

How to Register for Courses

1. Sign into your My.IllinoisState.edu account.



The image shows the top portion of the Illinois State University website. At the top left is the university's logo, a red circle containing a white book icon, followed by the text "ILLINOIS STATE UNIVERSITY" in red. To the right are navigation links: "Giving", "News", "Events", "Map", "Apply", and a "My" button with a magnifying glass icon. Below this is a red navigation bar with white text for "Admissions", "Academics", "Research", "Student Life", "Athletics", and "About". The main banner features a photograph of two students smiling at each other in front of a city skyline at night. The Illinois State University seal is centered over the image. The text "Your New Home" is prominently displayed in white, with a sub-headline below it: "Life on campus is convenient and fun. Residence halls offer good eats, quick access to class, and lifelong friendships." At the bottom of the banner is a red button with the text "Find Your Space".

ILLINOIS STATE UNIVERSITY

Giving News Events Map Apply My

Admissions Academics Research Student Life Athletics About

Your New Home

Life on campus is convenient and fun. Residence halls offer good eats, quick access to class, and lifelong friendships.

Find Your Space

2. Sign into Central Login.

 ILLINOIS STATE UNIVERSITY

Giving News Events Map Apply My 

My Illinois State

Login

Home

Welcome to My.IllinoisState

My.IllinoisState.edu is the central location for Illinois State University's students, faculty, and staff, to quickly and easily access secure information and resources.



[What is CentralLogin?](#)



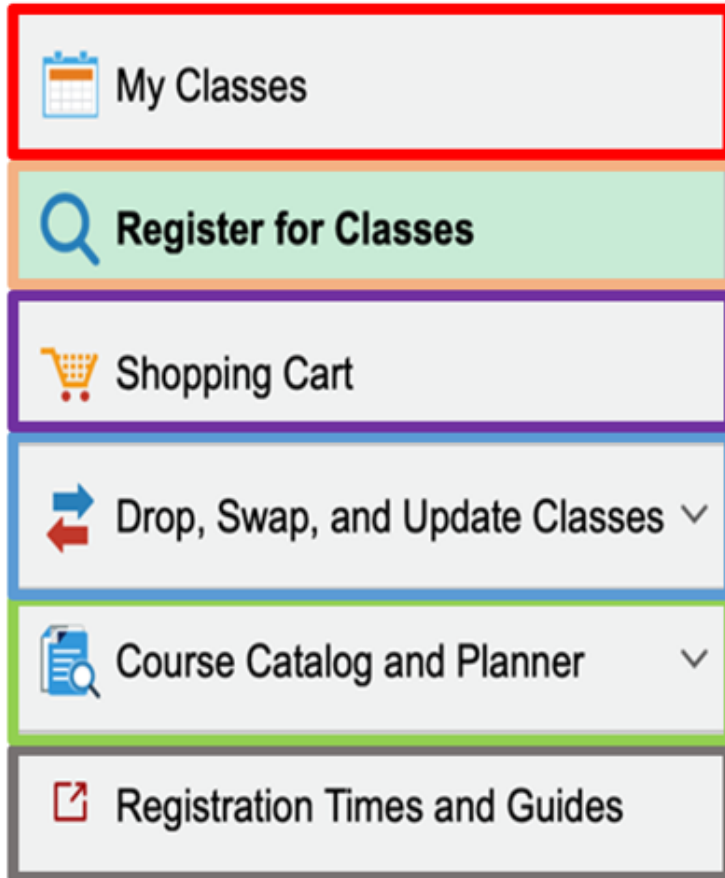
ILLINOIS STATE
UNIVERSITY
Illinois' first public university

3. Select the “Manage Classes” tile.

The screenshot shows the Student Center interface with the following components:

- Header:** CAMPUS SOLUTIONS, Student Center, Home, Search, and User icons.
- Registration Times:** Summer Semester 2020 (February 10, 08:00am - May 18, 10:00pm) and Fall Semester 2020 (March 23, 08:00am - August 28, 10:00pm).
- Holds, Tasks, and To Do List:** 1 To Do's.
- Profile:** MEKIMBE.
- Academics / Advising:** Icon of a student with a graduation cap.
- Manage Classes:** Highlighted tile with a calendar icon.
- Financial Aid:** Icon of a student with a graduation cap and a document.
- Student Financials:** Icon of a building with a dollar sign.
- Academic Progress:** Pie chart showing Incomplete 35% and Complete 65%. Total: 65% Complete.
- Milestones / Teacher Education:** Icon of a clipboard and a person.
- Student Center (Classic):** Icon of a group of people.

Menu Options



My Classes: The My Classes page shows what classes you are currently enrolled in.

Register for Classes: The Register for Classes page will allow you to search and enroll in classes by “course number” or “department code”.

Shopping Cart: The Shopping Cart allows you to review your selected classes and then enroll.

Drop, Swap, and Update Classes: The Drop, Swap, and Update Classes page will allow you to drop courses, swap courses (including swapping into/out of a waitlisted course), and it will allow you to adjust the units enrolled and grading basis.

Course Catalog and Planner: The Course Catalog and Planner page will allow you to search available courses and store courses for future use.

Registration Times and Guides: The Registration Times and Guides page shows when students are able to register and provides information to assist with registration.

4. Select the “Course Catalog and Planner” option. You can “Browse Course Catalog”, search for courses in “Course Finder”, and in the “Planner”, you can store courses for future use. Students can add courses to their schedule directly from the course catalog and make edits to your Planner for future semesters.

