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.
Select the “Student Center” icon from the “What Are You Looking For?” page.
Student Center Overview

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

![Student Center Tiles](image)

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Desktop View

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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
- Enrollment Appointments
- 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
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 Date view

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.

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.

<table>
<thead>
<tr>
<th>Select a Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms prior to Fall Semester 2021</td>
</tr>
<tr>
<td>Terms on or after Fall Semester 2021</td>
</tr>
</tbody>
</table>

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

### 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.
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.

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.
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.
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.

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.
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.
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.
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.
Your swap options will be displayed. Click **Submit** to confirm and click **Yes** at the pop up.
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.
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.
You'll receive a confirmation page that the class swap has been completed or that it was not completed due to an error.
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.
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.
Like the Register for Classes section, click on any class section to enroll.

Course Information

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

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.
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.
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.

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

#### ENG 183 Rhet as Civic Lit

<table>
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<tr>
<th>Status</th>
<th>Units</th>
<th>Grading Basis</th>
<th>Grade</th>
<th>Academic Program</th>
<th>Requirement Designation</th>
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<td>Graded</td>
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**Class**

- **Start/End Dates**: 01/18/2022 - 04/30/2022
- **Days and Times**: Tuesday Thursday, 2:00PM to 3:15PM
- **Room**: Adela E. Stevenson Hall 0310

#### KNR 118 Fitness Walk Jog Run

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<th>Status</th>
<th>Units</th>
<th>Grading Basis</th>
<th>Grade</th>
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</tr>
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<td>1.00</td>
<td>Graded</td>
<td></td>
<td>Fine Arts Undergraduate</td>
<td></td>
</tr>
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</table>

**Class**

- **Start/End Dates**: 01/16/2022 - 03/22/2022
- **Days and Times**: Monday Wednesday Friday, 10:00AM to 10:50AM
- **Room**: Horton Field House 0176

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Visit IllinoisState.edu for more information on registering for courses.