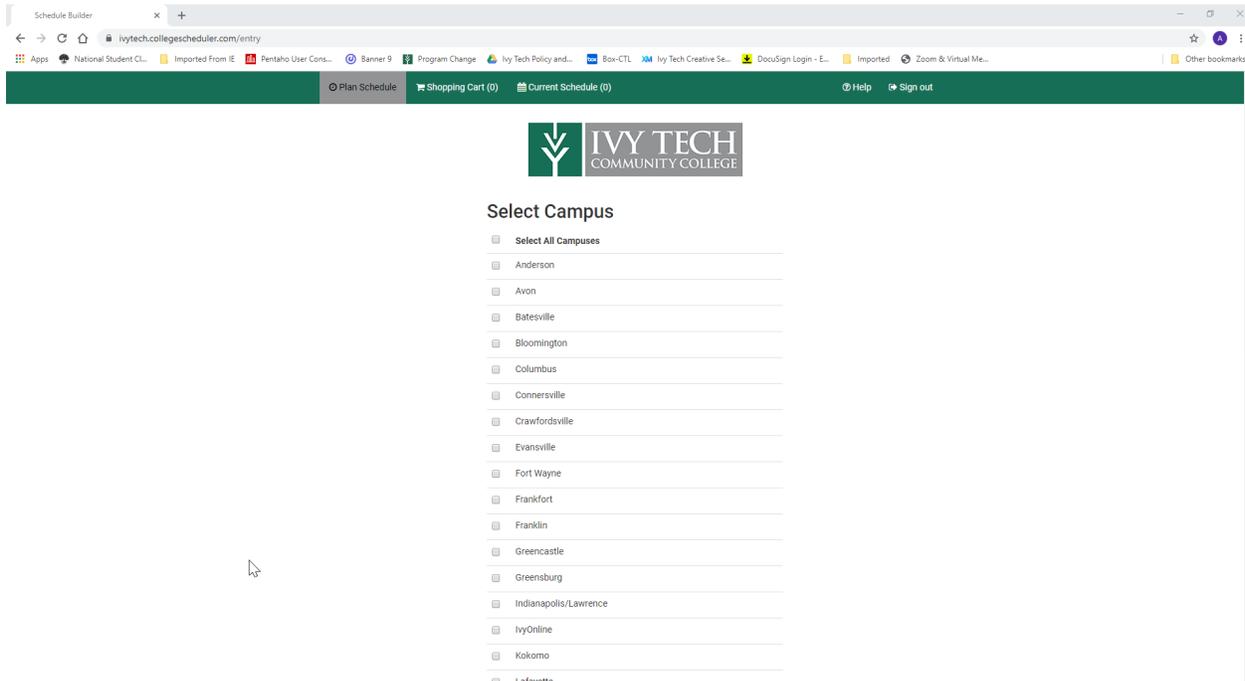
Term

- Summer 2020
- Fall 2020

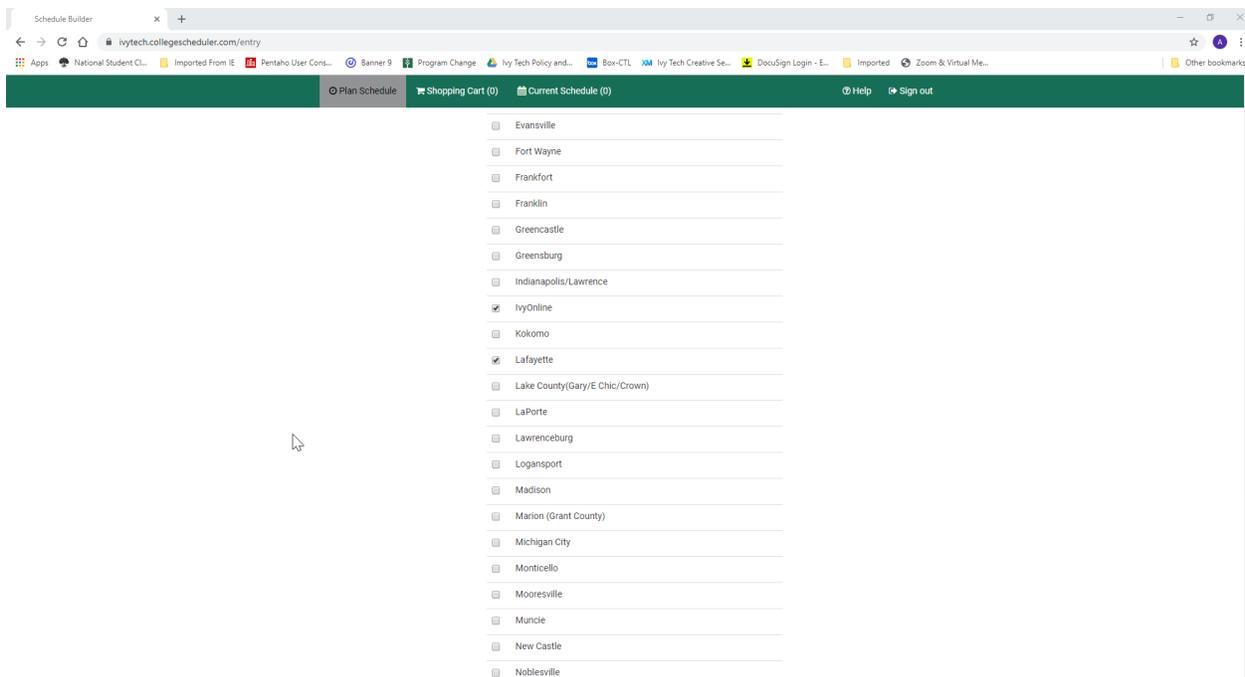
Save and Continue

Next, you will select the campus(es) from which you'd like to search for classes. Click the box next to the campus(es) you'd like to search. If you are interested in any online courses, be sure to include in your list of campuses to search.