Enroll by My Requirements

Report data generated on 08/03/2020 10:55:05AM

Graduation Requirements
◆ Not Satisfied

Cumulative GPA-- If you are REPEATING a course or are NEW START, please see note
✔ Satisfied
GPA Achieved 3.333
Target GPA 2.000

Total Hours
◆ Not Satisfied
Units Completed 62%

42 Senior College Hours
◆ Not Satisfied
Units Completed 64%

Hours taken in Residence
◆ Not Satisfied
Units Completed 53%

General Education 2014
◆ Not Satisfied

The screenshot shows a student portal interface. On the left is a sidebar with navigation options: 'My Classes', 'Register for Classes', 'Shopping Cart', 'Drop, Swap, and Update Classes', 'Course Catalog and Planner' (highlighted in yellow), 'Browse Course Catalog', 'Course Finder', 'Planner', 'My Academic Requirements', and 'Registration Times and Guides'. The main content area is titled 'Enroll by My Requirements' and displays progress for various requirements. 'Graduation Requirements' is 'Not Satisfied'. 'Cumulative GPA' is 'Satisfied' with a GPA of 3.333 against a target of 2.000. 'Total Hours' is 'Not Satisfied' with 62% completion. '42 Senior College Hours' is 'Not Satisfied' with 64% completion. 'Hours taken in Residence' is 'Not Satisfied' with 53% completion. 'General Education 2014' is 'Not Satisfied'. Each requirement has a progress bar and a right-pointing arrow.

- Select "My Classes". This page will give you the option to view courses in alphabetical order by selecting "By Class" or by the date/times of the courses when selecting "By Date". By selecting the checkboxes at the top of the page, you can review your enrolled, waitlisted, and/or dropped courses.

View My Classes

Fall Semester 2020 Undergraduate Change

My Classes By Class By Date

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

Printable Page

ART 252 Video I

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Fine Arts Undergraduate	

Class	Start/End Dates	Days and Times	Room
Combo - Section 002	08/17/2020 - 12/05/2020	Days: Monday Wednesday Times: 1:00PM to 3:50PM	Online Course

[Enrollment Deadlines](#)

ART 302 Digital Media II

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Fine Arts Undergraduate	

Class	Start/End Dates	Days and Times	Room
	08/17/2020 - 12/05/2020	Days: To be Announced	Online Course

6. On the “My Classes” page, the “Enrollment Deadlines” link will show important drop deadlines for each course. The enrollment system refers to the Enrollment Deadlines as “*With or Without Penalty*”, they are also known as “*WX Deadlines*”.

The screenshot shows the 'View My Classes' interface. At the top, there is a red navigation bar with a 'Back' button, the title 'View My Classes', and icons for home, search, and user profile. Below this, the current semester is 'Fall Semester 2020' for 'Undergraduate' students, with a 'Change' button. The main content area is divided into a left sidebar and a main table area. The sidebar contains links for 'My Classes', 'Register for Classes', 'Shopping Cart', 'Drop, Swap, and Update Classes', 'Course Catalog and Planner', and 'Registration Times and Guides'. The main area is titled 'By Class' and includes filters for 'Show Enrolled Classes' (checked), 'Show Waitlisted Classes', and 'Show Dropped Classes'. A 'Printable Page' button is also present. Two course sections are listed: 'ART 252 Video I' and 'ART 302 Digital Media II'. Each section has a summary table and a detailed class table. The 'Enrollment Deadlines' link for the first course is highlighted with a yellow box.

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Fine Arts Undergraduate	

Class	Start/End Dates	Days and Times	Room
Combo - Section 002	08/17/2020 - 12/05/2020	Days: Monday Wednesday Times: 1:00PM to 3:50PM	Online Course

[Enrollment Deadlines](#)

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Fine Arts Undergraduate	

Class	Start/End Dates	Days and Times	Room
	08/17/2020 - 12/05/2020	Days: To be Announced	Online Course

7. After selecting the “Enrollment Deadlines” link, you will have the option to view a “Drop Calendar” or “Cancel and Withdraw”.

Enrollment Deadlines

Drop Calendar | **Cancel and Withdraw**

ART 252 Video I
Class 1723
Regular Academic Session

Drop - Delete Record 07/01/2020
A class dropped on or before this date will be deleted from your academic record.

Drop - Retain Record 08/28/2020
A class dropped on or before this date will be retained on your academic record with a status of dropped.

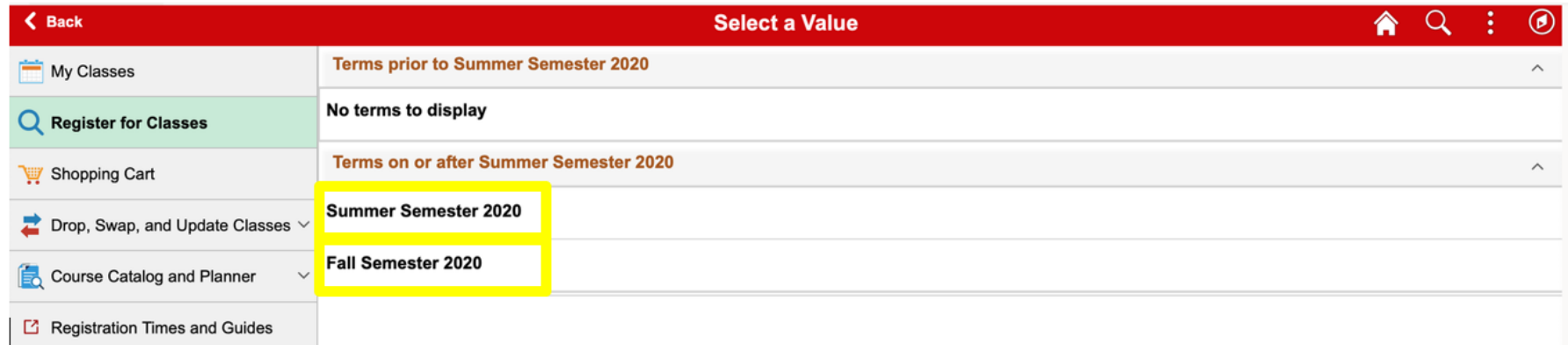
Drop with Penalty 10/09/2020
A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.

