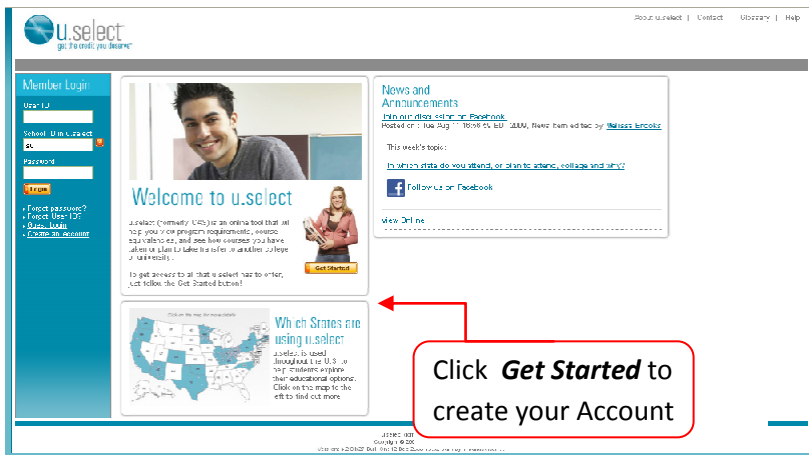


The u.select Home Screen



Search for Equivalent Courses

View all schools that have equivalencies for a specific course at your school.

- Under the **Courses** heading select **Equivalencies by Course**.
- Choose the **State** and **School** where the courses will be transferred.
- Input the **Department** and **Course number** of the courses you need.
- Choose where you plan to take the course.
- Click on **Find**

Add Planned Courses

Shows how courses will fit into a specific degree program at ISU.

- Under the **Courses** heading select **My Courses**.
 - Click **Add Course**.
 - Select the **State** and **School** from which you have courses.
 - You may use any combination of these three options to add courses:
 - Click **Import Course List**, if available, to download a transcript automatically from a school you attended. ISU provides this option.
- Note:** Using this function ensures that the courses are listed correctly and have the proper grade. You will typically need your student ID from the selected school to import your course history.
- Follow the instructions provided.

Creating an Account

Gets you the most functionality in u.select. In addition to what you see in the guest area, creating an account allows you to save course work and most importantly, see how your saved courses will apply toward a degree.

- Click **Get Started** and then **Register Now!**
- Select **Indiana, Indiana State University** and **Next**.
- Enter your name, User ID, password, and e-mail, user role and click **Submit**.
- An e-mail will be sent to you to confirm your account.

Be sure to record your User ID, School ID and password for future sessions in u.select.

View Course Equivalencies by School

Shows you how courses you have taken or plan to take will transfer to ISU.

- Under the **Courses** heading select **Equivalencies by School**.
- For **State** and **School** choose **Indiana** and **Indiana State University**
- Choose **US States** and the state of your former school(s) and click **Go**.
- Mark the boxes for the schools where your courses were taken and click **Add Schools (you may look at up to 5 schools at a time)**.
- Click **Create Guide** to access the equivalency guide for your schools.
- The Guide displays source courses on the left with the equivalent ISU course on the right.
- Use the drop down box to change the prefix to the subject you want or you can choose **(all)** to see all available equivalent courses.

- Click **Select from Course Catalog** to access courses from pull-down menus.
 - Select the **year, term** and **course department**.
 - Fill in the correct grade and edit credit hours if necessary.
 - Click **Add Course** to save the course.
 - Repeat steps for each course you want to add.
- Click **Add Course Manually** to enter courses by typing in the course.
 - Note:** it is best to follow your grade report or transcript since an exact match is needed.
 - Fill out all of the fields indicated with an *
 - Click on **Add Course** to save
 - Repeat as many times as need
 - Proof your input through **My Courses**

View Course Catalogs

Links you directly to schools course descriptions from a college website.

- Under the **Courses** heading select **View School's Catalogs**.
- Select the **State**.
- Schools with an online catalog are listed.
- Select the link to the school in which you are interested.
- The information available will show in a new window.

My Courses has options allowing you to Edit and Delete courses.

Creating and Viewing Student Plans

Shows how your courses will fit into the requirements of any program at ISU. This is likely the most useful u.select function as you can run an **unofficial** degree audit to plan your transfer to Indiana State. The plan lists all requirements for the selected degree and indicates which requirements are met and which remain to be completed. You can use this to help you select the degree program at ISU that is right for you!

ISU students can use it, too, to plan coursework at other institutions such as picking up a course at a local college over the summer. To get started, follow instructions below.

Creating a New Plan

- Under the **Programs** heading select **Create a Plan**.
- For **State** and **School** choose **Indiana** and **Indiana State University**
- Three quick steps will take you to a specific degree at ISU.
 - Click on the academic area/college.
 - Select the degree type (e.g. BA, BS, etc.)
 - Select the program.
- Choose the appropriate catalog year and term – the default is the current year.
- Choose your Plan Type:
 - **Request a Plan** gives you a regular degree audit that displays courses required to meet the program you selected at ISU. The courses you have completed or planned through Add Courses will be evaluated and applied to the degree requirements.
 - **Request a Plan with Equivalencies** provides the same information as above, but includes the addition of **green** text telling you what courses at the selected source institution fulfill outstanding requirements.
- The display shows you the details of your request for verification, whether you requested a regular Plan or a Plan with Equivalencies. If the information is correct, click **Submit**.

Keep in mind, all planning guides are run with the most recent curriculum for the major/program you selected. All degree plans will be rerun for you individually when you are accepted at ISU.

Viewing a Plan You Created

- Under the **Programs** heading select **My Plans** for a list of your plans.
- To view a plan click any of the **blue highlighted** links.
- The plan will open in a new window.
- Additional program information is available through the **blue highlighted** link at the top of the plan

Transfer Central

www.indstate.edu/transfer

888-237-8080 or 812-237-8080

A Member of

Transfer  .net

State of Indiana Transfer Site

www.transferin.net



Find Programs

Search schools that offer a program and review the requirements.

- Under the **Programs** heading select **Browse Programs by School**.
- Select the **State** and **School** of your choice.
- Program choices available from the school will be listed.
- Select the academic area/college and program in which you are interested.
- The audit will open in a new window.

Note: This will not pull your classes into the audit.

Schools

Provide a quick way to find information about a specific school including the location and size.

- Under the **Schools** heading select **Search Schools**.
- You can then search for a school name or choose the **Advanced** option and find schools based on various criteria you specify.

Also under the **Schools** heading you can select **School Information Links**. Choose a state and school to view web links to registration, admissions, financial aid and more.

Making Changes to Your Profile or Password

- Click on **My Profile** in the tool bar at the top of the page.
- Make any desired changes and click **Update**.
- To change your password choose **Change Password** in the left menu
- Fill in the 3 required boxes and click **Change Password**.
- **Be sure to record any changes you made for future use.**
- If you forgot your password, click on **Forgot password?** at the login screen

**Keep your information safe.
Always Remember to Logout of u.select!**

Important ISU Numbers and Web Sites

Office of Admissions

www.indstate.edu/admission

800-GO-TO-ISU or 800-468-6478

Registration and Records

www.indstate.edu/registrar

812-237-2020

Student Financial Aid

www.indstate.edu/financialaid

800-841-4744