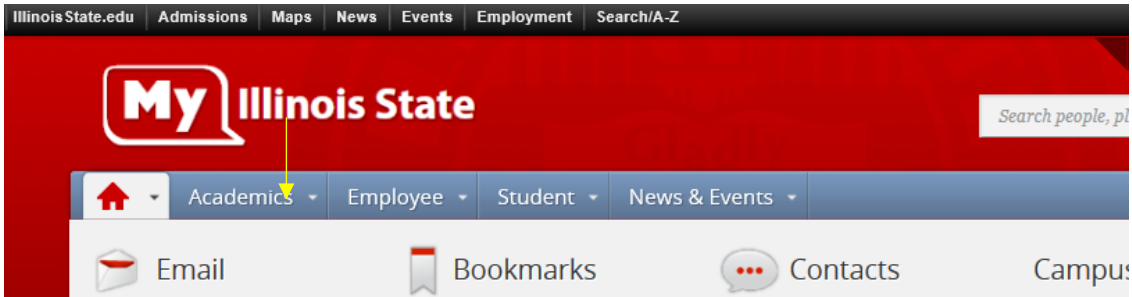
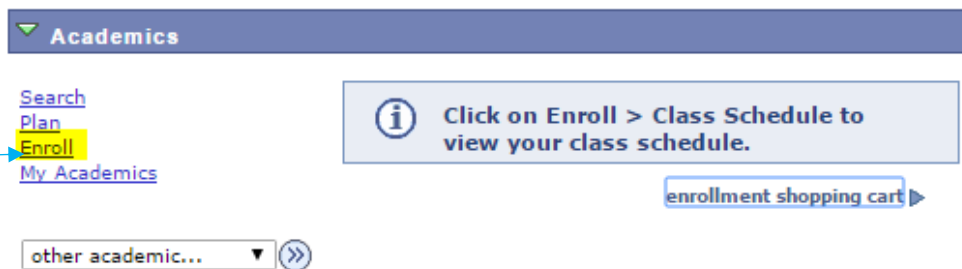


Steps for Completing Online Course Registration

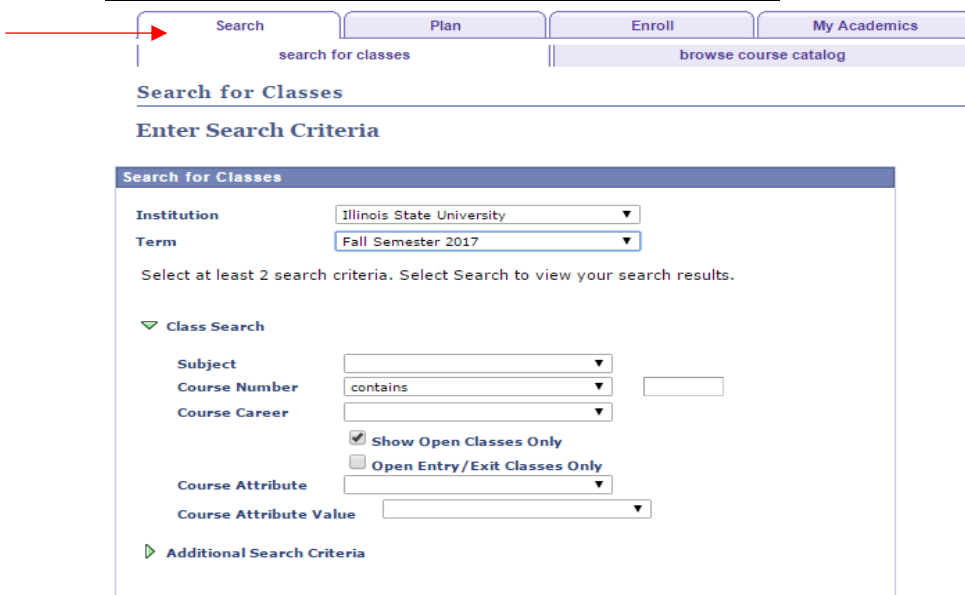
1. Go to My.IllinoisState.edu and log in using your ULID and password.
2. Click the *Academics* tab.



3. Under Academics, click the ***Student Service Center*** (This will open in a new tab)
4. Click *Enroll* under the *Academics* section to bring up your shopping cart. You will put courses into your shopping cart and add them at the end.



5. At the *Enroll* page, click on the *Search* tab on the top left of the page. **You may need to uncheck the box saying "show open classes only."**



6. Under *Term*, select Fall Semester 2017 (or whichever term you are enrolling for)
7. Under *Subject*, select “Communication”
8. Under *Course Number*, enter the course code for the course you wish to register for on the far right (e.g., 422 for Proseminar in Communication Philosophy and Theory).
9. Under *Course Career*, select “Graduate” and then hit the *Search* Button. **You may need to uncheck the box saying “show open classes only.”**

Search for Classes

Institution Step 1

Term ←

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

Class Search Step 2

Subject

Course Number Step 3

Course Career Step 4

Show Open Classes Only

Open Entry/Exit Classes Only

Course Attribute

Course Attribute Value

Additional Search Criteria Step 5

10. Pay attention to the “Section” Column and select the section for which you want to register by clicking the green *Select* button. **In cases where there is more than one section, confirm the section number of your class from the overrides email that you received.**

3 class section(s) found

COM 422 - Proseminar in Communication Philosophy and Theory							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2564	001-LEC Regular	We 6:30PM - 9:20PM	Fell Hall 0112	Kevin Meyer	08/21/2017 - 12/09/2017	●	Click here to select
2565	002-LEC Regular	Mo 6:30PM - 9:20PM	Fell Hall 0116	Phillip Chidester	08/21/2017 - 12/09/2017	●	
2949	003-LEC Regular	We 6:30PM - 9:20PM	Fell Hall 0123	Phillip Chidester	08/21/2017 - 12/09/2017	●	

This is the section no.

11. Review the course details.
12. Click *Select Class* and *Next* on the next page to add the course to your shopping cart.
13. Repeat for all courses.
14. Click back to the *Enroll* tab to see courses in your shopping cart.
15. Click on *Proceed* to “Step 2 of 3.”
16. Click on *Finish Enrolling* to complete the registration process. **If you do not finish this last step, your courses will remain in your shopping cart and you will not be registered.**
17. *If you experience any problems registering for a class, it may very likely be an issue with your shopping cart. For instance, if the system does not let you select a course, it could be because that course is already in your shopping cart. At other times, you may need to remove a course from your shopping cart and then re-add it.*