(Note: Academic Calendar dates are subject to change)

Class	Start/End Dates	Days and Times	Room
	08/17/2020 - 12/05/2020	Days: To be Announced	Online Course

How to Add a Course

1. Select the “Register for Classes” link. You can enroll from this link or from the “Shopping Cart” link if you already have classes held there. Then, select the term for which you’d like to enroll.



2. Search using the “Search For Classes” and the “Additional ways to search” links.

Course Number: ENG 375

Department Code: “ENG” = English

The screenshot shows a web interface for searching classes. At the top, it says "Fall Semester 2020" with a "Change" button. Below this is a "Search For Classes" section with a search bar containing the text "Enter keyword e.g. MAT, MBA 240, GE, General Education, GE14, IAI, HON or Honors, Music". A red callout bubble points to the search bar with the text "Type the course here (i.e., ENG 375)". To the left of the search bar is a sidebar with several menu items: "My Classes", "Register for Classes" (highlighted in yellow), "Shopping Cart", "Drop, Swap, and Update Classes", "Course Catalog and Planner", and "Registration Times and Guides". Below the search bar is a link for "Additional ways to search" (also highlighted in yellow). A red callout bubble points to this link with the text "The 'Additional ways to search' option allows you to search by Department. It is listed as 'Available subjects'". Below the search bar is a list of "Recently Viewed" classes: "FIL 241 Financial Markets" (1 option available for Class Number 5324), "ACC 131 Financial Accounting" (7 class options available), "ART 302 Digital Media Design II" (3 class options available), and "SPA 111". An inset modal window titled "Additional ways to search" is shown on the right. It contains three search criteria: "Available Subjects" (a dropdown menu), "Catalog Number" (a dropdown menu with "contains value" selected), and "Instructor Last Name" (a dropdown menu with "contains word" selected). There are "Search" and "Cancel" buttons at the bottom of the modal.

3. Select any space in the rectangular area with the course information to select the course you want to enroll in.

The screenshot shows a web interface for course registration. The top navigation bar is red with a white header 'Course Information'. Below the header, the semester is 'Fall Semester 2020'. A left sidebar contains navigation links: 'My Classes', 'Register for Classes' (highlighted in yellow), 'Shopping Cart', 'Drop, Swap, and Update Classes', 'Course Catalog and Planner', and 'Registration Times and Guides'. The main content area displays course details for 'ENG 375 Young Adult Literature'. It includes links for 'Add to favorite courses', 'Course Information', and 'Class Selection'. Below these is a table of class options. A red callout box points to the 'Course Information' link, and another red callout box points to the table of class options.

ENG 375
Young Adult Literature

★ Add to favorite courses
▶ **Course Information**
▼ **Class Selection**

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - Section 001	08/17/2020 - 12/05/2020	Monday Wednesday 9:35AM to 10:50AM	Online Course	Mary Jeanette Moran	Open Seats 3 of 25

Select "Course Information" to view the course description and course prerequisites.

To add the course, select anywhere on the rectangular area here.

List of Department Codes

ACC	Accounting	ITA	Italian
AGR	Agriculture	JPN	Japanese
ART	Art	KNR	Kinesiology and Recreation
BSC	Biological Sciences	LAN	Languages, Literatures, and Cultures
BUS	Business Administration	LAT	Latin
BE	Business Education	LAL	Latin American and Latino/a Studies
CHE	Chemistry	LGS	Legal Studies
CHI	Chinese	MQM	Management and Quantitative Methods
COM	Communication	MKT	Marketing
CSD	Communication Sciences and Disorders	MBA	Master of Business Administration
CTK	Creative Technologies	MAT	Mathematics
CJS	Criminal Justice Sciences	MSC	Military Sciences
DAN	Dance	MUS	Music
ECO	Economics	NUR	Nursing
EAF	Educational Administration and Foundations	PHI	Philosophy
ENG	English	PHY	Physics
ESL	English for Academic Purposes	POL	Politics and Government
FCS	Family and Consumer Sciences	POR	Portuguese
FIL	Finance, Insurance, and Law	PSY	Psychology
FRE	French	SWK	Social Work
GEO	Geography, Geology, and the Environment	SOC	Sociology
GER	German	SPA	Spanish
HSC	Health Sciences	SED	Special Education
HIS	History	STT	Student Teaching
HON	Honors	TCH	Teaching and Learning
IT	Information Technology	TEC	Technology
IDS	Interdisciplinary Studies	THE	Theatre
IB	International Business	WGS	Women and Gender Studies

4. Select "Review Class Selection" step and then choose "Next" in the upper right corner.

Class Search and Enroll Exit Next >

Fall Semester 2020
Undergraduate
Illinois State University

- 1 Review Class Selection**
Visited
- 2 Review Class Preferences
Not Started
- 3 Enroll or Add to Cart
Not Started
- 4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection

You have selected
ACC 131 Financial Accounting

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	To be Announced	Open Seats 4 of 115

5. Select the “Review Class Preferences” step. Adjust hours enrolled or grading basis using the drop-down menus if permitted per catalog. Then choose “Accept” in the upper right corner.

