



Student Registration & Enrollment Guide

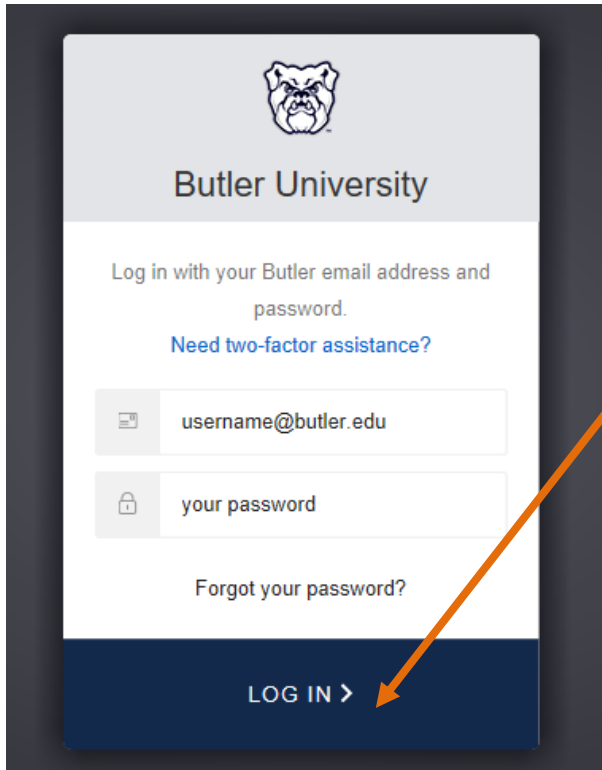
Butler University

Student Success Center

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To log in, go to your **My.Butler Portal**: <https://my.butler.edu>



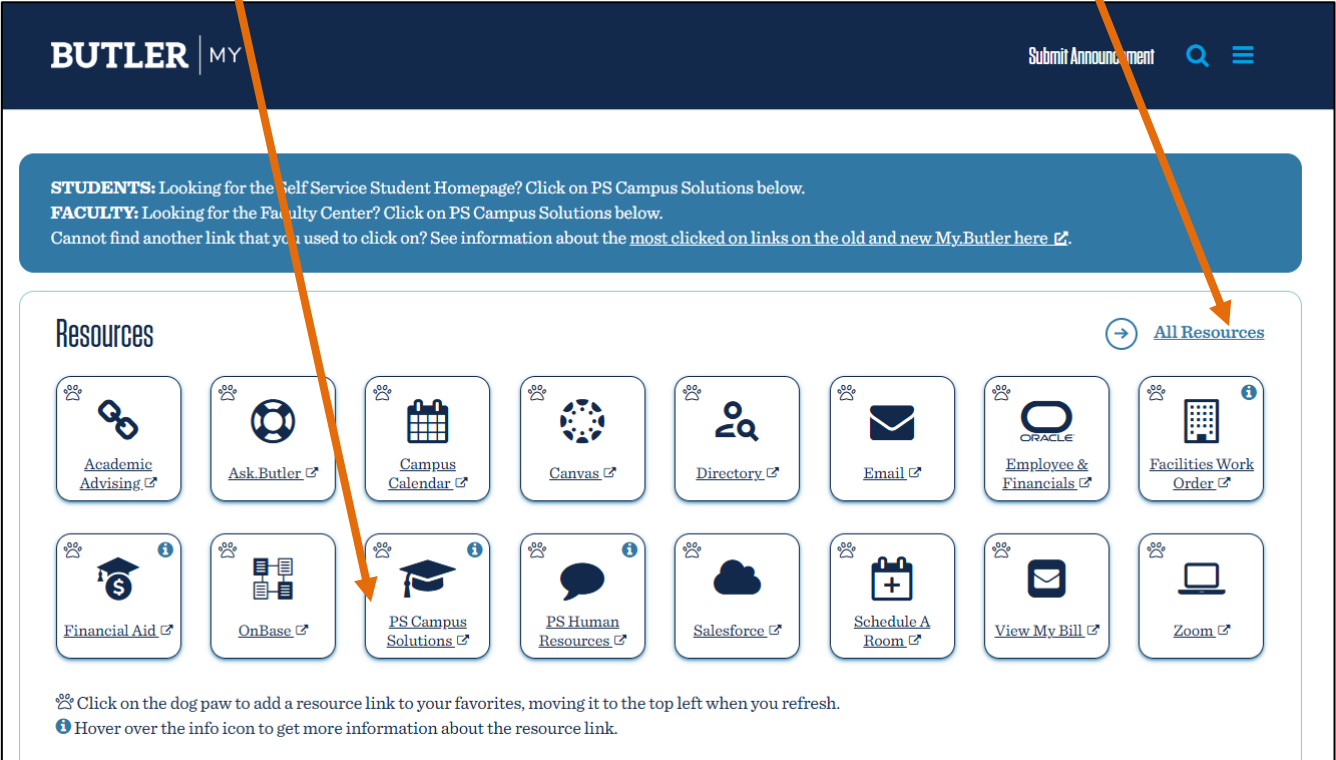
Use your Butler Credentials to log into your **My.Butler** and 2-factor if prompted.

