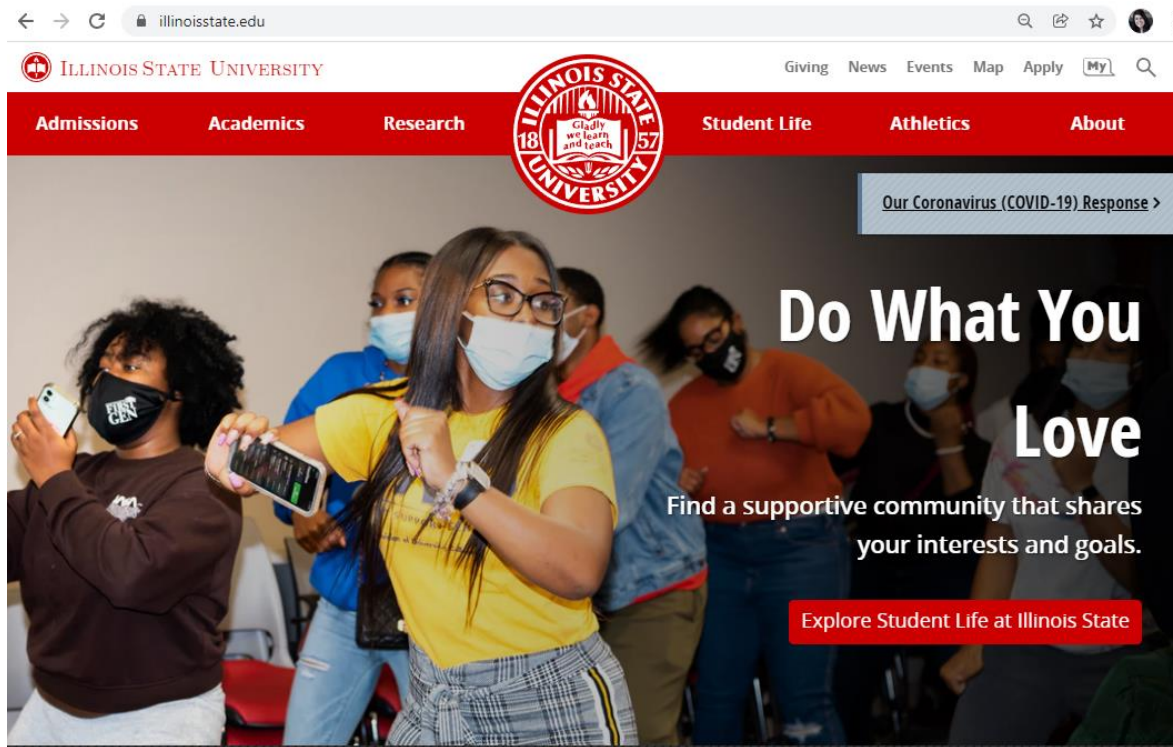# Learn How to Register

Go to the Illinois State University homepage. Select the "My" icon on the upper right-hand side of the page.

Select the "Central Login" option and login using your ULID and password.

My Illinois State

Login

Home

Welcome to My Illinois State

My Illinois State is the central location for Illinois State University's students, faculty, and staff, to quickly and easily access secure information and resources.

🔒 sign in using **CentralLogin**

What is CentralLogin?

Select the "Student Center" icon from the "What Are You Looking For?" page.

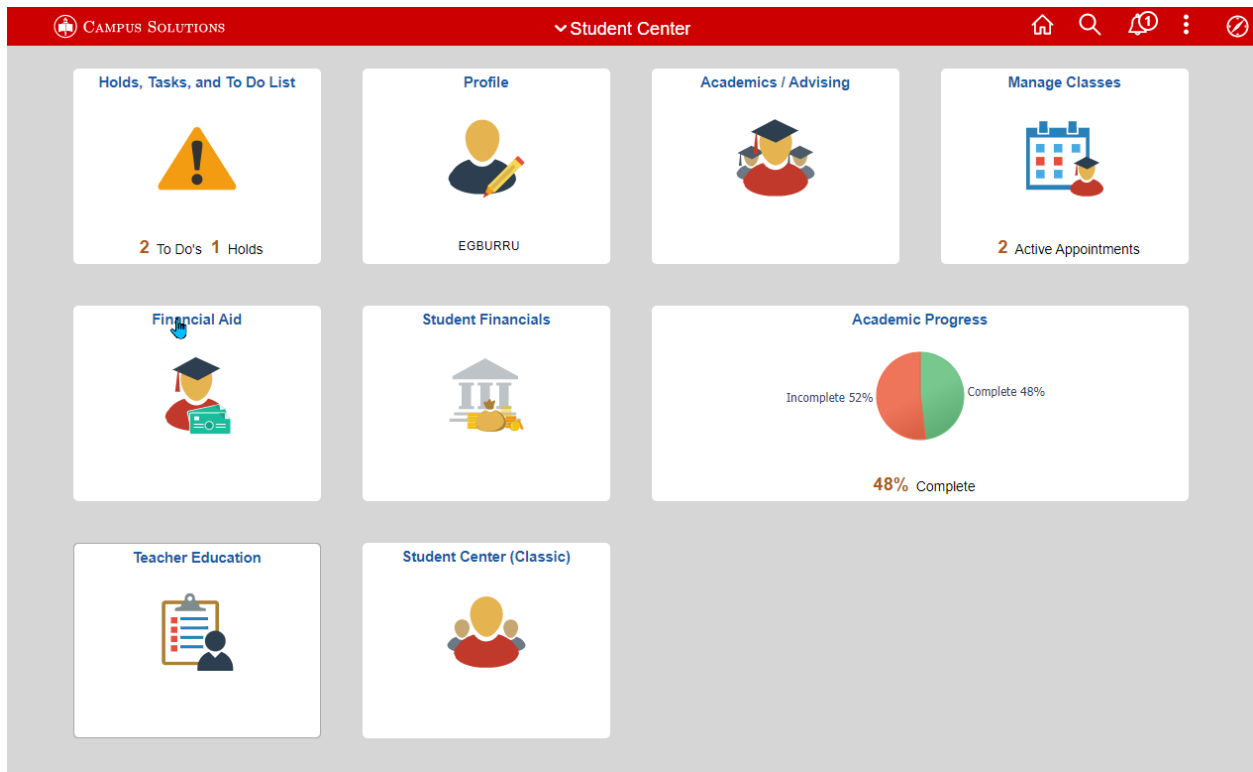Home   Academics   Finances   Student Life   Pay & Benefits

What Are You Looking For?