Once you have selected your campus(es), click on the Save and Continue button. The next time you visit the Schedule Builder, your campus selections will be "remembered" – but you can always add and delete campuses in your search.



In this example, the Lafayette campus and Ivy Online have been selected.



You will be asked to verify that your address and phone number are up-to-date. This is important so that the College has current contact information for you. Click on the Click Here link to verify your address.

The screenshot shows a web browser window with the URL ivytech.collegescheduler.com/terms/Fall%202020/options. The page header includes navigation links for Plan Schedule, Shopping Cart (0), Current Schedule (0), Help, and Sign out. The Ivy Tech Community College logo is prominently displayed. Below the logo, there are filters for Course Status (Open Classes Only), Campuses (2 of 42 Selected), Instruction Modes (All Instruction Modes Selected), Term (Fall 2020), and Parts of Term (All Parts of Term Selected). A modal window titled "Verify Your Address" is centered on the screen, containing the text "Please [Click Here](#) to verify that your address is up to date." and a "My Address is Correct" button at the bottom. The background content is dimmed, showing sections for Courses and Schedules.

If your address and phone number are correct, you can close the tab called Update Addresses and Phones or just click back on the Schedule Builder tab to return to the schedule builder. If your address and/or phone number need to be updated, select the type of address from the menu and make your changes. Be sure to click Submit when finished.

The screenshot shows a web browser window with the URL `banprd-ssb.ivytech.edu/BANNER/bwlgkgsad_P_SelectAtypslUpdate`. The page header includes the Ivy Tech Community College logo and the tagline "CHANGING LIVES". A navigation menu contains tabs for "Personal Information", "Student", "Financial Aid", "Faculty Services", "Employee", and "Finance". Below the menu is a search bar and a "Go" button. The main heading is "Update Addresses and Phones - Select Address".

Instructions on the page include: "Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit." and "Entering overlapping dates may change the effective dates on existing address records." A link is provided for "Change of address information and USPS forms are available through this link." A note for employees states: "Employees: It is the responsibility of the employee to contact Human Resources to obtain tax forms and benefit provider forms when an address change occurs."

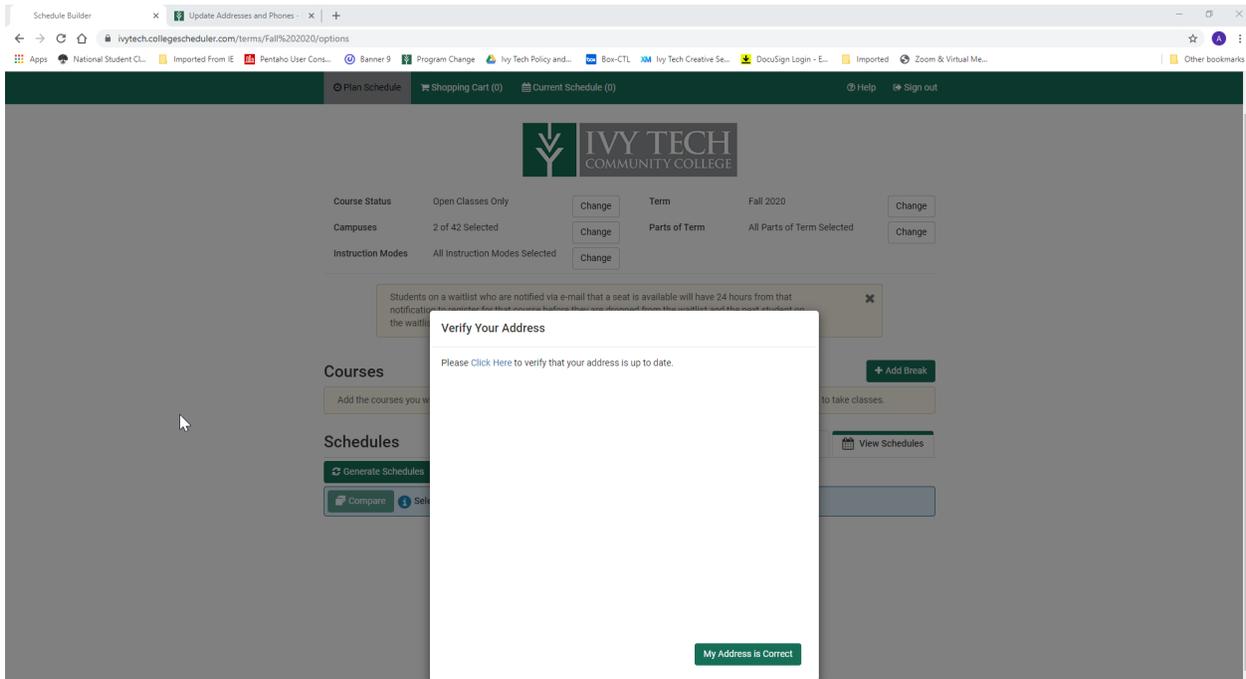
Addresses and Phones	
Employee Home Address	Phones
Current: May 01, 2007 to (No end date) Indianapolis, Indiana Marion	Primary: None Provided Employee Home Telephone: 317-838-4378
Mailing	Phones
Current: Sep 27, 2007 to (No end date) Indianapolis, Indiana Marion	Primary: 317-838-4378

Below the table, there is a dropdown menu labeled "Type of Address to Insert:" with "Select" chosen. A "Submit" button is located at the bottom left of the form area.