Click the **PS Campus Solutions** tile to access your Student Homepage.

If you don't see the **PS Campus Solutions** tile, click **All Resources** to view the full list of tile options



Enlarged image of the **PS Campus Solutions** tile



Student Homepage

Student Homepage ▾

College Scheduler Planner is a tool to help you build your Shopping Cart each semester

Click **Student Center** to see information including your classes

Click the house icon from any page to come back to your **Homepage**.

Click **Academic Records** to see your course history (past, current, & planned courses) as well as grades & GPA.

The **Profile** tile allows you to update your personal details (name, pronouns, & contact info)

Clicking **Task** shows you the To-Dos and holds you must complete. Some holds you can release yourself here.

The **FERPA Release** tile allows you to update who has access to your academic record.

Tiles shown: College Scheduler Planner, Refund Request: Current Student, Student Center, Academic Records, Student Refund Direct Deposit, Profile, Tasks (2 To Dos, 2 Holds), Notifications Center, FERPA Release.

Tasks

Step 1: Accept Financial responsibility and any other to-dos you have.

Task	Due Date	Overdue	Status
Butler Accept Financial Responsibility	09/18/2019	Overdue	Assigned
Verify Contact Information - Spring 2025	02/03/2025		Assigned

2 rows

Student Center

The screenshot shows the Student Center interface with the following sections and callouts:

- Academics:** Includes a search bar, a "This Week's Schedule" table, and a dropdown menu for "Other Academic Information".
- Search for Classes:** A button to search for classes.
- Holds:** A section with options to "Verify Contact Information", "View 'Hold' Impacts", and "Details".
- To Do List:** Shows "No Placement Tests Needed" and "Math Placement Test Waived".
- Enrollment Dates:** Includes a link for "Open Enrollment Dates".
- Advisor:** Lists the "Program Advisor" as "Triplet, Catie Marie" with a "Details" link.
- Visit more of Butler...:** Includes links for "Financial Aid", "Registration and Records", and "Student Accounts".
- Registration and Records:** Includes a link for "Transcript Request Bulletin".
- Resources...:** Includes a link for "Student Handbook".
- Finances:** Includes sections for "My Account" (Email My Account Statement, Payment Plan Info Center, View Student Permissions) and "Financial Aid" (View 2019-2020 and prior years' aid).
- Personal Information:** Includes "Demographic Data" (Personal Emergency Contacts, Names, User Preferences, Register My Vehicle, DawgAlert Signup) and "Contact Information" (Home Address: 123 Main St, Hometown, USA; Off Campus Address: None).

Callout Boxes:

- Step 5:** View your **Academic Requirements** to track the completion of university-wide requirements and the requirements of your declared major(s) and/or minor(s).
- Step 6:** To view the major/minor requirements for a degree you haven't declared, run a **What-if** report and select
- Step 2:** Address any other **Holds** on your account. You will meet with your advisor to release your advising hold. Contact the office listed for any other holds.
- Step 3:** Find and record your "Enrollment Appointment" (generally mid-October and mid-March). Be sure to click on **Details** to see what specific time your enrollment appointment starts. You will not be able to enroll earlier than the date and time listed.
- Step 4:** Identify your Academic **Advisor** so you know who to meet with to remove your advising hold.
- Step 7:** Once you know what classes you want/need to take, you can add them to your **Enrollment Shopping Cart** before your enrollment appointment.