Things to try: tutoring, grade history, course registration, tech help, etc...

✉ Office 365 and Email ›	⬛ ReggieNet ›
⚙ Student Center ›	☰ Pay/Review Account ›
💻 Library Services ›	📅 Academic Calendar ›
🖥 Technology Help ›	〰 Patient Health Portal ›

Student Center Overview

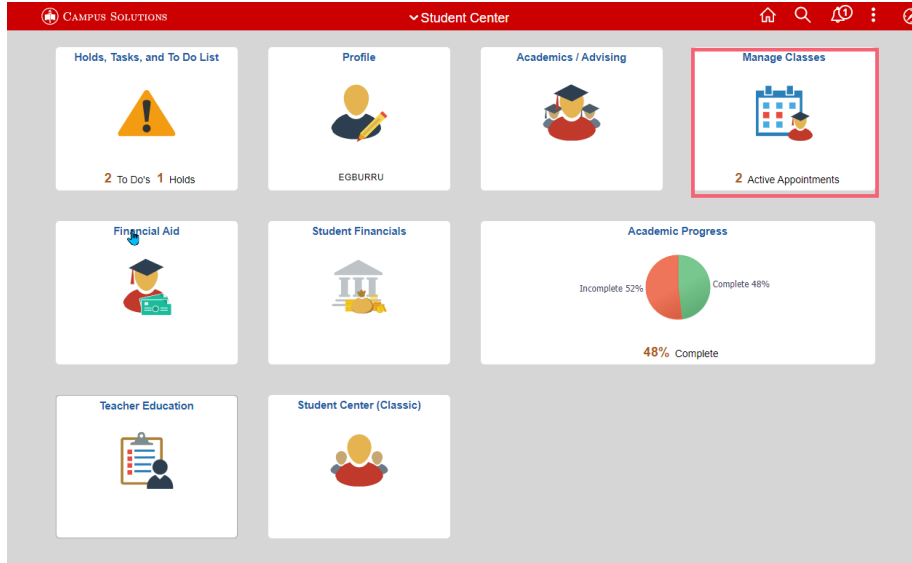The Student Homepage will be called **Student Center** with tiles in the following order:

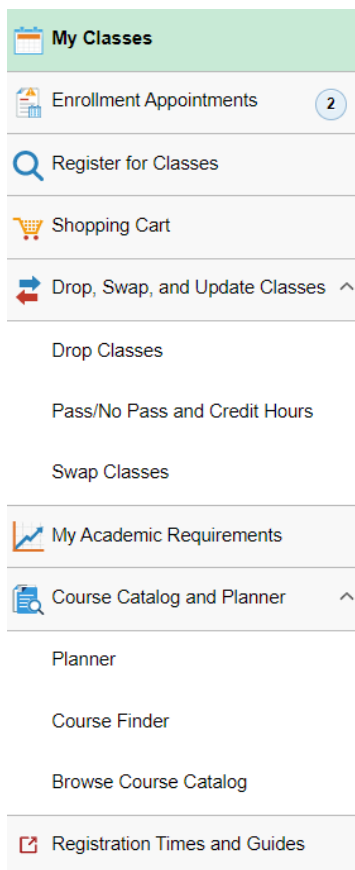**Desktop View**

Table of Contents

Manage Classes

Manage Classes is your one-stop shop for class search, enrollment, and future class planning.

Here are all the options available to you:

My Classes

My Classes page will show you which classes you are enrolled in, waitlisted, or have dropped. By default, classes are displayed in the following order: Enrolled, Waitlisted, Dropped.

By Class is the default view in which your classes are displayed.
By Date allows you to select a date range from which classes are displayed.

When you click a class, more information about the class appears on the Class Information page.

My Classes – By Class view

Fall Semester 2021
Undergraduate

| By Class | By Date |

📅 **My Classes**

📅 Enrollment Appointments   2

🔍 Register for Classes

🛒 Shopping Cart

⇄ Drop, Swap, and Update Classes   ^

    Drop Classes

    Pass/No Pass and Credit Hours

    Swap Classes

📈 My Academic Requirements

📑 Course Catalog and Planner   ^

    Planner

    Course Finder

    Browse Course Catalog

🔗 Registration Times and Guides

Printable Page

☑ Show Enrolled Classes   ☐ Show Waitlisted Classes
☐ Show Dropped Classes

| List View | Calendar View |

From 11/11/2021 📅   To 11/17/2021 📅

Thursday November 11

8:00AM	MUS 195 Lecture	Room: Cook Hall 0308	Status: Enrolled	>
9:00AM	MUS 108 Lecture	Room: Centennial West 0308A	Status: Enrolled	>
10:00AM	MUS 162 Lecture	Room: Cook Hall 0212	Status: Enrolled	>
1:00PM	MUS 137 Directed Research	Room: Cook Hall 0118	Status: Enrolled	>
3:00PM	MUS 184 Performance	Room: Cook Hall 0308	Status: Enrolled	>

Friday November 12

9:00AM	MUS 102 Laboratory	Room: Williams Hall 0128	Status: Enrolled	>
10:00AM	MUS 122A30 Combination Course	Room: Centennial East 0209	Status: Enrolled	>
11:00AM	MUS 275A01 Lecture	Room: Cook Hall 0212	Status: Enrolled	>
3:00PM	MUS 184 Performance	Room: Cook Hall 0308	Status: Enrolled	>

My Classes – By Date view

Fall Semester 2021
Undergraduate

📅 My Classes | By Class | By Date |

Class Information   ✕

| Class Details | Meeting Information | Enrollment Information | Class Availability | Textbook/Other Materials |

GER 285 Topics in German
Lecture - Section 001   **Status : Open**

Units	Grading	Instruction Mode	Location	Campus
3.00	Graded	In Person	Main Campus	Main

Lecture - Section 001

Laboratory - Section 002   08/16/2021 - 12/04/2021   Days: Friday   Williams Hall 0128
Times: 9:00AM to 9:50AM

Class Information

Enrollment Appointments

Enrollment Appointments display your Shopping Cart, Enrollment, and Open Enrollment dates and times. If multiple terms are available, a list will display.