At the bottom of the page, there is a link: "[View Addresses and Phones | Employee Profile]".

RELEASE: 6.7
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Once you are back to the Schedule Builder tab, click on the My Address is Correct button to continue.



You are now in the Schedule Builder page. Here is where you will make your course selections. At the top of the page, you will see several different filters – these are different ways you can search for your courses. Each one is explained in more detail below.

Course Status: The default is Open Classes Only. The options available (by clicking the Change button) are:

- Open Classes Only - This will show only classes that have space available in them for you to register.
- Open & Full w/Waitlist Open – This will show classes that have space available in them for you to register, as well as classes that are full (no space available) but have a waitlist that is open.
- Open & Full – This will show both classes that have spaces available and classes that are full (no space available)

Campuses: The campuses you selected in a previous step will be displayed here. If you'd like to make any changes, you can click on the Change button and add or delete any campuses.

Instruction Modes: The default is all instruction modes selected. The options available (by clicking the Change button) are:

- Traditional
- Online Only
- Blended, Primarily Online
- Blended, Primarily Traditional: Greater than or equal to 50% on-campus time
- Learn Anywhere
- Virtual Instruction

FALL 2020 IVY TECH COURSE DELIVERY METHODS*

	PERCENT ON CAMPUS*	SCHEDULED SESSIONS	SAME ROOM AS FACULTY	RECORDED LECTURES	DISTANCE LEARNING FEE
TRADITIONAL (TR)	100%	✓	✓	✗	✗
BLENDED TRADITIONAL (BT)	≥50%	✓	✓	✗	✓
BLENDED ONLINE (BI)	33-50%	✓	✓	✗	✓
VIRTUAL (VI)	0% + Skills Assessment	✓	✗	✓	✗
LEARN ANYWHERE (LA)	0-100%	✓	✓	✓	✗
ONLINE (I)	0%	✗	✗	✗	✓

*Effective with August 24 start classes

Term: The term you chose earlier is pre-selected. If you wish to work on a different term at this time, you can change your selection by clicking on the Change button.

Parts of Term: The default is all parts of term selected. A part of term denotes which part of the term or semester the class(es) will meet. Depending on the term chosen, the options may include:

- Early start: these classes begin prior to the start of the 16-week term
- 16 weeks: this class would meet for the entire term
- 12 weeks: this class would meet for the first 12 weeks of the term
- First 8 weeks: this class would meet for the first 8 weeks of the term
- Second 8 weeks: this class would start halfway through the 16-week term and would meet for 8 weeks
- First 4 weeks: this class would meet for the first 4 weeks of the term
- Second 4 weeks: this class would start on the 5th week of the 16-week term and would meet for 4 weeks
- Third 4 weeks: this class would start halfway through the 16-week term and would meet for 4 weeks
- Fourth 4 weeks: this class would meet for the last 4 weeks of the 16-week term
- Non-standard: these classes may start and stop at various times throughout the term

Once you have made your choices, you can select courses for your schedule.

If you and your advisor have created an academic plan for you already, you will see a message with a link. Click on the link to load your pre-planned courses into your course list.

Schedule Builder

ivytech.collegescheduler.com/terms/Fall%202020/options

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

IVY TECH COMMUNITY COLLEGE

Course Status: Open Classes Only Term: Fall 2020

Campuses: 2 of 41 Selected Parts of Term: All Parts of Term Selected

Instruction Modes: All Instruction Modes Selected

Alternate PIN required for Registration.

Courses

Add the courses you wish to take for the upcoming term.

Breaks

Add times during the day you do not wish to take classes.

Your Academic Plan shows 4 courses for Fall 2020, [click here](#) to load them into your course list.
Note: Planned courses that are not offered for Fall 2020 are not included in the course count above and will not be loaded into your course list.

Schedules

Select at least two schedules to compare side by side

Your pre-planned courses will now display.

The screenshot shows the Ivy Tech Community College Schedule Builder interface. At the top, there is a navigation bar with options like 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'. The Ivy Tech logo is prominently displayed. Below the logo, there are filters for 'Course Status' (Open Classes Only), 'Campuses' (2 of 41 Selected), and 'Instruction Modes' (All Instruction Modes Selected), each with a 'Change' button. A yellow notification box states 'Alternate PIN required for Registration.' The main content area is divided into 'Courses' and 'Breaks' sections. The 'Courses' section lists four courses: COMM 101 (Fundamentals of Public Speaking), ENGL 111 (English Composition), IVYT 111 (Student Success), and MATH 136 (College Algebra). Each course entry includes a 'Sections' button and a 'Prerequisites' button. The 'Breaks' section has an 'Add Break' button and a notification box: 'Add times during the day you do not wish to take classes.' At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button and a 'Compare' button with a note: 'Select at least two schedules to compare side by side'. There are also 'Advanced Options' and 'View Schedules' buttons.

