

Scheduling Students through ADIN At-a-glance

<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	

Orientation Seat reservations

If seats are unavailable in the desired section:

1. Look for an alternative section that will fit the student's schedule needs
2. If desired section is unavailable due to a Restriction (major, year, etc), contact College student services to assist.
3. If seats are being held by a learning community (LTM column) and this is the only section or time that will work, forward to the College student services office.
4. If the TDY number is lowered, and the sum of TDY and LTM does not equal MAX, then these seats are being held for Orientation. Route the add request through the College student services office.
5. If the TDY and LTM columns are 0, then the section is being held by the department and is currently unavailable. These sections may be cancelled in future, if enrollment need does not warrant them.

Orientation Reservations at a glance

- If seats are being held for General Population: TDY + LTM < MAX
- If section is cancelled: TDY, LTM, and MAX = 0
- If open seats are being reserved for LTM: TDY + LTM = MAX, with TDY=TTL, but LIMITS-LTM does not equal ENRLT-LTM
- If section is being held by the department: TDY = 0, LTM = 0, MAX > 0
- No General Population seats being held: TDY + LTM = MAX

COURSE SECTION BROWSE

REF#	DEPT	MATH	COURSE	165	SECT	21	LIMITS			ENRLT			CTL	1/2	TIME
	-DEPT-	-COURSE-	CRDT	TDY	LTM	MAX	OTH	LTM	TTL	ENR	SEM	MTWRFS	STA		
***	MATH	165	21	4.0	0	29	32	0	0	0		M W F	12.		
												R	8.		
***	MATH	165	22	4.0	2	30	32	2	0	2		M W F	12.		
												R	9.		
1	MATH	165	23	4.0	5	24	32	4	0	4		M W F	12.		
												R	9.		
***	MATH	165	24	4.0	0	0	32	0	0	0		M W F	12.		
												R	10.		
2	MATH	165	25	4.0	4	28	32	2	0	2		M W F	12.		
												R	10.		