Select the term to view your appointments.

Enrollment Appointments

Spring Semester 2022 chosen

Register for Classes

Register for Classes will allow you to search and enroll for classes. If multiple terms are available, a list will display.

Select the term for enrollment.
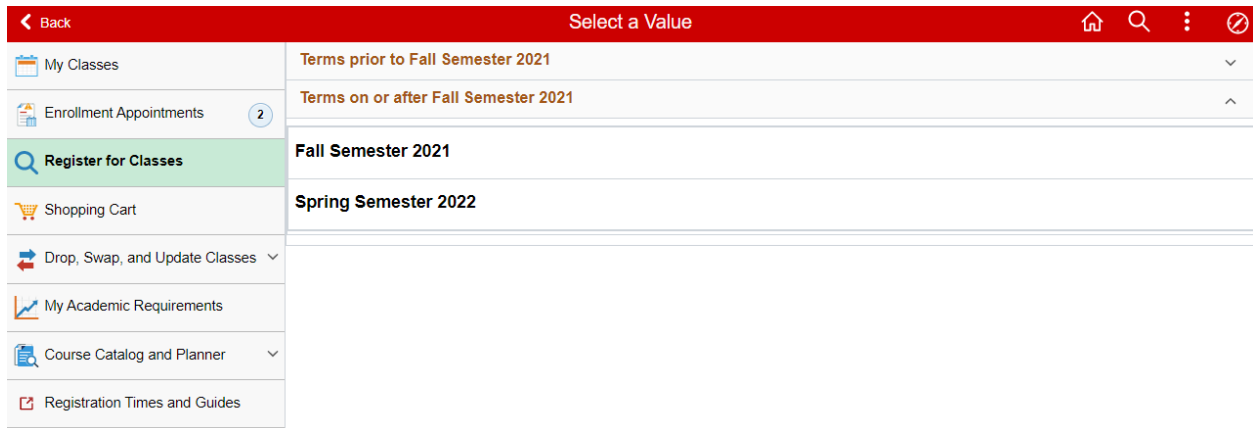
Register for Classes
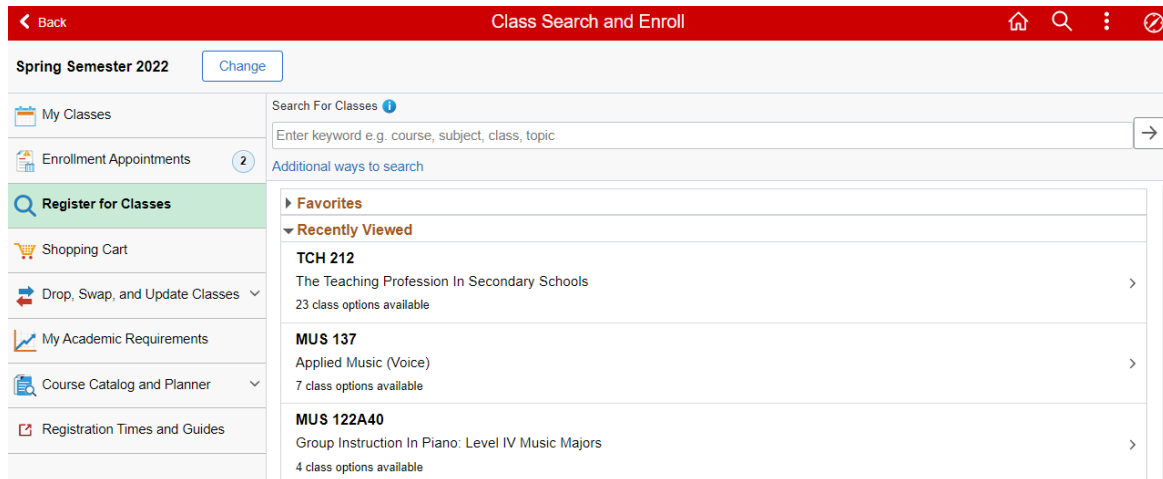
Spring Semester 2022 chosen

You can search using the following options:

1) Enter a **keyword**, such as MAT, MBA 240, General Education, Honors, Music.
2) Select from **Favorites.**
3) Select from **Recently Viewed** which displays classes recently viewed in Class Search.
4) Select **Additional ways to search.** These options include subjects, catalog numbers and instructor last names.
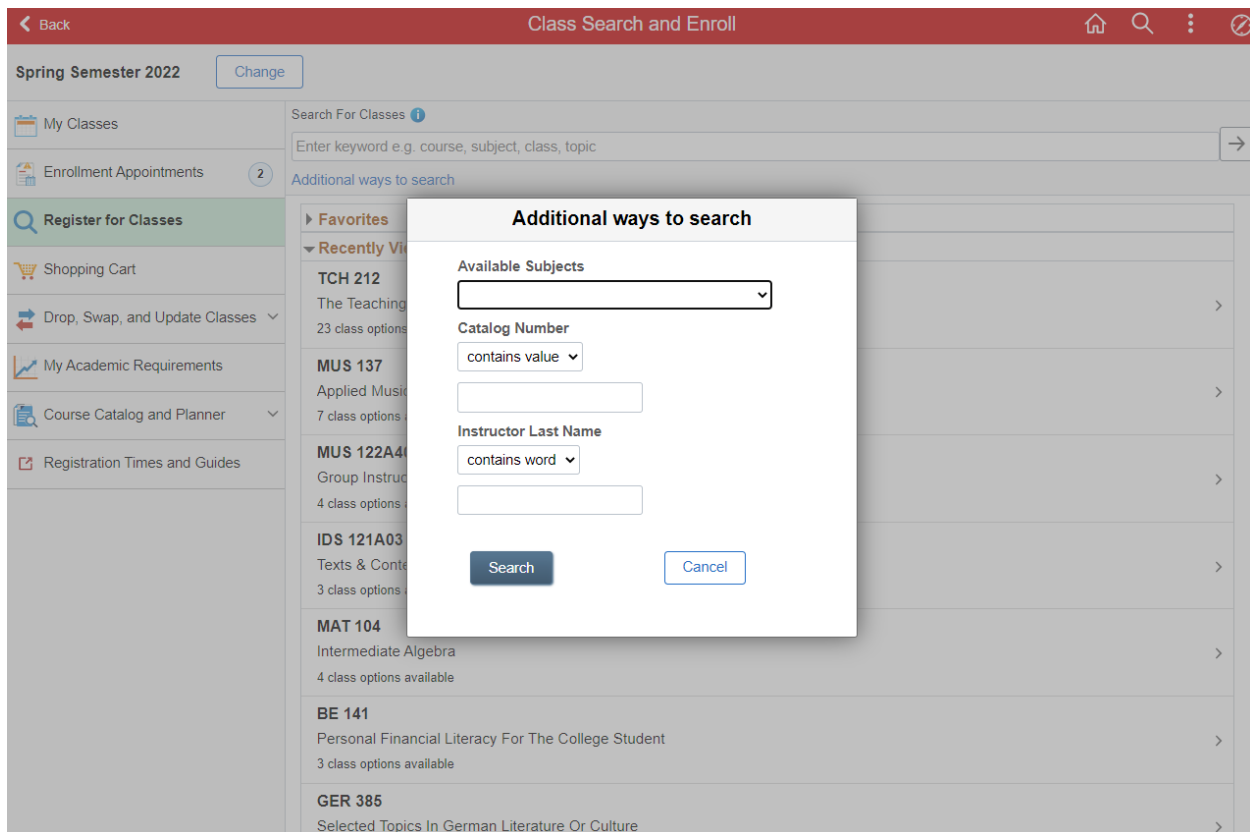
Additional Ways to Search pop up.