Academic Requirements

Course	Description	Units	When	Grade	Status
BSHS 110	Intro to Healthcare	3.00	Fall 2022	A-	✓
BSHS 300	Explore. Prepare. Succeed	0.50	Fall 2022	P	✓
CH 103	Introductory Chemistry	2.00	Fall 2022	P	✓
CH 105	General Chemistry 1	4.00	Fall 2022	C+	✓
COM 101	Rhetoric and the American Demo	3.00	Fall 2024		◆
ED 112	Intro to Professional Educator	3.00	Spring 2023	A-	✓
ED 242	Foundations of Special Educati	2.00	Fall 2023	A	✓
ED 490	Special Education Assessment	3.00	Spring 2024	A	✓
ED 492	Special Education Law	1.00	Fall 2024		◆
FYS 101	First-Year Seminar (The Coming of Age Story)	3.00	Fall 2022	B	✓

Step 5 View: The **Academic Requirement** report tracks the completion of university-wide requirements and the requirements of the student's declared major(s) and/or minor(s).

The report shows which requirements have been "Satisfied" or "Not Satisfied." Requirements that have been satisfied will be shown as closed.

Note the different icons for "Taken," "In Progress," and "Planned" for course status. Notice that some courses might not be initially shown for a section. Click the right arrow or "View All" to see all courses in the section.

What-if Reports

What-if Report

Search | Plan | Enroll | My Academics

What-If Report

Create What-if Scenario

You may be thinking of changing your program of study or taking certain courses. Using this page, you can set up a what-if scenario based on different academic programs or courses. Select the Submit Request button to request a degree progress report based on your what-if information.

Load Latest Scenario | Return to Report Selection

Career Scenario

Select a career for which you want the change to take place.

Institution	Career	Catalog Year
Butler University	Undergraduate	Fall 2024

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
UG Pharmacy and Health Science	Healthcare and Business	None
UG Liberal Arts and Sciences	Anthropology Minor	n/a
None	None	None

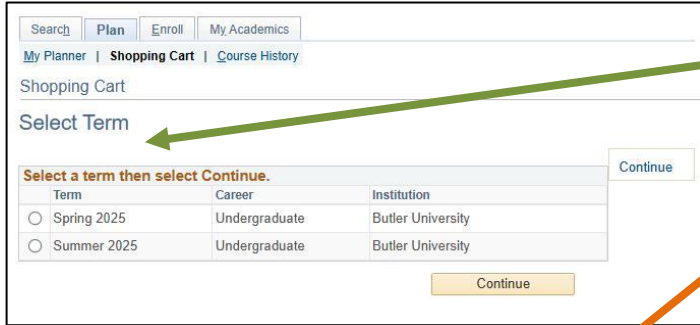
Submit Request

Step 6 View: The **What-if Report** outlines progress in meeting degree requirements should you decide to add or change a major or a minor.

To create a what-if, select the **Academic Program** (the college within which the new or additional major resides), the **Area of Study** (the new major, 2nd major, or minor), and, if applicable, the **Concentration**. When complete, click "Submit Request".

The What-if Report is similar in layout to the Academic Requirement Report. It outlines which course requirements have been completed and which remain if you change your major, add a second major, or add a minor.

