To: Instructors
From: Jess Ray, University Registrar
Re: Spring 2012 Class Lists (121)

Class lists are available on iCampus. Class list information is updated nightly. Per University policy, a student may not attend a course for which he or she is not properly registered. Students who do not appear on your class list are not considered to be registered. To access your class list, please follow the following steps:

1. Go to the iCampus homepage at http://icampus.illinoisstate.edu
2. Click on the sign in using CentralLogin link
3. Sign in using your U Lid and password. This is the same password you use for your ISU email account
4. Click on the Academics tab located in the upper left-hand side of the screen
5. In the Course Manager section, choose the My Schedules (Courses I Teach) link
6. You will be asked to enter in your four digit Personal Identification Number (PIN). If you do not remember what your PIN is, information on how to reset it can be found at: http://www.registrar.ilstu.edu/info/pin_uid.shtml
7. For the classes that appear, click on the View Class List link located on the right-hand side of the screen. Student information for the corresponding course will appear.

Please be aware of the following:

1. Beginning January 21st, students will need to obtain departmental permission to add a course even if seats are available. Information regarding registration deadlines can be found on the Registrar’s website at: http://www.registrar.ilstu.edu/registration/withdrawal/spring.shtml
2. If there are discrepancies on your class list, please contact Jim Jacobs, Registration Specialist, at jjacobs@ilstu.edu or (309) 438-2505 for assistance.

Student Absences-Extended or Unexplained:
In order to provide some guidance in the case of an extended or unexplained student absence, the Dean of Students office suggests the following actions:

1. Attempt to contact the student via email using their ilstu account.
2. If the student is a major within your discipline, consult colleagues in your department to determine if the student has been absent from other classes or advising sessions in addition to your class.
3. If the student has not replied to your attempts to reach them within several days, consult the Dean of Students office (309) 438-2008 for assistance in attempting to determine the well-being of the student.

If you have reason to believe that the reason for the absence is the result of a health or safety concern, you can immediately contact the Dean of Students office to discuss the situation.
If you need assistance, please feel free to contact the Office of the University Registrar Service Center at registrar@ilstu.edu or (309) 438-2188. Office hours are 8:00 a.m. -4:30 p.m., Monday-Friday.

If you experience technical difficulties or problems with your ULID/Password, please contact the Help Desk at HelpDesk@ilstu.edu or (309) 438-4357.

As an instructor you need to be aware of the Family Educational Rights and Privacy Act (FERPA) and the policy regarding the posting of students’ grades. For information on both policies, please go to the Registrar’s website at http://www.registrar.ilstu.edu/ferpa and http://www.registrar.ilstu.edu/downloads/StudentPrivacyandPostingGrades.pdf respectively.

Non-compliance with FERPA regulations can result in the withdrawal of U.S. Department of Education funding from the University.