After clicking Search, the results will be displayed. Additional filters are available in the left menu to limit results.
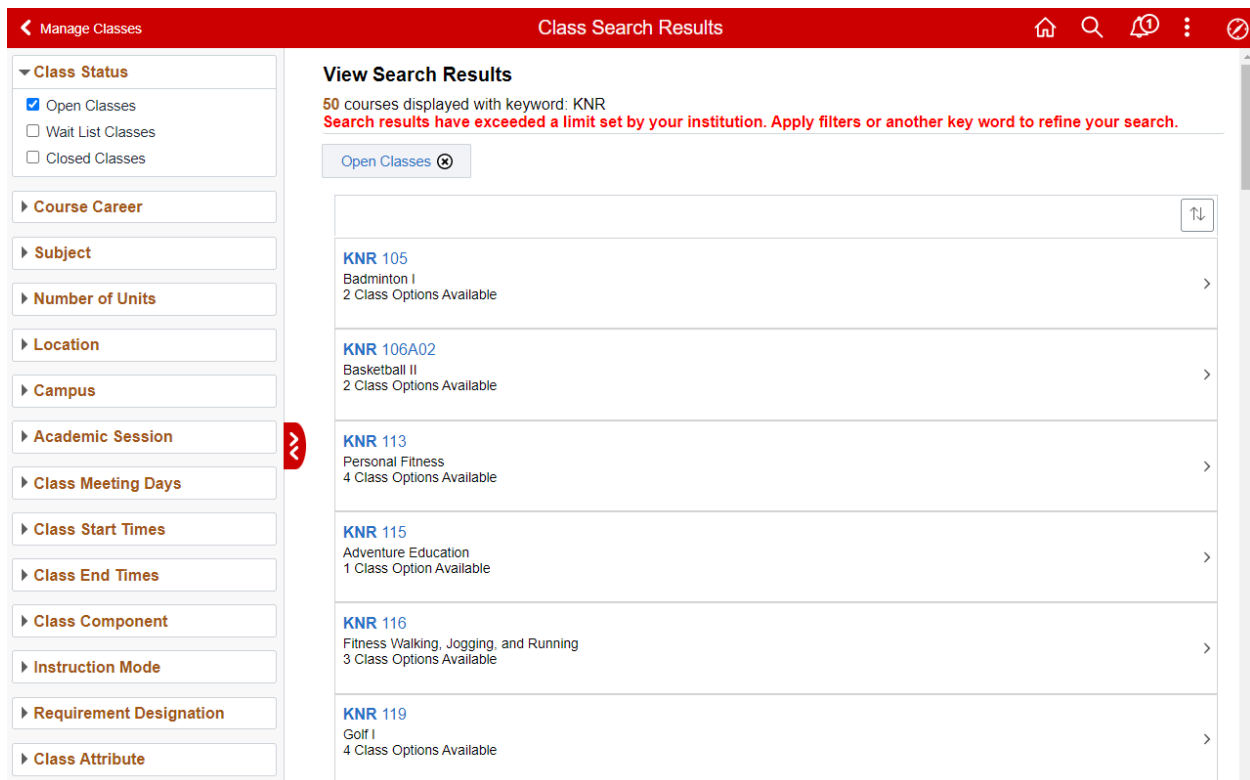
View Search Results with Filters

Click the **View Classes arrow (>)** off to the right. the available class sections will display.

KNR 105
Badminton I
2 Class Options Available

Class Selection

Select the hyperlink from the **Class** row to view class details. Class Information page will be displayed. Select the X on the top right to close the **Class Information** page, returning you to the **Course Information** list with class sections.

Course Information page

Class Information pop up

Enrollment Information on the Class Information page will include **a link to Course Finder** for full course requirements. Any class fees (such as textbooks/materials, etc.) will also be displayed on this Class Information page.

To enroll in a section, select the **right arrow (>)** at the end of the row for that class section.

Select the Class

The Class Search and Enroll guide displays in **Step 1 Review Class Preferences.**
You can add the class to your **Shopping Cart** and search for additional classes prior to enrollment or process the enrollment for the individual course. Select a **Wait List** preference or **Grading Basis (Pass/Not Pass)** preferences, if applicable. Select the **Accept** button.

Review Class Preferences

Step 2 Review and Submit page displays.
Select the **Submit** button.

❮ Previous

Spring Semester 2022
Undergraduate
Illinois State University

1	Review Class Preferences
	Complete

2	Review and Submit
	Visited

Step 2 of 2: Review and Submit

You have selected to add to your shopping cart

KNR 105   Badminton I

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Combo - Section 001	Eight Week - First	01/10/2022 - 03/05/2022	Monday Wednesday Friday 8:00AM to 8:50AM	Open Seats 24 of 24

▼ Class Preferences

Add to waitlist if class is full?	No
Grading Basis	Graded

Submit

Review and Submit

You will be brought to the Confirmation page indicating either that the class has been added to your Shopping Cart or Schedule, or errors will display.