Class Search and Enroll

Exit Previous

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 2 of 4: Review Class Preferences

ACC 131 Financial Accounting
Lecture - Section 001 - Open

Add to waitlist if class is full? No

Grading Basis
Graded

Accept

You do not need to take any action here unless you wish to take this course as Pass/No Pass.

What is the difference between Graded and Passing/Not Passing (P/NP)?

An undergraduate student, (except a first-semester freshman), who is not on academic probation may choose to register in some courses under the option that allows the student to be graded on the basis of P (Passing) or NP (Not Passing) rather than on the basis of A, B, C, D, or F grades. Courses in a student’s major or minor, may not be take on the P/NP option.

No Group 1 course in General Education may be taken under the P/NP option. If a General Education course is required by a student’s declared major, that course may not be taken P/NP; it must be taken for a grade.

6. Review the “Enroll or Add to Cart” step. Select “Enroll” if you wish to enroll.

Fall Semester 2020 Undergraduate Illinois State University	
1 Review Class Selection Complete	Step 3 of 4: Enroll or Add to Cart Do you wish to enroll or add the class to your Shopping Cart? <input checked="" type="radio"/> Enroll <input type="radio"/> Add to Shopping Cart
2 Review Class Preferences Complete	
3 Enroll or Add to Cart Visited	
4 Review and Submit Not Started	

7. Select the “Review and Submit” step. When ready, select “Submit” and confirm “Yes” when prompted.

The screenshot shows the 'Class Search and Enroll' interface for Fall Semester 2020. The progress bar on the left has four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete), and 4. Review and Submit (Visited). The 'Review and Submit' step is highlighted with a yellow box. The main content area shows 'Step 4 of 4: Review and Submit' with a 'Submit' button. Below this, it states 'You have selected to enroll in ACC 131 Financial Accounting' and 'Option Status Open'. A table lists the class details:

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regul	0 - 12/05/2020	To be Announced	Open Seats 4 of 115

A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to submit?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a pink box, and the entire dialog box is highlighted with a yellow box.

8. An Error or Confirmation screen will appear following each action: enrolling, dropping, updating, and swapping. Error messages will state the outcome, reason, and recommended steps to resolve the error.

Error Screen- In this case, the course had a major block that prevented successfully adding the course.

The screenshot shows a navigation menu on the left with the following items: My Classes, Register for Classes (highlighted in green), Shopping Cart, Drop, Swap, and Update Classes, Course Catalog and Planner, and Registration Times and Guides. The main content area displays an error message for 'FIL 241 - Financial Markets' with a red 'X' icon. The message states: 'Unable to add this class - requisites have not been met. This section of FIL 241 is Major Blocked for specific students, Please contact the department for details. Course requirements for FIL 241 are enforced. Refer to Course Finder. or contact the department for details.' Below the error message are two links: 'Return to Class Search Results' and 'Return to Keyword Search Page'.

Confirmation Screen- The course has been successfully added to your schedule.

The screenshot shows a confirmation message for 'TCH 212 - The Teaching Profession In Secondary Schools' with a green checkmark icon. The message states: 'This class has been added to your schedule.' Below the confirmation message are two links: 'Return to Class Search Results' and 'Return to Keyword Search Page'.

How to Drop a Course

1. Select “Drop, Swap, and Update Classes” and then select the “Drop Classes” link. Then, select the term you want to enroll in.

The screenshot shows a web interface for a student center. At the top, there is a red navigation bar with the text "Student Center" on the left and "Select a Value" in the center. On the right side of the red bar are icons for home, search, a menu, and a refresh button. Below the red bar is a sidebar menu with several options: "My Classes", "Register for Classes", "Shopping Cart", "Drop, Swap, and Update Classes" (with a dropdown arrow), "Course Catalog and Planner" (with a dropdown arrow), and "Registration Times and Guides". The "Drop, Swap, and Update Classes" menu is expanded, showing sub-options: "Drop Classes", "Swap Classes", and "Pass/No Pass and Credit Hours". A yellow box highlights a dropdown menu that is open, showing two options: "Summer Semester 2020 Undergraduate" and "Fall Semester 2020 Undergraduate".

2. Select the “Select Classes to Drop” step. Select the corresponding checkbox next to the class to be dropped. The “Next” button will appear in the upper right corner after a selection is made.

Drop Classes Next >

Fall Semester 2020
Undergraduate

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Combo - Section 002	ART 252 Video I	Monday Wednesday 1:00PM to 3:50PM	Online Course	R. Burke	3.00	Enrolled
<input type="checkbox"/>	Combo - Section 001	ART 302 Digital Media II	To be Announced	Online Course	V. Faccin-Herman	3.00	Enrolled
<input type="checkbox"/>	Lecture - Section 001	ART 303 Sem Art Beyond West	Tuesday 2:00PM to 4:50PM	Online Course	K. Souffrant	3.00	Enrolled
<input type="checkbox"/>	Laboratory - Section 018	PHY 102 Atoms To Galaxies	To be Announced	Online Course	B. Clark	3.00	Enrolled
	Lecture - Section 017		To be Announced	Online Course	B. Clark		
<input type="checkbox"/>	Lecture - Section 002	SPA 111 Basic Spanish Skills	Monday to Thursday 9:00AM to 9:50AM	Online Course	Staff	4.00	Enrolled

3. On the “Review Classes to Drop” step, ensure you have selected the appropriate course/s you want to drop. Select “Drop Classes” in the upper right corner.

