

Scheduling Students through ADIN At-a-glance

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| <p>VPN</p> | <p>RESOURCES to get started</p> <p>https://www.it.iastate.edu/remotework</p> <p>In order to access ADIN from a remote work station, VPN will be needed.</p> <p>https://iastate.service-now.com/it?id=kb_article&sys_id=321d8626dbb3085021c022d40596196d and</p> <p>https://it.engineering.iastate.edu/how-to/install-and-connect-to-vpn-pc/#install-vpn</p> |
| <p>TS or TU</p> | <p>Student Scheduling System</p> |
| <p>FUNC = SU ID/SSN TERM</p> | <p>Schedule Update Screen</p> <p>Enter 9 digit University ID number</p> <p>Be sure you are updating the CORRECT term! F 20 or 1 20 or S 20</p> |
| <p>DATE ACTION REF- DEPT- COURSE SECT- CREDIT PNP-</p> <p>Example:</p> <p>Confirmation at bottom when successfully completed</p> | <p>Defaults with today's date. No need to adjust.</p> <p>A</p> <p>Enter reference number, (if you know it) or...</p> <p>2-5 digit department code. Spacing is important! M E (M space E, not ME)</p> <p>3 digit number, may also include a letter (L-lab, H-honors, X-experimental)</p> <p>1 or 2 digits. If 1, be sure to right-justify (section 1= _1 = space 1)</p> <p>You may leave credits blank, unless its variable.</p> <p>Leave this line blank as well</p> <pre> FUNC SU ID/SSN 999999999 I TERM F 20 NAME doe john STUDENT SCHEDULE DISPLAY/UPDATE DATE-- 05 13 20 ACTION a REFERENCE DEPT COURSE SECT CRDT REF--- 2044600 AGRON 592 XW 3.0 DEPT-- engl COURSE 150 SECT-- 5 CREDIT PNP---</pre> <pre> SEM HRS---- 6.0 0-CREDIT- 0 0.0 R-CREDIT- 0 ADD COMPLETE FOR ENGL 150 SECTION 5</pre> |

Using Course Section Browse (CB)

If you do not know a section, or want to review options.

From the students **SU** screen, type F6.

This will bring up the CB system.

Type DEPT and COURSE, then ENTER.

```

FUNC CB ID/SSN 999999999 I TERM F 20 NAME DOE JANE MARIE

                                COURSE SECTION BROWSE

REF#          DEPT ENGL  COURSE 150  SECT

                                --LIMITS---  ---ENRLT---  CTL 1/2  ----
-DEPT-COURSE-  CRDT TDY LTM MAX  OTH LTM TTL ENR SEM MTWTF
*** ENGL  150   1  3.0   0  24  24   0  0  0 FLT  M
                                                                W
*** ENGL  150   2  3.0  22   0  24   22  0  22 ROS  M
    
```

Asterisk or number on far left indicates seats available.

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                                COURSE SECTION BROWSE

REF#          DEPT ENGL  COURSE 150  SECT  4

                                --LIMITS---  ---ENRLT---  CTL 1/2  -----TIME
ACTN -DEPT-COURSE-  CRDT TDY LTM MAX  OTH LTM TTL ENR SEM MTWRFST
*** ENGL  150   4  3.0   0  24  24   0  0  0 AFE  M      2
                                                                W F  2
A  6 ENGL  150   5  3.0  20   0  24   14  0  14  M      3
                                                                W F  3
*** ENGL  150   6  3.0  20   0  24   20  0  20  M      F  11
                                                                W  11
8 ENGL  150   7  3.0  20   0  24   12  0  12 ROS  T      3
    
```

Typing **A** to the left of the desired section line, then **F6** will pull the seat into the student's **SU** schedule screen to be registered.

College Student Services Contact information

| | | |
|---------------------------|--------------|--|
| Ag and Life Sciences | 515-294-2766 | cals@iastate.edu |
| Business | 515-294-8300 | undergrad@iastate.edu |
| Design | 515-294-6983 | design-ss@iastate.edu |
| Engineering | 515-294-7186 | engineer@iastate.edu |
| Human Sciences | 515-294-6466 | hss@iastate.edu |
| Liberal Arts and Sciences | 515-294-4831 | las_sas@iastate.edu |
| Veterinary Medicine | 515-294-5337 | |