As a note, you can also click on the Register Now button in your academic plan to take you to the Schedule Builder.

Plan Builder

Audit: AS LAU LAU Open PDF

Program: AS Liberal Arts
Effective Spring 2019 [View Requirements for this Program](#)
[Search by Course](#)

QUESTIONS - Please contact your advisor.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- AS LAU General Education Transfer Core
- AS LAU Other Institutional Requirements
- AS LAU Program Specific Core
- AS LAU Transfer Cluster
- Degree Applicable Hours
- Courses not used above for specific requirements
- Total Credit Hours
- Total GPA
- Ivy Tech Residency Requirement

Audit Key:
-X is Repeated course excluded from GPA calculation
RP is Repeated course included in GPA calculation
(R) Required Course

Term: Fresh

Legend

- Course List
- Course with Pre or Co-Requisites
- Completed Course
- In Progress Course
- Incomplete Planned Course

REGISTER NOW

Plans: test 13 Hours

Graduation Goal GPA: 2.00
Projected Cumulative GPA: 2.00

[Search by Course](#)

Term	Hours	Details
Fall 2020	10 Hours	[Details]
Spring 2021	3 Hours	[Details]
Summer 2021	0 Hours	[Details]
Fall 2021	0 Hours	[Details]
Spring 2022	0 Hours	[Details]

If you don't have a plan, you can add courses by clicking on the Add Course button.

Schedule Builder

ivytech.collegescheduler.com/terms/Fall%202020/options

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

IVY TECH
COMMUNITY COLLEGE

Course Status Open Classes Only Term Fall 2020

Campuses 2 of 42 Selected Parts of Term All Parts of Term Selected

Instruction Modes All Instruction Modes Selected

Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.

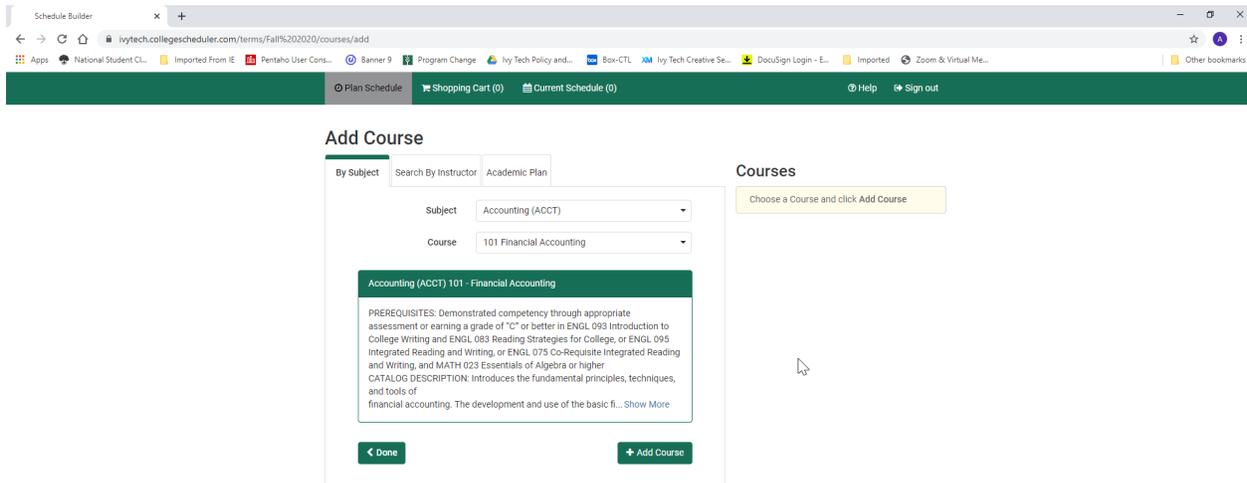
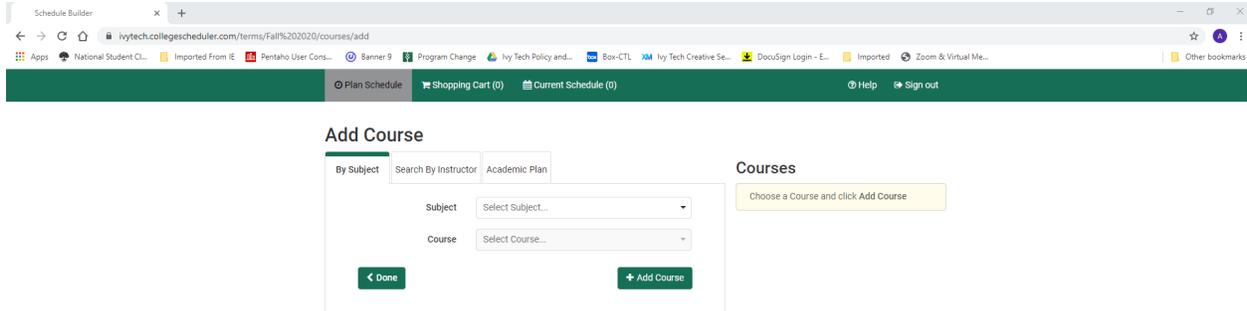
Courses **Breaks**

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

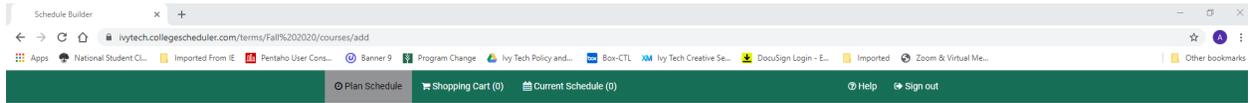
Schedules

Select at least two schedules to compare side by side

Click the Select Subject box to select a course subject. Then, click Select Course to select a course. Only course sections offered the term you have selected will display. Once you've selected a course, the course description will display.



