



ON LINE REGISTRATION GUIDE

You can access the IWU registration system by signing on to my.iwu.edu

User name = NetID

Password = chosen by you (first time signing on use your ID#)

Banner Self Service tab

Student menu

Registration

Registration Status

You must have your PIN in order to complete registration

- Add/Drop/Withdraw Classes allows you to use your Registration PIN to submit CRNs for your courses
- Look up Classes to Add allows you search the course offerings for a particular term
- Week at a Glance schedule lets you look at or print your class schedule (you may need to enter dates that fall within the semester).
- Check your registration status tells you if you have registration holds and what day/time you register.

Be sure to submit changes to your registration and log out of the system when you have finished.

The following registration procedures must be done in the Registrar's Office:

- ◆ Registration for more units than allowed
- ◆ Registration to take a course pass/fail or audit

If you have any questions about these please contact the Office of the Registrar. Holmes Hall 110, 556-3161