Drop Classes Exit Previous

Fall Semester 2020
Undergraduate

1 **Select Classes to Drop**
Complete

2 **Review Classes to Drop**
Visited

Drop Classes

Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
Combo - Section 002	ART 252 Video I	Monday Wednesday 1:00PM to 3:50PM	Online Course	R. Burke	3.00	Enrolled

4. Review and select “Yes” to confirm dropping the course/s.

The screenshot shows a web interface for dropping classes. At the top, there is a dark red header with a yellow-bordered button labeled "Exit" on the left and a yellow-bordered button labeled "< Previous" on the right. Below the header, the page title "Drop Classes" is centered. The main content area is divided into a left sidebar and a main panel. The sidebar contains two steps: "1 Select Classes to Drop Complete" and "2 Review Classes to Drop Visited". The main panel is titled "Step 2 of 2: Review Classes to Drop" and features a "Drop Classes" button in the top right corner. Below the title is a table with the following data:

Class	Description	Days and Times	Room	Instructor	Units	Status
Combo - Section 002	ART 252 Video I	Monday Wednesday 1:00PM to 3:50PM	Online Course	R. Burke	3.00	Enrolled

Below the table, a yellow-bordered dialog box contains the text "Confirm that the following class(es) are to be dropped" and two buttons: "Yes" and "No". The "Yes" button is highlighted with a pink border.

How to Swap Classes

1. Select “Drop, Swap, and Update Classes” and then select the “Swap Classes” link. Use this process to swap from one enrolled course to another.

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

With This Class

Search for Classes

Class Search

Or

Enter Class Number

Search

2. Choose the “Select from your schedule” box and the class that you would like to swap.
3. Choose a class to replace the course by selecting “Class Search”.
4. Select the “Search” button in the upper right corner.

The screenshot shows the 'Swap Classes' page in a student center. The top navigation bar is red with 'Student Center' on the left and 'Swap Classes' in the center. On the right of the navigation bar are icons for home, search, and user profile. Below the navigation bar, the page is divided into a left sidebar and a main content area. The sidebar contains links for 'My Classes', 'Register for Classes', 'Shopping Cart', 'Drop, Swap, and Update Classes', 'Drop Classes', 'Swap Classes' (highlighted in green), 'Pass/No Pass and Credit Hours', 'Course Catalog and Planner', and 'Registration Times and Guides'. The main content area has a title 'Swap Classes' and a 'Search' button highlighted in yellow. Below the title, there is an instruction: 'Select the class you wish to swap then select the class you wish to replace it with.' Under the heading 'Swap This Class', there is a dropdown menu with 'Select from your schedule' highlighted in yellow and 'SPA 111: Basic Spanish Skills (5248)' selected. Under the heading 'With This Class', there is a section 'Search for Classes' with a dropdown menu showing 'Class Search' highlighted in yellow. Below this is an 'Or' section with the label 'Enter Class Number' and a text input field containing '5324'.

5. Review the “Review Class Selection” step. When ready, select “Next”.

Swap Classes

Exit Next

Fall Semester 2020
Undergraduate
Illinois State University

1 **Review Class Selection**
Visited

2 **Review Class Preferences**
Not Started

3 **Confirm Class Swap**
Not Started

Step 1 of 3: Review Class Selection

You have selected

FIL 241 Financial Markets

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 002	Regular Academic Session	08/17/2020 - 12/05/2020	Monday Wednesday 2:00PM to 3:15PM	Waitlist Available Places 10 of 10

6. Review the “Review Class Preferences” step. Adjust hours enrolled or grading basis using the drop-down menus if permitted per catalog. Then choose “Accept” in the upper right corner.

The screenshot shows a web interface for 'Swap Classes' with a red header bar. The header contains an 'Exit' button, the title 'Swap Classes', and a 'Previous' button. Below the header, the user's session information is displayed: 'Fall Semester 2020', 'Undergraduate', and 'Illinois State University'. A progress sidebar on the left lists three steps: '1 Review Class Selection Complete', '2 Review Class Preferences In Progress' (highlighted in yellow), and '3 Confirm Class Swap Not Started'. The main content area is titled 'Step 2 of 3: Review Class Preferences' and features a yellow 'Accept' button in the top right. The class details are 'FIL 241 Financial Markets' and 'Lecture - Section 002 - Wait List'. There is a toggle switch for 'Add to waitlist if class is full?' set to 'No', and a 'Grading Basis' dropdown menu currently set to 'Graded'.

7. Review the “Confirm Class Swap” step and then select “Submit”.

Fall Semester 2020
Undergraduate
Illinois State University

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
Complete

3 **Confirm Class Swap**
Visited

Step 3 of 3: Confirm Class Swap **Submit**

You are replacing this Class

SPA 111 Basic Spanish Skills

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 002	Regular Academic Session	08/17/2020 - 12/05/2020	Monday to Thursday 9:00AM to 9:50AM	Closed

With this Class

FIL 241 Financial Markets

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 002	Regular Academic Session	08/17/2020 - 12/05/2020	Monday Wednesday 2:00PM to 3:15PM	Waitlist Available Places 10 of 10

▶ **Class Preferences**

8. When prompted “Are you sure you want to submit?”, submit “Yes” or “No”.

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Confirm Class Swap
Visited

Step 3 of 3: Confirm Class Swap Submit

You are replacing this Class

SPA 111 Basic Spanish Skills

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 002	Regular Academic Session	08/17/2020 - 12/05/2020	Monday to Thursday 9:00AM to 9:50AM	Closed

With this Class

FIL 241 Financial Markets

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 002	Regular Academic Session	08/17/2020 - 12/05/2020	Monday Wednesday 2:00PM to 3:15PM	Waitlist Available Places 10 of 10

Are you sure you want to submit?

