How to Register for Courses

Overview of Registering for Courses

Registering for courses allows you to enroll in one or more courses for an upcoming term.

Instructions for Registering for Courses

To register for courses:

1. Log in to SCOPe and click the Academic Program link on the left side of the page.

2. Click the Register link for the upcoming term.
   
   You should note that the registration link is only visible during the open registration period.

3. Read the disclaimer and click the I Agree button.
   
   The next page you come to is the Quick Registration page. The courses listed in the Quick Register Page are courses that are already approved on your plan of study.

4. In the Quick Register section, click the checkbox for each of the courses you would like to register.

5. On the rare occasion that you need to register for a course that isn’t already approved on your plan of study, you can do so by clicking the All Offered Courses button. Select the courses you wish to take from that list by clicking the checkbox next to the course. It is important to note that if you attempt to register for a course that is not approved on your plan of study, you will be placed on a waitlist and are not guaranteed a seat in the course.

6. Click the Preview button after selecting your courses to review your request.

7. If there are any changes needed, you may return to the registration system by clicking the Change button and restarting the registration process. If there are no changes needed, click the Complete Registration button.

8. You may review the Confirmation page at this time – you are given the opportunity to change your selection by clicking on the Change button or if everything is ready you may click the Finish button.

If you have any questions or concerns, please contact our HelpDesk at kdhelp@indiana.edu or toll-free 877-785-4713 and press #1 when prompted.