Enrollment Shopping Cart



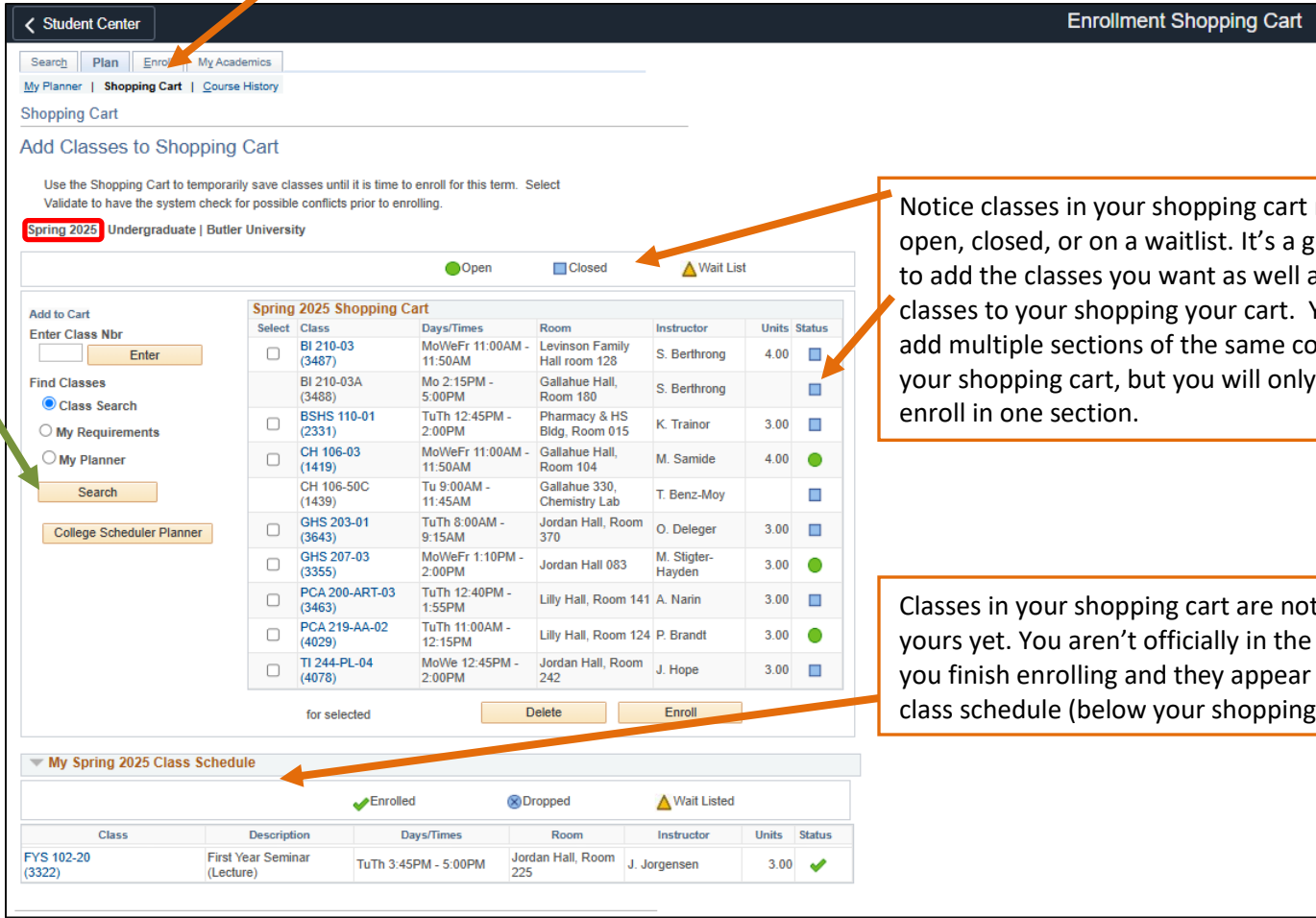
Step 7 Continued: Select which semester you are wanting to add classes to your shopping cart for then click "continue".

You can find your shopping cart from the navigation bar at the top of the screen.

Double-check that you are adding classes to the correct future semester (not the current semester).

Step 7 Continued: Use the search button to find classes to add to your shopping cart for a specific semester. See the search view on page

For 1st year students, you will be automatically enrolled into your FYS 102 class, so you do **NOT** need to add it to your shopping cart.



Notice classes in your shopping cart might be open, closed, or on a waitlist. It's a good idea to add the classes you want as well as back up classes to your shopping your cart. You may add multiple sections of the same course to your shopping cart, but you will only be able to enroll in one section.

Classes in your shopping cart are not actually yours yet. You aren't officially in the class until you finish enrolling and they appear in your class schedule (below your shopping cart).

Enrolling in Courses

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

⚠ You must select at least one class.

Summer 2025 | Graduate | Butler University Change Term

Open Closed Wait List

Add to Cart

Enter Class Nbr Enter

Find Classes

Class Search

My Requirements

My Planner

Search

College Scheduler Planner

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ED 678-WL51 (1543)		ONLINE	U. Instructor COE	3.00	●
<input checked="" type="checkbox"/>	ED 681-WL51 (1549)		ONLINE	U. Instructor COE	3.00	●
<input checked="" type="checkbox"/>	ED 685-WL52 (1617)		ONLINE	U. Instructor COE	3.00	●

for selected Delete Enroll

My Summer 2025 Class Schedule

You are not registered for classes in this term.