9. An Error or Confirmation screen will appear following each action: enrolling, dropping, updating, and swapping. Errors messages will state the outcome, reason, and recommended steps to resolve the error.

Confirmation Screen- The swap has been confirmed.

✓ **Swap ENG 260 - History Of Literature By Women with CHE 102 - Chemistry And Society**
This class has been added to your schedule.

How to Add a Wait Listed course

1. Select the “Register for Classes” link. Search using the “Search For Classes” and the “Additional ways to search” links.

Course Number: ENG 110

Department Code: “ENG” = English

The screenshot shows a web interface for course registration. On the left is a navigation menu with items like 'My Classes', 'Register for Classes' (highlighted in yellow), 'Shopping Cart', 'Drop, Swap, and Update Classes', 'Course Catalog and Planner', and 'Registration Times and Guides'. The main area is titled 'Search For Classes' and contains a search bar with the placeholder text 'Enter keyword e.g. MAT, MBA 240, GE, General Education, GE14, IAI, HON or Honors, Music'. Below the search bar is a link for 'Additional ways to search' (highlighted in yellow). A red callout bubble points to the search bar with the text 'Type the course here (i.e. ENG 110)'. Another red callout bubble points to the 'Additional ways to search' link with the text 'The “Additional ways to search” option allows you to search by Department. It is listed as “Available subjects”.' An inset dialog box titled 'Additional ways to search' is shown on the right, containing a dropdown menu for 'Available Subjects', a 'Catalog Number' field with a 'contains value' dropdown, an 'Instructor Last Name' field with a 'contains word' dropdown, and 'Search' and 'Cancel' buttons.

2. View your search results and select the course you would like Wait Listed.

▼ **Class Status**

[Wait List Classes Only](#)

▼ **Subject**

[ENG / English](#)

▼ **Class Attribute**

[General Education - GE/OC H Humanities](#)

[General Education 14 - GE14/Humanities](#)

View Search Results

1 Course with keyword: eng 110

↑↓

ENG 110
English Literature And Its Contexts
1 Class Option Available >

3. The selected course will then show up. You can select “Class Selection” option to see course details.

Fall Semester 2020

- My Classes
- Register for Classes**
- Shopping Cart
- Drop, Swap, and Update Classes
- Course Catalog and Planner
- Registration Times and Guides

ENG 110
English Literature And Its Contexts

★ Add to favorite courses

▶ Course Information

▼ **Class Selection**

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lecture - Section 001	08/17/2020 - 12/05/2020	Tuesday Thursday 9:35AM to 10:50AM	Online Course	Katherine Ellison	Waitlist Available Places 1 of 5

4. Review the “Review Class Selection” step. Confirm that the option status says “Wait List”. Then select “Next”.

Class Search and Enroll

Exit

Next >

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection

You have selected

ENG 110 English Literature And Its Contexts

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	Tuesday Thursday 9:35AM to 10:50AM	Waitlist Available Places 1 of 5

5. Review the “Review Class Preferences” step. The page asks “Add to waitlist if class is full?” Change the toggle button from “No” to “Yes”. Then select “Accept”.

Class Search and Enroll

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences

ENG 110 English Literature And Its Contexts
Lecture - Section 001 - Wait List

Add to waitlist if class is full? Yes

Grading Basis
Graded

Accept

What is the difference between Graded and Passing/Not Passing (P/NP)?

An undergraduate student, (except a first-semester freshman), who is not on academic probation may choose to register in some courses under the option that allows the student to be graded on the basis of P (Passing) or NP (Not Passing) rather than on the basis of A, B, C, D, or F grades.

Courses in a student’s major or minor, may not be taken on the P/NP option.

No Group 1 course in General Education may be taken under the P/NP option. If a General Education course is required by a student’s declared major, that course may not be taken P/NP; it must be taken for a grade.

6. Select the “Enroll or Add to Cart” step. Select “Enroll” and then select “Next”. If you choose “Add to Shopping Cart”, the course will be saved for later enrollment. Later enrollment is not guaranteed and is dependent on course availability.

The screenshot displays the 'Class Search and Enroll' interface. At the top, there is a red navigation bar with an 'Exit' button on the left, the title 'Class Search and Enroll' in the center, and 'Previous' and 'Next' buttons on the right. Below this bar, the page is divided into a left sidebar and a main content area. The sidebar contains a progress bar with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit (Not Started). The 'Enroll or Add to Cart' step is highlighted with a yellow border. The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?'. There are two radio button options: 'Enroll' (which is selected and highlighted with a yellow box) and 'Add to Shopping Cart'.

Class Search and Enroll

Exit Previous Next

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Visited

4 Review and Submit
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

7. On the “Review and Submit” step, click “Submit” on the upper right side. Then confirm when prompted with a pop-up message.

Class Search and Enroll

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Complete

4 Review and Submit
Visited

Step 4 of 4: Review and Submit

You have selected to enroll in

ENG 110 English Literature And Its Contexts

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	Tuesday Thursday 9:35AM to 10:50AM	Waitlist Available Places 1 of 5

▶ **Class Preferences**

Submit

8. An Error or Confirmation screen will appear following each action: enrolling, dropping, updating, and swapping. Errors messages will state the outcome, reason, and recommended steps to resolve the error.

Confirmation Screen- The Wait Listed course has been successfully added to your schedule.



CJS 200 - Contemporary Corrections

Class 1120 is full. You have been placed on the wait list in position number 1.