Typical errors may be not meeting an enrollment requirement, a time conflict, a full class, etc.

Class has been added to your Shopping Cart.   ✕

Illinois State University

📅	My Classes
📇	Enrollment Appointments (2)
🔍	**Register for Classes**
🛒	Shopping Cart
⇄	Drop, Swap, and Update Classes ⌄
📈	My Academic Requirements
📋	Course Catalog and Planner ⌄
↗	Registration Times and Guides

✔ **KNR 105 - Badminton I**
Class has been added to your Shopping Cart.

↩ Return to Keyword Search Page

Confirmation

Shopping Cart

The Shopping Cart allows you to add classes from Class Search or Planner and enroll in all of them in one step. It is a way to assemble a list of potential classes before registration time. Having a class in your cart **DOES NOT** guarantee that you are enrolled in the class, or that a seat will be held for you, however it can make enrolling in a class easier and faster when the time comes.

Shopping Cart

Before enrolling classes in your shopping cart, you can check for potential enrollment errors like time conflicts, prerequisites, and instructor consent by clicking the Validate button. It is a valuable tool to assist with your registration planning. Validation will not check against time conflicts or enrollment holds – if you do have an enrollment hold, you will be able to add classes to your shopping cart and validate, but not enroll. Validation process can be run multiple times, selecting some, or all (up to 10) classes in your cart.

Select the courses in your Shopping Cart in which you wish to enroll.   Click the **Validate** button.
Any potential enrollment errors will be displayed.

Spring Semester 2022
Undergraduate

📅 My Classes
📝 Enrollment Appointments (2)
🔍 Register for Classes
🛒 **Shopping Cart**
⇄ Drop, Swap, and Update Classes ⌄
📈 My Academic Requirements
📖 Course Catalog and Planner ⌄
↗ Registration Times and Guides

Click the **Validate** button before you enroll to check for time conflicts, instructor consent and other potential enrollment errors.

Click on the **Change Preferences** link to add the class to your waitlist if it is full or to change the grading basis from Graded to Pass/Not Pass.

Having a class in your Shopping Cart **DOES NOT** guarantee enrollment or that a seat will be held for you.

Select each class and click **Enroll** to register (on or after your assigned registration date).

[Validate] [Enroll] [Delete]

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☑	Open	Combo - Section 001	KNR 105 Badminton I	Eight Week - First	More meeting details available			1.00	Open Seats 24 of 24	Change Preferences
☑	Open	Lecture - Section 001	MUS 110 Recital Attendance	Regular Academic Session	More meeting details available			0.00	Open Seats 299 of 344	Change Preferences
☑	Open	Dir Rsrch - Section 003	MUS 137 Ap Mus Voice	Regular Academic Session	More meeting details available			2.00	Open Seats 10 of 12	Change Preferences

Shopping Cart Validation

Spring Semester 2022
Undergraduate

📅 My Classes
📝 Enrollment Appointments (2)
🔍 Register for Classes
🛒 **Shopping Cart**
⇄ Drop, Swap, and Update Classes ⌃
Drop Classes
Pass/No Pass and Credit Hours
Swap Classes
📈 My Academic Requirements
📖 Course Catalog and Planner ⌄
↗ Registration Times and Guides

✖ **KNR 105 - Badminton I**
    Hold on record. There is currently a hold that will prevent enrollment from being processed. The hold must be resolved before enrolling.

Shopping Cart Validation Confirmation

When you are ready to enroll, click the Shopping Cart again and select the classes in which you wish to enroll. Click the **Enroll** button.

If you are eligible to enroll, you will receive a confirmation message that the class has been added to your schedule. You can click on **My Classes** to verify enrollment.

Enrollment Confirmation

Drop, Swap and Update Classes

This folder will provide options which allow you to drop, swap and update class preferences.

Drop, Swap, and Update Classes

Drop Classes

You can easily drop classes from your current schedule. Select the **Drop Classes** link from the left.

Drop Classes Step 1

Select a classes or multiple classes using the checkbox. The **Next** button will appear at the top right.

Drop Classes Step 1

Click **Next.** On the **Review Classes to Drop** page, select the **Drop Classes** button. A **Drop** confirmation box will appear.

Drop Classes Step 2

Click the **Yes** button to continue.

Drop Classes Step 2 Confirm

Your drop will be confirmed.

Drop Classes Confirmation

Pass/No Pass and Credit Hours

You can use this page to edit your enrollment requests. Click on the **Pass/No Pass and Credit Hours** link on the left.

Select the class to be updated from the list available. Please note that not all classes are available to update, only courses that allow instructor edit or student change of grading basis/credits will be shown.

For more information about pass/no pass, please visit the Pass/No Pass Option page.

Update Classes

The **Class Preferences** page will display. Choose an option from the drop-down and select the **Accept** button.

Update Classes Selection

If you do not change the current Grading Basis and click Accept, the following message appears. Click **Previous** or **Exit in the top left** to continue.

No Changes Made

If you do make a change to the Grading Basis (such as change it from **Graded** to **Pass/Not Pass**) then you will be shown the new preference. Click **Submit and click Yes at the pop up.**

Review and Submit

Confirmation Prompt

You will receive a confirmation page.

Update Class Confirmation

Swap Classes

Use this page to swap classes in your current schedule for another (others).

Swap Classes

Select the class to be dropped by selecting from the **Select from your schedule** drop down underneath **Swap This Class**. If you have classes in your Shopping Cart which you'd like to swap with, you may select it from the **Select from Shopping Cart** dropdown. Additionally, if you know the Class Number you may enter it in. Click **Search**.

Swap Classes

Your swap options will be displayed. Click **Submit** to confirm and click **Yes** at the pop up.

Swap Classes Confirmation

Submission Prompt

Your swap will be confirmed.

If you do not want to swap with a class in your Shopping Cart, you will need to search for the class. Select **Search for Classes** from the drop down underneath **With This Class and clicking the Search button.**

Swap Classes – Class Search

The **Class Search** page will display.

Class Search

Search for a class and select one from the Search results list to see available sections.
Select the **right arrow >** at the end of the row for the class you'd like. The **Review Class Selection** page displays.

Class Selection

Click **Next** to continue.

Review Class Selection Step 1

Choose to add to waitlist, either Graded or Pass/Not Pass as the Grading Basis and change the number of units, if applicable. Click **Accept**.