Once you have selected a class from the search page, it will appear in your shopping cart. Remember to add backup classes to your shopping cart in case the section you want is closed when it's your time to enroll.

Step 8: When your enrollment appointment opens, you can start enrolling in classes. Start by selecting the check box next to the classes you want to enroll in. Do not try to enroll in more than your college's maximum credit limit (18-20 credits).

Once you have selected your classes, click "Enroll".

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

Shopping Cart

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Summer 2025 | Graduate | Butler University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ED 678-WL51 (1543)	Knowledge & Skills in MHC (Lecture)		ONLINE	U. Instructor COE	3.00	●
ED 681-WL51 (1549)	Adv Counseling Thry/Tech II (Lecture)		ONLINE	U. Instructor COE	3.00	●
ED 685-WL52 (1617)	Trauma & Crisis (Discussion)		ONLINE	U. Instructor COE	3.00	●

Cancel Previous Finish Enrolling

Step 9: Confirm that the classes on this page are the ones you want to enroll in for that semester.

If they are all correct, click "Finish Enrolling"

Step 10: View the status for each class. If you got a green check mark, congrats, you are enrolled in that class! If you get a red X, the message will tell you why you weren't enrolled in the course. The message box will give you other important information you might need to know.

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors

Summer 2025 | Graduate | Butler University

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
ED 678	Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	✓
ED 681	Success: This class has been added to your schedule.	✓
ED 685	Success: This class has been added to your schedule.	✓

Dropping an Enrolled Class

Shopping Cart Enrollment: Drop Classes

Search Plan **Enroll** My Academics

My Class Schedule | Add | **Drop** | Term Information

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Spring 2025 | Undergraduate | Butler University

Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BI 210-02 (1630)	Genetics - Fundamentals (Lecture)	MoWeFr 9:30AM - 10:20AM	Gallahue 110	M. Meadows	4.00	✓
<input type="checkbox"/>	BI 210-02A (1631)	Genetics - Fundamentals (Laboratory)	Th 9:15AM - 12:00PM	Gallahue Hall, Room 180	M. Meadows		✓
<input type="checkbox"/>	BSHS 110-01 (2331)	Intro to Healthcare (Lecture)	TuTh 12:45PM - 2:00PM	Pharmacy & HS Bldg, Room 015	K. Trainor	3.00	✓
<input type="checkbox"/>	BSHS 215-01 (2315)	Medical Terminology (Lecture)	Th 8:25AM - 9:15AM	Pharmacy & HS Bldg, Room 204	J. Clifton-Gaw	2.00	✓
<input type="checkbox"/>	CH 106-01 (1413)	General Chemistry 2 (Lecture)	MoWeFr 8:25AM - 9:15AM	Gallahue Hall, Room 104	T. Benz-Moy	4.00	✓
<input type="checkbox"/>	CH 106-50G (1591)	General Chemistry 2 (Laboratory)	We 2:15PM - 5:00PM	Gallahue 320, Chemistry Lab	A. Sand		✓
<input type="checkbox"/>	FYS 102-20 (3322)	First Year Seminar (Lecture)	TuTh 3:45PM - 5:00PM	Jordan Hall, Room 225	J. Jorgensen	3.00	✓

Drop Selected Classes

If you enroll in a class that you no longer want to take, you can drop it before the semester starts.

Start by navigating to the “Enroll” tab, then the “Drop” tab.

Next, check the box next to the class you wish to drop.

Click “Drop Selected Classes”.

On the next page, confirm it is the correct class and click “Finish Dropping”.

Step 7 View: When you search for classes to add to your shopping cart, you will get this screen.

Be sure you are searching for classes in the correct semester (term). You can change semesters with the drop-down box.

Search for classes by typing the subject code in the box or by clicking “select subject” to see a list of codes.

Leave this **checked** to see only classes that are open. Or uncheck it to see closed or waitlisted classes.

Use this drop-down to search by course attribute, such as ICR or SJD.

Click “search” once you have a subject code or course attribute selected.

Search Plan **Enroll** My Academics

Search for Classes | Browse Course Catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Course Attribute

Additional Search Criteria