[Return to Keyword Search Page](#)

How to Swap a Wait Listed Course

You will not be removed from the course you are enrolled in unless the Wait Listed course opens.

1. Under “Swap Classes” select the course you are already enrolled in from the “Select from your schedule” drop-down menu.
2. Under “With This Class” select “Class Search” from the “Search for Classes” drop-down menu.
3. Select the “Search” tab to search for a wait listed course.

Fall Semester 2020
Undergraduate
Illinois State University

My Classes

Register for Classes

Shopping Cart

Drop, Swap, and Update Classes ^

Drop Classes

Swap Classes

Pass/No Pass and Credit Hours

Course Catalog and Planner v

Registration Times and Guides

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

SED 344: Secondary SWD (2241)

With This Class

Search for Classes

Class Search

Or

Enter Class Number

Search

4. Select the course you would like to have wait listed.

Fall Semester 2020
Undergraduate

My Classes

Register for Classes

Shopping Cart

Drop, Swap, and Update Classes ^

Drop Classes

Swap Classes

Pass/No Pass and Credit Hours

Course Catalog and Planner v

Registration Times and Guides

Search For Classes ⓘ

Enter keyword e.g. MAT, MBA 240, GE, General Education, GE14, IAI, HON or Honors, Music »

Additional ways to search

Recently Viewed

PHI 238
Rights And Wrongs
3 class options available >

ENG 110
English Literature And Its Contexts
1 class option available >

THE 152
Experiencing Theatre
8 class options available >

MAT 113A01
Elements Of Mathematical Reasoning: With Math Principles
2 class options available >

5. To add the wait listed course, select anywhere on the rectangular area where the course information is shown.

Fall Semester 2020
Undergraduate

My Classes
Register for Classes
Shopping Cart
Drop, Swap, and Update Classes ^
Drop Classes
Swap Classes
Pass/No Pass and Credit Hours
Course Catalog and Planner v
Registration Times and Guides

PHI 238
Rights And Wrongs
Course Information
Class Selection

Select a class option ⓘ Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lecture - Section 001	08/17/2020 - 12/05/2020	To be announced	Online Course	Todd Kukla	Waitlist Available Places 47 of 50 >
2	Wait List	Regular Academic Session	Lecture - Section 002	08/17/2020 - 12/05/2020	To be announced	Online Course	Benjamin Keil	Waitlist Available Places 47 of 50 >
3	Wait List	Regular Academic Session	Lecture - Section 003	08/17/2020 - 12/05/2020	To be announced	Online Course	Benjamin Keil	Waitlist Available Places 50 of 50 >

To add the course, select anywhere on the rectangular area here.

6. Review and select "Next".

Swap Classes

Exit **Next >**

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Confirm Class Swap
Not Started

Step 1 of 3: Review Class Selection

You have selected
PHI 238 Rights And Wrongs

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	To be Announced	Waitlist Available Places 47 of 50

7. Select “Review Class Preferences”. The page asks “Add to waitlist if class is full?” Change the toggle button from “No” to “Yes”. Adjust the grading basis using the drop down menu if permitted per catalog. Click “Accept”.

The screenshot shows the 'Swap Classes' interface for 'Fall Semester 2020 Undergraduate Illinois State University'. The current step is 'Step 2 of 3: Review Class Preferences' for 'PHI 238 Rights And Wrongs Lecture - Section 001 - Wait List'. The interface includes a progress bar on the left with three steps: '1 Review Class Selection Complete', '2 Review Class Preferences In Progress', and '3 Confirm Class Swap Not Started'. The main content area has a yellow border and contains the following elements: a toggle switch for 'Add to waitlist if class is full?' set to 'Yes', and a dropdown menu for 'Grading Basis' currently set to 'Graded'. A red callout box points to the 'Yes' toggle with the text: 'Select “Yes” here so that you can add the wait listed course.' Another red callout box points to the 'Grading Basis' dropdown with the text: 'You do not need to take any action here unless you wish to take this course underpass/No Pass.' An 'Accept' button is visible in the top right corner of the form area.

What is the difference between Graded and Passing/Not Passing (P/NP)?

An undergraduate student, (except a first-semester freshman), who is not on academic probation may choose to register in some courses under the option that allows the student to be graded on the basis of P (Passing) or NP (Not Passing) rather than on the basis of A, B, C, D, or F grades.

Courses in a student’s major or minor, may not be taken on the P/NP option.

No Group 1 course in General Education may be taken under the P/NP option. If a General Education course is required by a student’s declared major, that course may not be taken P/NP; it must be taken for a grade.

8. Review the “Confirm Class Swap” page and select “Submit”.

× Exit **Swap Classes** < Previous ⋮

Fall Semester 2020
Undergraduate
Illinois State University

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Confirm Class Swap
Visited

Step 3 of 3: Confirm Class Swap **Submit**

You are replacing this Class
PSY 213 Lifespan Development

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	To be Announced	Closed

With this Class
PHI 238 Rights And Wrongs
Option Status: Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	To be Announced	Waitlist Available Places 47 of 50