Review Class Section Step 2

You'll be shown a summary page. Click **Submit** to continue with the swap. Click **Yes** at the pop up.

‹ Previous

Spring Semester 2022
Undergraduate
Illinois State University

1	Review Class Selection Complete
2	Review Class Preferences Complete
3	Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

Submit

You are replacing this Class

KNR 105   Badminton I

Class	Session	Meeting Dates	Days and Times	Seats
Combo - Section 001	Eight Week - First	01/10/2022 - 03/05/2022	Monday Wednesday Friday 8:00AM to 8:50AM	Open Seats 23 of 24

With this Class

KNR 116   Fitness Walking, Jogging, and Running

Option Status   Open

Class	Session	Meeting Dates	Days and Times	Seats
Combo - Section 002	Eight Week - First	01/10/2022 - 03/05/2022	Monday Wednesday Friday 10:00AM to 10:50AM	Open Seats 22 of 24

▼ **Class Preferences**

| Add to waitlist if class is full? | No |
| Grading Basis | Graded |

Confirm Class Swap Step 3

Are you sure you want to submit?

Yes   No

Confirmation Prompt

You'll receive a confirmation page that the class swap has been completed or that it was not completed due to an error.

Confirmation

My Academic Requirements Report & Enroll by My Requirements

This is your degree progress report. You can check which requirements are not met and can add courses to your Planner from any **Not Satisfied** requirement section. You can also enroll in classes from this report.

Start by clicking on **My Academic Requirements to load the report.**

My Academic Requirements report.

Next, click on any section which is **Not Satisfied.**

A list of classes that meet the requirements will display.
Click on any class.

Requirement Details

You will be brought to the Course Details page. At this point, you can add the class to your Planner or enroll in it.
Click on **Add to Planner** and the course will be added to your Planner right away.

Course Detail

For enrollment, click on the **View Classes** button and all available open class sections will display.

Course Detail

< Requirement Details

My Classes
Register for Classes
Shopping Cart
Drop, Swap, and Update Classes
Course Catalog and Planner
  Browse Course Catalog
  Course Finder
  My Academic Requirements
  Planner
Registration Time and Guides

ART 204

Arts For Elementary Schools:Visual Art

Course Detail

Course Career	Undergraduate
Units	3.00
Grading	Student Option
Course Component	Lecture
Campus	Main
Academic Group	College of Fine Arts
Academic Organization	Art

Enrollment Information

Course requirements for ART 204 are enforced. Refer to Course Finder. or contact the department for details.

Description

Theoretical, practical, and experiential learning for developing awareness, knowledge and skills in visual art with an emphasis on integrating the arts. Materials fee. Prerequisites: A minimum of 45 hours completed. Overall GPA 2.50. Elementary Education major only.

View Classes   Add to Planner

Like the Register for Classes section, click on any class section to enroll.

Course Information

< Course Detail   **Course Information**

Spring Semester 2022
Undergraduate   Change

My Classes
Enrollment Appointments   2
Register for Classes
Shopping Cart
Drop, Swap, and Update Classes
My Academic Requirements
Course Catalog and Planner
Registration Times and Guides

MAT 113

Elements Of Mathematical Reasoning

▸ Course Information

▾ Class Selection

Select a class option ⓘ   12 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular Academic Session	Discussion - Section 002	01/10/2022 - 04/30/2022	Tuesday 8:00AM to 8:50AM	Adlai E. Stevenson Hall 0126	Staff	Open Seats 17 of 25	
			Lecture - Section 001		Monday Wednesday Thursday Friday 8:00AM to 8:50AM	Schroeder Hall 0238	Jacquie Bork	Open Seats 34 of 50	>
2	Open	Regular Academic Session	Discussion - Section 003	01/10/2022 - 04/30/2022	Tuesday 9:00AM to 9:50AM	Adlai E. Stevenson Hall 0120	Staff	Open Seats 19 of 21	
			Lecture - Section 001		Monday Wednesday Thursday Friday 8:00AM to 8:50AM	Schroeder Hall 0238	Jacquie Bork	Open Seats 34 of 50	>

Course Information

There is only 1 step for the Class Search and Enroll. Click Submit.

✕ Exit   **Class Search and Enroll**

Spring Semester 2022
Undergraduate
Illinois State University

1 **Review and Submit**
  Visited

Step 1 of 1: Review and Submit   Submit

You have selected to enroll in

MAT 113   Elements Of Mathematical Reasoning

Class	Session	Meeting Dates	Days and Times	Seats
Discussion - Section 002	Regular Academic Session	01/10/2022 - 04/30/2022	Tuesday 8:00AM to 8:50AM	Open Seats 17 of 25
Lecture - Section 001	Regular Academic Session	01/10/2022 - 04/30/2022	Monday Wednesday Thursday Friday 8:00AM to 8:50AM	Open Seats 34 of 50

Class Search and Enroll

If you are eligible to enroll in this class, it will be added to your schedule. Otherwise, an error or warning message may display at the Confirmation page.

Enrollment Confirmation

Course Catalog and Planner

This folder provides options which allow you to access your planner, view Course Finder and browse the University's course catalog.

Course Catalog and Planner

Planner

Add Classes to Planner

My Planner is a tool to plan your courses for an individual term, multiple terms, or for your entire stay at Illinois State University. You can enter all your courses, from admission term through graduation term, into your Planner. To build and revise your Planner, you can use the Browse Course Catalog or your Academic Requirements and create your own degree plan through graduation.

After adding courses to your planner, you can proceed directly from planning to enrollment.

The Planner differs from the Shopping Cart in the following way: the Shopping Cart requires you to add **scheduled** class sections to their cart, whereas the Planner enables you to accomplish long-range planning by adding courses whether or not they have been scheduled.

My Planner includes three ways for you to take action:
• Add courses to your planner from the Course Catalog or your Academic Requirements.
• Assign courses to a term, such as Spring 2022.
• View planned courses by term and proceed to enroll in a course when enrollment becomes available for the term.

When building your Planner, you won't be able to select how many hours/units you can take in each course. The hours/units shown for each course reflect the most recent course offering in the course catalog and are not necessarily reflective of the units you have taken or will take.
The Planner does not guarantee course availability and is to be used for planning purposes only. It displays when each course is typically offered. Some courses are offered every semester while others or in Spring or Fall only. With the help of your advisor, you can track your progress towards degree completion and ensure there are no missing courses. You can access your term-by-term plan anytime online.