To add a course to your Schedule Builder, click on Add Course. Continue to search for courses until you are complete; then click on the Done button.



Add Course

By Subject Search by Instructor Academic Plan

Subject Economics (ECON)

Course 101 Economics Fundamentals

Economics (ECON) 101 - Economics Fundamentals

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENGL 093 Introduction to College Writing and ENGL 083 Reading Strategies for College or ENGL 095 Integrated Reading and Writing, or ENGL 075 Co-Requisite Integrated Reading and Writing, and MATH 023 Essentials of Algebra I or MATH 080 Mathematics Principles with Algebra

CATALOG DESCRIPTION: Provides a survey of microeconomics, macroeconomics, international economics, comparative ec... Show More

< Done

+ Add Course

Courses

- ACCT 101 Financial Accounting
- BUSN 101 Introduction to Business
- ECON 101 Economics Fundamentals

You will now see your courses listed. At this point, if you have times of the day that you cannot take courses (work, childcare needs, etc) you can add those by clicking on the Add Break button.

The screenshot shows the Ivy Tech Community College Schedule Builder web application. At the top, there is a navigation bar with options like 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'. The Ivy Tech logo is prominently displayed in the center. Below the logo, there are several filter buttons: 'Course Status' (Open Classes Only), 'Term' (Fall 2020), 'Campuses' (2 of 42 Selected), 'Parts of Term' (All Parts of Term Selected), and 'Instruction Modes' (All Instruction Modes Selected). A yellow notification box states: 'Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.' The main content area is divided into three sections: 'Courses' with a '+ Add Course' button, 'Breaks' with a '+ Add Break' button, and 'Schedules' with a '+ Generate Schedules' button. The 'Courses' section lists three courses: ACCT 101 (Financial Accounting), BUSN 101 (Introduction to Business), and ECON 101 (Economics Fundamentals), each with a 'Sections' button and a 'Prerequisites' button. The 'Breaks' section has a yellow box with the text 'Add times during the day you do not wish to take classes.' The 'Schedules' section includes a 'Compare' button and a note: 'Select at least two schedules to compare side by side'. The browser's address bar shows the URL 'ivytech.collegescheduler.com/terms/Fall%202020/courses'.

Add a break by giving it a name and selecting the start and end times of the break. Remember – a break time means that the schedule builder will ignore any course sections that might meet during these times as it looks for course schedules for you. You can add as many breaks as you wish. Click on the Add Break button to save your break.



Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :

Days Select Weekdays

MON TUE WED THU FRI SAT SUN



When you've selected the courses you want to take (or loaded them from your academic plan), and added any breaks that you can't take courses, you are ready to find your best schedule of classes. Click on the Generate Schedules button to find course schedules that will work for you.

The screenshot displays the Ivy Tech Community College Schedule Builder interface. At the top, the Ivy Tech logo is visible. Below it, there are filters for Course Status (Open Classes Only), Campuses (2 of 42 Selected), Instruction Modes (All Instruction Modes Selected), Term (Fall 2020), and Parts of Term (All Parts of Term Selected). A notification box states: "Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified." The main content area is divided into "Courses" and "Breaks" sections. Under "Courses", three courses are listed: ACCT 101 (Financial Accounting), BUSN 101 (Introduction to Business), and ECON 101 (Economics Fundamentals). Under "Breaks", one break is listed: Work (TTh - 8:00am to 11:00am). At the bottom, the "Schedules" section contains a "Generate Schedules" button, which is highlighted with a red arrow, and a "Compare" button below it. The "Compare" button has a tooltip that says "Select at least two schedules to compare side by side".

You are now presented with a list of schedules that will work with your preferences for campus, instructional method, part of term, and break times. You can view a particular schedule quickly by clicking on the magnifying glass beside each one, or you can view it in more detail by clicking on View.

In this example, you can see that the ACCT 101 course is an online course, and the BUSN 101 and ECON 101 courses are virtual instruction courses. The grid shows the times that are blocked out (break times) as well as the times for the virtual instruction courses. The online course won't display on the grid, since a student may complete instruction at any time during the week.

Notice that you can view at a glance whether the course is a full-term course (16 weeks) or a part-term course (in this case, a first 8-week course) by viewing the sample Week 2 schedule right above the schedule grid.

The screenshot shows a web application interface for course scheduling. At the top, there is a navigation bar with options like 'Plan Schedule', 'Shopping Cart', and 'Current Schedule'. Below this is a table listing available courses:

Status	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
Not Enrolled	ACCT	101	01D	21	WWW	Lafayette	3
Prerequisites Title: Financial Accounting (Lafayette)							
Not Enrolled	BUSN	101	H0D	22	MW 9:30am - 10:15am - NOBLD VIRTUAL	Lafayette	3
Prerequisites Title: Introduction to Business (Virtual Instruction via zoom)							
Not Enrolled	ECON	101	30D	24	MWF 11:00am - 11:50am - NOBLD VIRTUAL	Lafayette	3
Prerequisites Title: Economics Fundamentals							
							9

Below the course list is a 'Week 2 (08/31/2020 - 09/07/2020)' section showing a horizontal bar chart for weeks 1 through 17. The bars indicate the duration of each course: ACCT 101 (green, weeks 1-17), BUSN 101 (blue, weeks 1-8), and ECON 101 (red, weeks 1-8). A red arrow points to this section with the label 'Sample week with course length display'.