9. Select “Yes” on the pop-up message stating “Are you sure you want to submit?”

The screenshot shows a web application interface for 'Swap Classes'. At the top, there is a navigation bar with 'Exit', 'Swap Classes', and '< Previous'. Below this, the page header indicates 'Fall Semester 2020', 'Undergraduate', and 'Illinois State University'. A sidebar on the left contains three steps: '1 Review Class Selection Complete', '2 Review Class Preferences Complete', and '3 Confirm Class Swap Visited'. The main content area is titled 'Step 3 of 3: Confirm Class Swap' and includes a 'Submit' button. It displays 'You are replacing this Class' as 'PSY 213 Lifespan Development' in a table with columns for Class, Session, Meeting Dates, Days and Times, and Seats. Below this, a section titled 'With this Class' shows 'PHI 238 Rights And Wrongs' with an 'Option Status' of 'Wait List'. A yellow-bordered pop-up dialog box is centered on the screen, asking 'Are you sure you want to submit?' with 'Yes' and 'No' buttons. At the bottom, another table shows the replacement class 'PHI 238 Rights And Wrongs' with 'Waitlist Available Places 47 of 50'.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	To be Announced	Closed

With this Class

PHI 238 Rights And Wrongs

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 001	Regular Academic Session	08/17/2020 - 12/05/2020	To be Announced	Waitlist Available Places 47 of 50

> Class Preferences

10. Confirmation or Error Screen: If confirmed, you will get a confirmation message with a green check mark. If you get an error message, you will need to review the error message and follow the recommended steps to resolve the error.

The screenshot displays a web interface for a university's registration system. At the top, a red navigation bar contains a back arrow, the text "Manage Classes", a yellow-bordered box with the word "Confirmation", and icons for home, search, and user profile. Below the navigation bar, the page header identifies the user as "Fall Semester 2020 Undergraduate Illinois State University". A left-hand sidebar menu lists various options: "My Classes", "Register for Classes", "Shopping Cart", "Drop, Swap, and Update Classes" (with a sub-menu for "Drop Classes", "Swap Classes" (highlighted in green), and "Pass/No Pass and Credit Hours"), "Course Catalog and Planner", and "Registration Times and Guides". The main content area features a confirmation message with a green checkmark icon, stating: "Swap PSY 213 - Lifespan Development with PHI 238 - Rights And Wrongs. Class 1078 is full. You have been placed on the wait list in position number 4."

11. Verify the Swap: To verify the swap, click on “My Classes”. The original course will remain on your schedule and will only be removed if the wait listed course opens up.

The screenshot shows the 'View My Classes' interface. At the top, there is a red header with 'Manage Classes' and 'View My Classes'. Below the header, the semester is set to 'Fall Semester 2020 Undergraduate'. The 'My Classes' tab is highlighted in yellow. The interface is divided into two views: 'By Class' (selected) and 'By Date'. There are checkboxes for 'Show Enrolled Classes' (unchecked), 'Show Waitlisted Classes' (checked), and 'Show Dropped Classes' (checked). A 'Printable Page' button is visible. A red callout box points to the 'Waiting' status of the course 'ENG 110 English Lit & Contex' with the text: 'The original course will not be removed unless the wait listed course opens.' Below this, a table displays course details.

Status	Waitlist Position	Credits	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	5th	3.00	Graded		Fine Arts Undergraduate	

Class	Start/End Dates	Days and Times	Room
Lecture - Section 001	08/17/2020 - 12/05/2020	Days: Tuesday Thursday Times: 9:35AM to 10:50AM	Online Course

[Enrollment Deadlines](#)

To Check if a Course is Major Blocked

1. On the “Register for Classes” link, select the “Lecture # – Section #” hyperlink.

Fall Semester 2020

My Classes

Register for Classes

Shopping Cart

Drop, Swap, and Update Classes

Course Catalog and Planner

Registration Times and Guides

THE 340
Directing Workshop
★ Add to favorite courses
▶ Course Information
▼ Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - Section 001	08/17/2020 - 12/05/2020	Tuesday Thursday 1:00PM to 2:15PM	Online Course	John Tovar	Open Seats 4 of 12

2. A pop-up box will populate. This will list additional class information such as, Class Details, Meeting Information, Enrollment Information, and Class Availability.

The screenshot shows a web interface for a university's registration system. A red-bordered pop-up box titled "Class Information" is centered on the screen. The pop-up has a close button (X) in the top right corner. It features four tabs: "Meeting Information", "Enrollment Information" (which is selected and highlighted in green), "Class Details", and "Class Availability".

Under the "Enrollment Information" tab, the following information is displayed:

- THE 340 Directing Workshop**
- Lecture - Section 001**
- Status : Open**

Below this, there are three highlighted sections:

- Requirements:** This section of THE 340 is major blocked for specific students. Please contact the department for details.
- No Class Notes:** A button or link indicating that there are no class notes available.
- Class Attributes:** A table listing attributes for the class.

Class Attributes	Value
Class Attributes 1	300-Level Grad Credit - GRD3 - Grad300
Class Attributes 2	Majors Only - MAJ - Majors Only

In the background, the main page shows the "Fall Semester 2020" header and a sidebar with navigation options: "My Classes", "Register for Classes", "Shopping Cart", "Drop, Swap, and Update", "Course Catalog and Plan", and "Registration Times and C". On the right side, there is a "Selected Filters" section with "1 option" and a "Seats" section showing "Open Seats 4 of 12".

3. The “Enrollment Information” tab will show details regarding if a course is reserved for “Majors Only”.

Fall Semester 2020

My Classes

Register for Classes

Shopping Cart

Drop, Swap, and Update

Col

Registration Times and G

Class Information

Meeting Information | **Enrollment Information** | Class Details | Class Availability

THE 340 Directing Workshop
Lecture - Section 001 **Status : Open**

Requirements
This section of THE 340 is major blocked for specific students. Please contact the department for details.

No Class Notes

Class Attributes 1	300-Level Grad Credit - GRD3 - Grad300
Class Attributes 2	Majors Only - MAJ - Majors Only

Selected Filters 1 option

Instructor Seats

Open Seats 4 of 12