Click on the **Planner** to begin.

Planner

If there are courses in the **Unassigned Courses** section, hover over and click the section. Individual courses are displayed. Select the course to display its details.

Unassigned Courses

At this point, you can assign this course to a term by clicking on **Move to Term,** or **Enroll in a Class Section** by clicking on **View Classes,** or **Delete the Course** from your **Planner.**
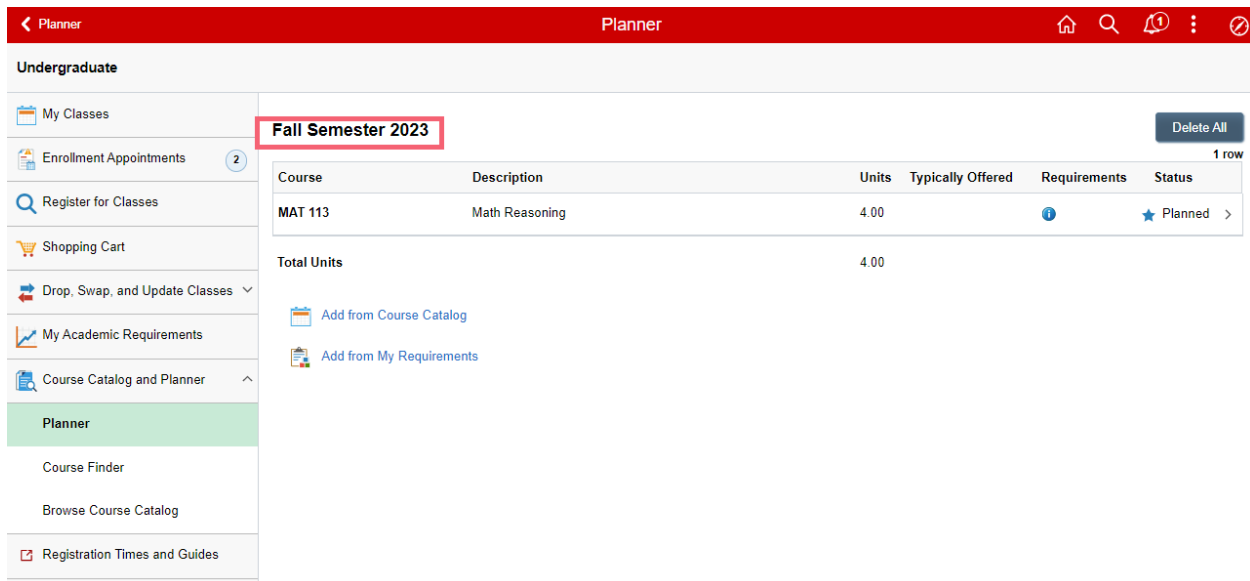

Course Detail

If you choose to assign this course to a term, click on the **Move to Term** button, select a term from the dropdown and click Save.
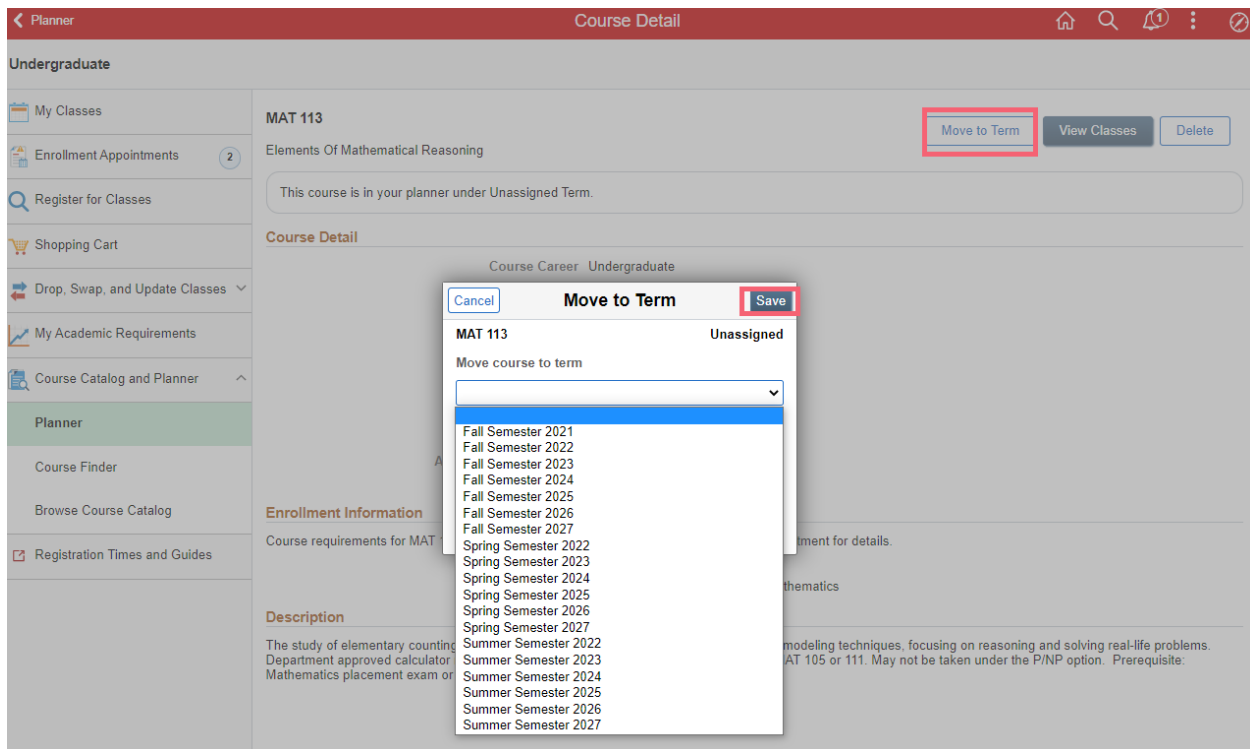
Move to Term

The page now shows that you have added the class to the term.

Planner Term

You can add classes to your Planner by using the Course Catalog or My Requirements.
Click on **Add from Course Catalog.**

Add from Course Catalog

Search for a course and click on it to view Course Details. Click the **Add to Planner** button. It will be added to your Unassigned Courses section.

