



# Today's Agenda

- ▶ Your Honors Facilitator presents:
  - Registration info
  
- ▶ Handout:
  - Registration Information

### Course Registration Information for Spring 2025

**Registration Times**  
Your registration time is noted in the Academics tab of My Illinois State.

- Per university policy, winter session classes are not included with priority registration. You will see a different registration date/time listed for winter and spring.
- For spring, the time should be 8:30 am on Monday, October 14.

**Registration Times**

If you need additional assistance with Course Registration, visit the Registrar's Office website or call (309) 438-2188, 8 a.m. to 4:30 p.m. Monday-Friday.

<b>Winter 2024</b> <small>October 16 at 8:30 AM</small>	<b>Spring 2025</b> <small>October 14 at 8:30 AM</small>	<b>Summer 2025</b> <small>Registration Times Available February 1</small>	<b>Fall 2025</b> <small>Registration Times Available March 1</small>
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**Clear Holds and To Do List Items**  
Prior to registration, ensure that all Holds have been cleared and all necessary items on your To Do list have been completed (i.e. Financial Responsibility Agreement). Some Holds and/or To Do items will block you from registering.  
Holds and To Do items are visible from the home page of My Illinois State.

What Are You Looking For?

What are you looking for? Search for courses, classes, or people.

Office Mail and Inquiries
Canvas LMS
Student Center

My Illinois State Account
Library Services
Academic Calendar

**Account Notifications At a Glance**

View your account notifications and updates with your account. Select a topic to view complete details.

View All Account Notifications

**How to Register for Classes**  
Access registration from the Academics tab in My Illinois State.

[Registration resources from the Registrar's Office:](#)

- [Shopping cart](#)
- [Step by step, visual instructions on how to register](#)
- [Video showing how to register](#)

**Having Trouble or Need Help?**  
Check out the resources from the [Registrar's Office](#), visit the Registrar Service Center in Moulton 107, or call (309) 438-2188 (Monday – Friday, 8 am – 4:30 pm).  
Email your Honors Advisor.

### Common registration errors and how to fix them

- Class is noted as having 0 credit hours → • Delete the class from your shopping cart and add it back
- There is a block on your account that prevents you from registering → • Check holds and to-do items to identify blocks on your account
- You don't meet the prerequisite → • Verify the prerequisite in CourseFinder; you may need to select another class
- Class is major blocked → • If your major is not included in the block, you'll need to select a different section

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 8:00					
8:00 – 9:00					
9:00 – 10:00					
10:00 – 11:00					
11:00 – 12:00					
12:00 – 1:00					
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:00 – 6:00					
6:00 – 7:00					
7:00 – 8:00					
8:00 – 9:00					
9:00 – 10:00					

# Registration Ready Event

Wednesday, October 9, 2 – 4:30 pm, HPB 114

- ▶ Drop in event
- ▶ Schedule planning tips
- ▶ Navigating registration
- ▶ Class related questions

# Advising Appointments

- ▶ Less than a week before registration
- ▶ Schedule an appointment; contact advisor
- ▶ Review your sample plan of study and **register for classes**

# Registration for Spring 2025: October 14

Check to be sure your Spring 2025 registration time is  
October 14 at 8:30 am

## Registration Times

If you need additional assistance with Course Registration, [visit the Registrar's Office website](#) or contact the Registrar Service Center in Moulton Hall or call [\(309\) 438-2188](tel:3094382188), 8 a.m. to 4:30 p.m. Monday-Friday.

**Winter 2024**

**Spring 2025**

October 14 at 8:30 AM

**Summer 2025**

*Registration Times Available  
February 1*

**Fall 2025**

*Registration Times Available  
March 1*

# What you can do NOW:

- ▶ **Holds and To Do items**
- Financial Responsibility Agreement
- Student Accounts
- ▶ **Review registration instructions**
- ▶ **Plan your schedule**
- ▶ **Shopping Cart**

ILLINOIS STATE UNIVERSITY

My Illinois State

Giving News Events Map Apply My

Requests & Forms Safety & Policy My Profile Logout

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 Canvas Student Center

Pay/Review Account Library Services Academic Calendar

### Account Notifications At a Glance

View personalized notifications associated with your account. Select a topic to view complete details.

You have no account notifications at this time.