Below the week chart is a 'Schedule Grid' showing a weekly view from Monday to Friday. The grid includes time slots from 8am to 1pm. Break times are shaded in light purple. Course sections are shown as colored blocks: BUSN-101 (blue) on Monday and Wednesday, and ECON-101 (red) on Monday, Wednesday, and Friday. A red arrow points to this section with the label 'Schedule Grid'.

At this point, you have lots of options. Here are a few suggestions:

1. If you find a course section that you prefer, you can “lock” that selection by clicking on the lock next to the Status of the course. This will keep that section each time you generate new potential schedules and will also narrow down your potential schedules, giving you fewer choices to have to view.
2. If a course has pre- or co-requisites, a blue or green box will display next to the course section information. When you submit your courses for registration, the system will check to make sure you have completed the pre- or co-requisites for the course and will notify you if you have any errors on your schedule.
3. If you are planning a schedule and not quite ready to register, but don’t want to forget what you’ve planned, you can mark schedules as your favorites. Click on the heart icon next to “Shuffle” and give your schedule a name. Then, you can come back later and click on the heart icon to see your favorites.
4. You can compare two schedules side-by-side. Click on the boxes next to two (or more) schedules and then click on the compare button. A small grid view of the schedules will display for you to see which one works better for you.
5. You can e-mail your planned schedule to your advisor, or to anyone you choose. There is an Email button as well as a Print button that will allow you to print or e-mail your schedule.

When you have found the perfect schedule for you, click on the Send to Shopping Cart button. This will prepare your schedule for the final step of registration.

The screenshot shows the Ivy Tech Schedule Builder interface. At the top, there are navigation buttons: Back, Print, Email, and Send to Shopping Cart (highlighted with a red arrow). Below this is a table of course sections:

Status	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
Not Enrolled	ACCT	101	01D	21	WWW	Lafayette	3
Prerequisite Title: Financial Accounting (Lafayette)							
Not Enrolled	BUSN	101	H0D	22	MW 9:30am - 10:15am - NOBLD VIRTUAL	Lafayette	3
Prerequisite Title: Introduction to Business (Virtual Instruction via zoom)							
Not Enrolled	ECON	101	90D	24	MWF 11:00am - 11:50am - NOBLD VIRTUAL	Lafayette	3
Prerequisite Title: Economics Fundamentals							
9							

Below the table is a weekly grid for Week 2 (08/31/2020 - 09/07/2020). The grid shows the days of the week and the time slots. Courses are scheduled as follows:

- ACCT 101: Monday, Wednesday, Friday (Work)
- BUSN 101: Monday, Wednesday (NOBLD VIRTUAL, Not Assigned)
- ECON 101: Monday, Wednesday, Friday (NOBLD VIRTUAL, Not Assigned)

At this point, if registration is open for the term, all you need to do is click on the Register button and your registration will be submitted. There will be a pop-up screen for you to read about your financial responsibility related to registration for courses. Please read that statement and acknowledge by clicking on the Accept button. There will be one last button to click – the Continue button – to confirm that you do want to register.

The screenshot shows the Ivy Tech Schedule Builder interface. At the top, there are navigation tabs: Plan Schedule, Shopping Cart (3), and Current Schedule (0). A red arrow points to the Register button in the top right corner. Below the tabs is the Shopping Cart section, which contains a table of courses:

CRN	Section	Subject	Course	Instructor	Day(s) & Location(s)
28664	01D	ACCT	101	Bales, Kristine Lynn	WWW
Prerequisites Title: Financial Accounting (Lafayette)					
28714	H0D	BUSN	101	Not Assigned	MW 9:30am - 10:15am - NOBLD VIRTUAL
Prerequisites Title: Introduction to Business (Virtual Instruction via zoom)					
23613	30D	ECON	101	Not Assigned	MWF 11:00am - 11:50am - NOBLD VIRTUAL
Prerequisites Title: Economics Fundamentals					

Below the course list is a weekly schedule view for Week 2 (08/31/2020 - 09/07/2020). The schedule shows the days of the week and the time slots for each course. The courses are: ACCT 101 (WWW), BUSN 101 (MW 9:30am - 10:15am), and ECON 101 (MWF 11:00am - 11:50am).

The screenshot shows the Ivy Tech Schedule Builder interface with a pop-up window titled "Financial Responsibility Acknowledgment". The pop-up window contains the following text:

I understand that any changes in my registration (adding, dropping or withdrawing from a course) will impact my account balance. I also understand that if I am receiving state or federal aid that dropping or withdrawing from a course could affect my financial aid. If I have questions I should contact the local financial aid office before making changes to my registration.

The costs incurred in the collection of a delinquent account, including collection fees and attorney fees, will be added to the balance of the delinquent account. It is also understood that you may be withdrawn from classes for lack of payment. This means you may not be permitted to register for a succeeding term. Being withdrawn from classes does not relieve your obligation to pay.

