

Today's Agenda

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

The screenshot displays the Illinois State University Honors Program website. At the top, there is a red header with the university logo and the text "HONORS PROGRAM Illinois State University" and "STATE YOUR HONORS." Below this, the main heading is "Course Registration Information for Spring 2023". Underneath, there is a section titled "Registration Times" with a sub-heading "Registration Times" and a paragraph explaining that registration times are noted in the Academics tab of My Illinois State. A red box highlights four registration periods: Winter 2022 (Available October 1), Spring 2023 (Available October 1), Summer 2023 (Available February 1), and Fall 2023 (Available March 1). Below this, there is a section titled "Clear Holds and To Do List Items" with a paragraph explaining that holds must be cleared before registration. To the right, a screenshot of the My Illinois State interface shows a search bar and a "What Are You Looking For?" section. Below this, there is a section titled "How to Register for Classes" with a paragraph explaining that registration is accessed from the Academics tab. A link "Registration resources from the Registrar's Office:" is followed by three bullet points: "Shopping cart", "Step by step, visual instructions on how to register", and "Video showing how to register". Below this, there is a section titled "Course Permit (Override) Request" with a paragraph explaining that permission to enroll in a specific course can be requested online. Finally, there is a section titled "Having Trouble or Need Help?" with a paragraph explaining that questions or help can be sought by contacting an advisor via an online form or by referring to the Registrar's Office.

HONORS PROGRAM
Illinois State University

STATE
YOUR HONORS.

Course Registration Information for Spring 2023

Registration Times

Your registration time is noted in the Academics tab of My Illinois State. If your registration time is not October 17 at 8 am, let your advisor know.

Registration Times

- Winter 2022
Registration Times
Available October 1
- Spring 2023
Registration Times
Available October 1
- Summer 2023
Registration Times
Available February 1
- Fall 2023
Registration Times
Available March 1

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.

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](#)

Course Permit (Override) Request

If you need permission to enroll in a specific course, you can make your request online through My Illinois State. The online request form is available under the Academics tab in the Registration section. You might hear this referred to as an "override" or a "permit."

Having Trouble or Need Help?

Rather than email, if you have questions or need help when you are registering for classes, please [contact your advisor via this online form](#). This form will go directly to your advisor and will provide you with the fastest response.

You may also refer to the [Registrar's Office](#), visit the Registrar Service Center in Moulton 107, or call (309) 438-2188 (Monday – Friday, 8 am – 4:30 pm).

Advising Appointments

- ▶ Last week before registration
- ▶ Advisor availability may be limited
- ▶ Review your sample plan of study and **register for classes**

Registration for Spring 2023: October 17

Check to be sure your registration time is October 17 at 8 am

Registration Times

Winter 2022

October 17 at 8:00 AM

Spring 2023

October 17 at 8:00 AM

Summer 2023

*Registration Times
Available February 1*

Fall 2023

*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

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 > ReggieNet > Student Center > Pay/Review Account >

Library Services > Academic Calendar > Technology Help > Patient Health Portal >

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
- Rare options; check with your advisor

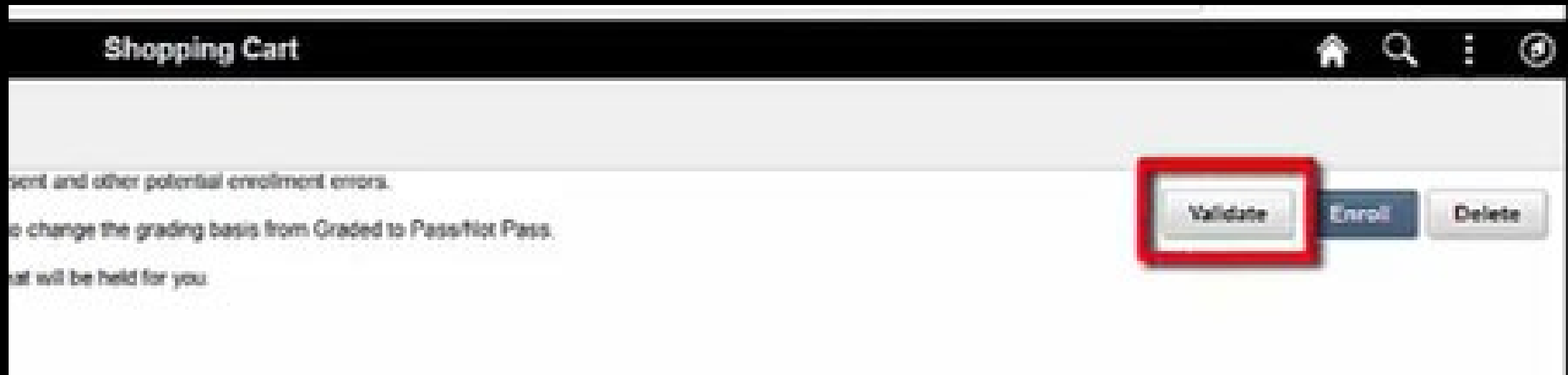
What does it look like?

Mentor will demonstrate how to:

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

Shopping Cart

- ▶ Add classes to your cart
- ▶ **Validate**
- ▶ Registration = Check out



Registration Assistance

- ▶ [Honors Program website](#)
- ▶ Resources from the University Registrar
- ▶ Form for Honors Advisor questions

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 "Registration Information" and a paragraph stating that registration for Spring 2023 will open for Honors students at 8 am on Monday, October 17. Below this, there are two columns of links: "Helpful Registration Instructions" and "Special Registration Features". A call-to-action box encourages users to take advantage of resources from the Office of the University Registrar. At the bottom, there is a section for "Honors Advisor Contact" with a paragraph explaining that the best way to make contact is through a form.

Honors Program

[Home](#) [Applying](#) [Academics](#) [Opportunities](#) [Scholarships](#) [About](#) [Contact](#)

[Home](#)

Registration Information

Registration for Spring 2023 will open for Honors students at 8 am on Monday, October 17.

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](#).

Honors Advisor Contact

If you have a registration related question for your Honors Advisor, the best way to make contact and ensure a timely response is through the following form.

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.

Registration Assistance

Course Permit (Override) Request

Form is available after registration opens

Registration

- **Register for Classes >**

Student Service Center

- **My Holds >**

Student Service Center

- **CourseFinder >**

CourseFinder

- **University Withdraw (Drop All Classes) >**

Office of the University Registrar

- **Course Permit (Override) Request >**

My.IllinoisState.edu

- **University Catalog >**

Illinois State University

- **Course Drop and Withdrawal Request Form >**

Office of the University Registrar

Honors Advisors' Availability

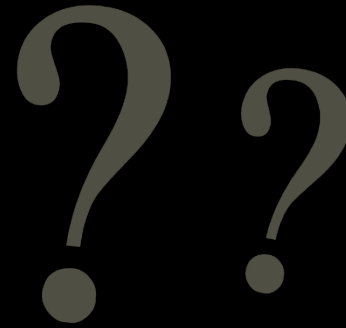
▶ **Registration Form**

- Registration related issues

▶ **Email**

▪ **2nd Appointment**

- Your choice
- After registration
- Long term planning



Illinois State University HONORS PROGRAM