# Graded vs. Pass/No Pass

## ▶ **Graded:**

- Earn a letter grade and credit hours
- Included in GPA
- Required for Major, Minor, General Education Group 1 classes

## ▶ **Pass/No Pass:**

- No letter grade; only credit hours
- Not included in GPA
- Check with your advisor

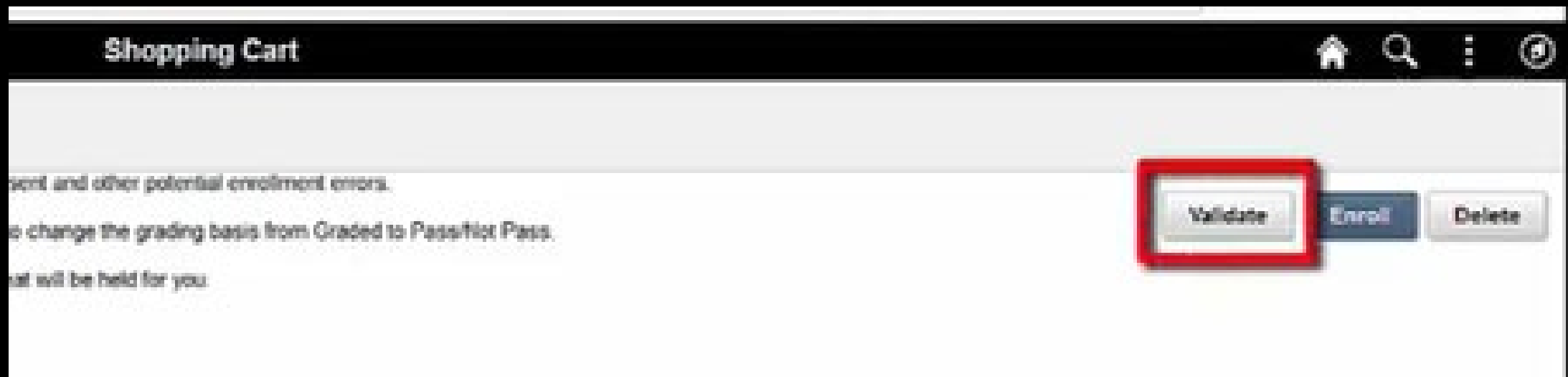
# What does it look like?

Mentor will demonstrate how to:

- ▶ **Search for classes in registration**
- ▶ **Add a class to the Shopping Cart**
- ▶ **Validate the Shopping Cart**
- ▶ **Clear the Financial Responsibility Agreement**

# Shopping Cart

- ▶ Add classes to your cart
- ▶ **Validate early; don't wait until Sunday night**
- ▶ Registration = Check out





# Registration Assistance

▶ [Honors Program website](#)

▶ Resources from the University Registrar

▶ Honors Advisors

The screenshot shows the Honors Program website. At the top, there is a navigation bar with links for Home, Applying, Academics, Opportunities, Scholarships, About, and Contact. A search bar is located in the top right corner. The main content area is titled "Registration Information" and includes a sub-header "Home" and a paragraph stating that registration for Spring 2024 will open for Honors students at 8:30 am on Monday, October 16. Below this, there are two columns of links: "Helpful Registration Instructions" and "Special Registration Features". The "Helpful Registration Instructions" column contains links for "Shopping cart option; video", "How to register; step by step, visual instructions", "How to register; video", and "Summary of Student Center Holds and To-Do List Reminders". The "Special Registration Features" column contains links for "Waitlist general instructions", "Waitlist tips and additional information", "Drop a class; video", and "Swap a class; video". At the bottom of the page, there is a grey box with the text: "Take advantage of the resources available from the Office of the University Registrar."

Honors Program

Search Honors...

Home Applying Academics Opportunities Scholarships About Contact

[Home](#)

## Registration Information

Registration for Spring 2024 will open for Honors students at 8:30 am on Monday, October 16.

### Helpful Registration Instructions

- [Shopping cart option; video](#)
- [How to register; step by step, visual instructions](#)
- [How to register; video](#)
- [Summary of Student Center Holds and To-Do List Reminders](#)

### Special Registration Features

- [Waitlist general instructions](#)
- [Waitlist tips and additional information](#)
- [Drop a class; video](#)
- [Swap a class; video](#)

Take advantage of the resources available from the [Office of the University Registrar](#).

# Registration Assistance

## ▶ Honors Advisors can:

- Give permission to take more than 17 hours.
- Help determine why you are having trouble enrolling in a class.

## ▶ Honors Advisors cannot:

- Get you in a class that is full.
- Get you in a class for which you do not meet the pre-requisites.

# Honors Advisors' Availability

- ▶ **Email**
- **2nd Appointment**
  - Your choice
  - After registration
  - Long term planning
  - In person or zoom