All outstanding tuition account balances are considered qualified educational loans under I.R.C. § 221 and are extended with the express understanding that future repayment shall be made to the College. I further understand that my acceptance of these terms represents my acknowledgement and acceptance of my tuition account balance qualifying as a qualified education loan under I.R.C. § 221, and as such, is exempt from discharge under federal bankruptcy code 11 U.S.C. § 523(a)(8). All outstanding tuition account balances are considered qualified educational loans under I.R.C. § 221 and are extended with the express understanding that future repayment

At the bottom of the pop-up window, there are two buttons: Cancel and Accept.

Schedule Builder

ivytechcollegescheduler.com/terms/Fall%202020/cart

Plan Schedule Shopping Cart (3) Current Schedule (0) Help Sign out

Shopping Cart

Email Edit Cart Register

CRN	Section	Subject	Course	Instructor	Day(s) & Location(s)
28564	01D	ACCT	101	Bales, Kristine Lynn	WWW
Prerequisites Title: Financial Accounting (Lafayette)					
28714	H0D	BUSN	101	Not Assigned	MW 9:30am - 10:15am - NOBLD VIRTUAL
Prerequisites Title: Introduction to Business (Virtual Instruction via zoom)					
23613	30D	ECON	101	Not Assigned	MWF 11:00am - 11:50am - NOBLD VIRTUAL
Prerequisites Title: Economics Fundamentals					

Week 2 (08/31/2020)

Week 14 15 16 17

ACCT 101
BUSN 101
ECON 101

Monday Friday

8am
8:15
8:30
8:45
9am
9:15
9:30
9:45
10am
10:15
10:30
10:45
11am
11:15
11:30
11:45
12pm
12:15

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.

Cancel Continue

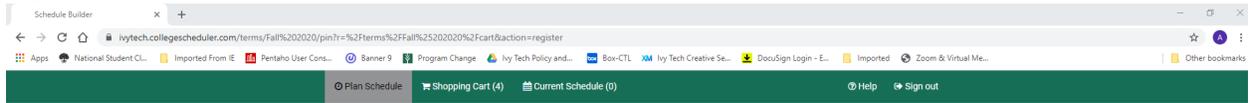
BUSN-101
NOBLD VIRTUAL
Not Assigned

ECON-101
NOBLD VIRTUAL
Not Assigned

ECON-101
NOBLD VIRTUAL
Not Assigned

ECON-101
NOBLD VIRTUAL
Not Assigned

If you have a registration PIN from your advisor, you will be prompted to enter it here. Enter your 6-digit PIN, then click on the Save and Continue button.



Registration PIN is required for Fall 2020

Save and Continue

If you don't know or forgot your Registration PIN, contact your advisor.

[Select a different term](#)



You will then receive a Registration Results pop-up box. Successful results will be listed with a green checkmark. Unsuccessful requests will have a red exclamation mark and some detail as to why the registration was unsuccessful.

The screenshot shows a web browser window with the URL `ivytechcollegescheduler.com/terms/Fall%202020/pin?r=%2Fterms%2Ffall%25202020%2Fcart&action=register`. The page header includes navigation links: Plan Schedule, Shopping Cart (1), Current Schedule (3), Help, and Sign out. The main content area features the Ivy Tech Community College logo and a registration PIN input field for Fall 2020. A "Save and Continue" button is visible below the input field. A message states: "If you don't know or forgot your Registration PIN, contact your advisor. Select a different term".

The "Registration Results" pop-up box contains the following information:

- Successful Registration:** You have been successfully registered for the following courses:
 - IVYT-111, DHD, Not Assigned
 - ENGL-111, EGD, Not Assigned
 - COMM-101, 710, Not Assigned
- Unsuccessful Registration:** You are not registered for the following courses:
 - MATH-136, 300, Not Assigned
 - Please see your advisor for assistance - you do not appear to have met the pre-requisite for this course.

An "OK" button is located at the bottom right of the pop-up box.

You can now view your current schedule on the Current Schedule tab. Only courses for which you were successfully registered will display here. Unsuccessful registrations will remain in your Shopping Cart and can be viewed on that tab.

My Current Schedule [Edit or Drop Classes](#)

Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.

CRN	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
24689	Enrolled	71D	COMM	101	Not Assigned	M 6:00pm - 8:50pm - NOBLD VIRTUAL	3	Lafayette
Prerequisites								
Title: Fundamentals of Public Speaking (Virtual Instruction)								
25838	Enrolled	EGD	ENGL	111	Not Assigned	MW 2:00pm - 4:50pm - NOBLD VIRTUAL	3	Lafayette
Prerequisites								
Title: English Composition								
26507	Enrolled	OHD	IVYT	111	Not Assigned	WWW	1	Lafayette
Prerequisites								
Title: Student Success (Lafayette)								
							7	

Week 2 (08/31/2020 - 09/07/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
COMM 101																	
ENGL 111																	
IVYT 111																	