Course Detail

Return to the **Planner** and click on **Add from My Requirements.**

Add from My Requirements

Your Academic Progress report will display. Click on any section which is Not Satisfied to view the courses which meet the requirement.

Click on your desired Course.

Requirement Details

You will be brought to the Course Detail page. Click the **Add to Planner** button to add it to your Unassigned Courses section.

ENG 183

Rhetoric as Civic Literacy

View Classes   Add to Planner

Course Detail

Course Career	Undergraduate
Units	3.00
Grading	Student Option
Course Component	Lecture
Campus	Main
Academic Group	College of Arts and Sciences
Academic Organization	English

Enrollment Information

Course Attribute	GE14 Individuals and Civic Life

Description

Study of persuasion and rhetoric as bases for democratic citizenship and civic engagement. Offered as COM 183 and ENG 183. Prerequisites: COM 110 and ENG 101 or concurrent registration.

📅 Go to Planner

Course Detail

ENG 183 has been added to your Planner. ✕

Rhetoric as Civic Literacy

This course is in your planner under Unassigned Term.

Course Detail

Course Career	Undergraduate
Units	3.00
Grading	Student Option
Course Component	Lecture
Campus	Main
Academic Group	College of Arts and Sciences
Academic Organization	English

Enrollment Information

Course Attribute	GE14 Individuals and Civic Life

Description

Study of persuasion and rhetoric as bases for democratic citizenship and civic engagement. Offered as COM 183 and ENG 183. Prerequisites: COM 110 and ENG 101 or concurrent registration.

📅 Go to Planner

Course Detail

You may build out your Planner for as many terms as are available.

Enroll from Planner

You also have the option to enroll in classes directly from your Planner.
To begin, click on any term or on Unassigned Courses to view the courses.
Click on the course you would like to enroll in.

Unassigned Courses

Click on the **View Classes** button.

Course Detail

Select the term and desired class section.

Course Information

At Step 1 of Class Search and Enroll, you can decide to add the class to waitlist and can update the Grading Basis and Credit Hours, if applicable. Click Accept to proceed.

Class Search and Enroll Step 1

Review your selections and click Submit to proceed.

Class Search and Enroll Step 2

You will receive a Confirmation of enrollment or a message indicating why you were not enrolled.

Confirmation Message

Browse Course Catalog

The Course Catalog allows you to view courses offered at Illinois State University. Like the Class Search page, clicking on a course title can allow you to view the course details and view section information for the selected term. You can add classes to your Planner directly from the Browse Course Catalog page or from the Course Detail page. Browse Course Catalog allows you to search for courses for future planning. If the course is scheduled for the current term, you may enroll in a section, otherwise it can be added to your Planner.

Click on the Browse Course Catalog page to begin.

Browse Course Catalog

You can search using the following options:
1) Enter a **keyword**, such as MAT, MBA 240, General Education, Honors, Music.
2) Select from **Recently Viewed** which displays classes recently viewed in Class Search.
3) Select **Additional ways to search.** These options include subjects, catalog numbers and sessions typically offered such as Spring or Fall.
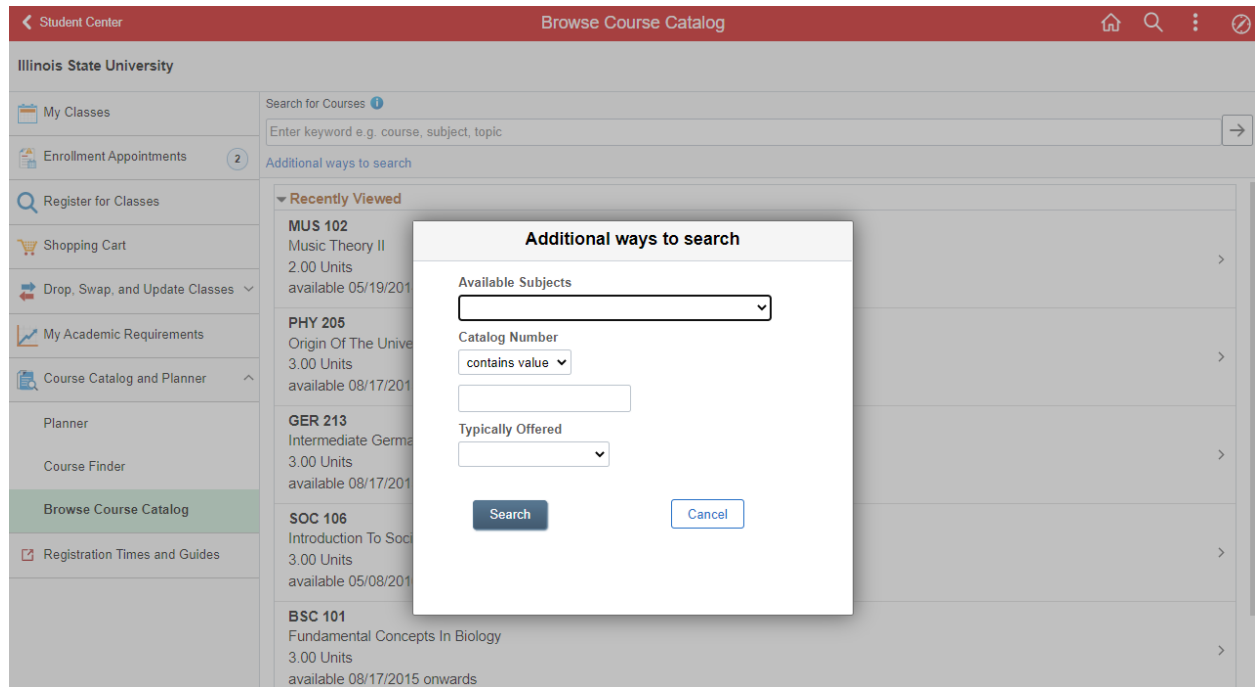
Additional Ways to Search

After clicking Search, the results will be displayed. Additional filters are available in the left menu to limit results.

Select a course to view the **Course Details** page.

Course Detail

View Classes button will show you scheduled classes for the current term for enrollment. **You may enroll in classes using this button.**
Add to Planner button will add this course to your Planner for future term planning.
Click the **Course Search Results** link at the top left to return to the search results list.

Registration Time and Guides

Clicking on this link will direct you to the Registrar's website for more information.

Registration Times and Guides