

# Scheduling Students through ADIN At-a-glance

<p><b>VPN</b></p>	<p><b>RESOURCES to get started</b></p> <p><a href="https://www.it.iastate.edu/remotework">https://www.it.iastate.edu/remotework</a></p> <p>In order to access ADIN from a remote work station, VPN will be needed.</p> <p><a href="https://iastate.service-now.com/it?id=kb_article&amp;sys_id=321d8626dbb3085021c022d40596196d">https://iastate.service-now.com/it?id=kb_article&amp;sys_id=321d8626dbb3085021c022d40596196d</a> and</p> <p><a href="https://it.engineering.iastate.edu/how-to/install-and-connect-to-vpn-pc/#install-vpn">https://it.engineering.iastate.edu/how-to/install-and-connect-to-vpn-pc/#install-vpn</a></p>
<p><b>TS or TU</b></p>	<p><b>Student Scheduling System</b></p>
<p><b>FUNC = SU ID/SSN TERM</b></p>	<p><b>Schedule Update Screen</b></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><b>DATE ACTION REF- DEPT- COURSE SECT- CREDIT PNP-</b></p> <p>Example:</p> <p>Confirmation at bottom when successfully completed</p>	<p>Defaults with today's date. No need to adjust.</p> <p><b>A</b></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.

```

                                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	<a href="mailto:cals@iastate.edu">cals@iastate.edu</a>
Business	515-294-8300	<a href="mailto:undergrad@iastate.edu">undergrad@iastate.edu</a>
Design	515-294-6983	<a href="mailto:design-ss@iastate.edu">design-ss@iastate.edu</a>
Engineering	515-294-7186	<a href="mailto:engineer@iastate.edu">engineer@iastate.edu</a>
Human Sciences	515-294-6466	<a href="mailto:hss@iastate.edu">hss@iastate.edu</a>
Liberal Arts and Sciences	515-294-4831	<a href="mailto:las_sas@iastate.edu">las_sas@iastate.edu</a>
Veterinary Medicine	515-294-5337	