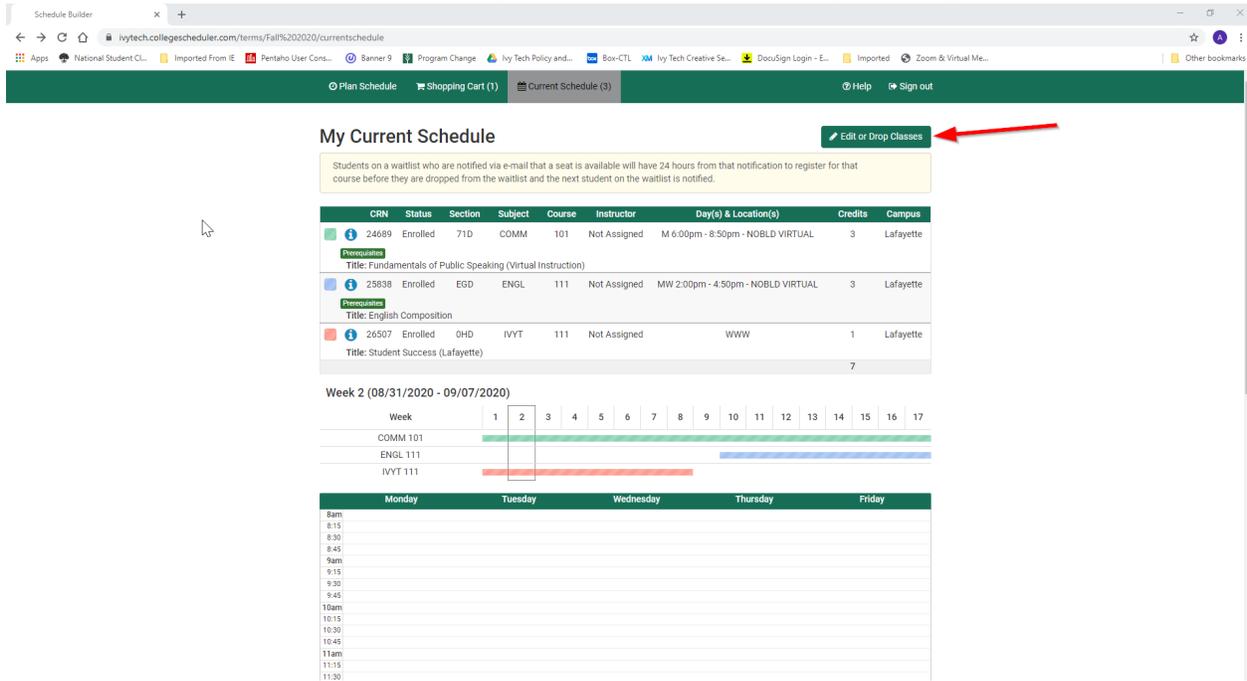
	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					

From here, you can click on the Edit or Drop Classes button if you wish to change your schedule. Please note that you'll need your registration PIN (the same one you used to register for courses) in order to make any changes to your schedule.

If you had registration errors, you can go back to your shopping cart and drop the course(s) and add different ones, and re-generate schedules that will fit your existing coursework and break times. Be sure to work with your advisor to discuss any changes to the courses you've chosen for the term.

Remember to move any additional courses from the shopping cart to your schedule by clicking on the Register button in the Shopping Cart.

If you need to come back to your schedule to drop or withdraw from courses, you can click on the Current Schedule tab, and the Edit or Drop Classes button, and make your changes there.



My Current Schedule [Edit or Drop Classes](#)

Students on a waitlist who are notified via e-mail that a seat is available will have 24 hours from that notification to register for that course before they are dropped from the waitlist and the next student on the waitlist is notified.

CRN	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
24689	Enrolled	71D	COMM	101	Not Assigned	M 6:00pm - 8:50pm - NOBLD VIRTUAL	3	Lafayette
Prerequisites Title: Fundamentals of Public Speaking (Virtual Instruction)								
25838	Enrolled	EGD	ENGL	111	Not Assigned	MW 2:00pm - 4:50pm - NOBLD VIRTUAL	3	Lafayette
Prerequisites Title: English Composition								
26507	Enrolled	OHD	IVYT	111	Not Assigned	WWW	1	Lafayette
Title: Student Success (Lafayette)								
							7	

Week 2 (08/31/2020 - 09/07/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
COMM 101																	
ENGL 111																	
IVYT 111																	

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					

To drop or withdraw from a course, click on the arrow in the Registration Status column next to the course you wish to drop or withdraw. Note that you'll need your PIN (the same one you used to register for courses) in order to complete the drop or withdrawal.



Edit or Drop Classes

Cancel Save

Course	Section	Class Settings	Registration Status
COMM-101	71D		Enrolled
Title: Fundamentals of Public Speaking (Virtual Instruction)			
ENGL-111	EGD		Enrolled
Title: English Composition			
IVYT-111	0HD		Enrolled
Title: Student Success (Lafayette)			



After selecting the action for the course, be sure to click on the Save button to save your drop or withdrawal from the course.

The screenshot displays a web browser window with the URL `ivytech.collegescheduler.com/terms/Fall%202020/currentschedule/edit`. The page title is "Edit or Drop Classes". A table lists two courses:

Course	Section	Class Settings	Registration Status
COMM-101	71D		Enrolled
Title: Fundamentals of Public Speaking (Virtual Instruction)			
IVYF-111	0HD		Enrolled
Title: Student Success (Lafayette)			

A "Registration Results" dialog box is overlaid on the page, containing the following text:

Registration Results

✔ You have successfully made changes for the following courses.

- ENGL-111, EGD, Not Assigned
 - Class dropped

OK