

Registrar's Office Guide to my.iwu.edu

Once you have logged into my.iwu.edu you will select the "Banner Self Service" on the menu bar then follow the instructions to the different sections below to receive these various types of information. You can also view our *video tutorials* for additional assistance at: www.iwu.edu/registrar/registration/tutorials.html

Student Menu

➔ "Student Records"

"Final Grades"

- This allows you to view your final grades for each semester after they have been posted by the Registrar's Office.

"Academic Transcript"

- This is your Unofficial Transcript. All courses that you have taken on campus as well as all transfer courses should appear here.
- Overall units earned and cumulative GPA will also appear on your transcript.
- Transfer courses will appear together at the very beginning of the transcript. They do not appear in sequential order. All coursework taken on campus should appear in sequential order.

"Degree Audit"

- Follow the instructions listed below to generate a Degree Audit. This will show the classes that you have taken and how they fit into the requirements for your major and degree.
 1. From the Student Record, select "Degree Audit."
 2. Click on the 'refresh' button at top of audit (looks like a circle) and then "Run Audit."
- To check and see how the courses you have already taken would fit into a different major or degree, you can return to step two and use the "What-if Analysis" instead of "Academic Audit" and you will be prompted to pick the degree or major for which you would like to see a new evaluation created.

"View Student Information"

- The name of your Advisor is located here. Your Degree/Majors/Minors/Concentrations will all be listed here.
- The Graduation Term the Registrar's Office has on file is also available here.
- If any changes are needed to this information, please contact the Registrar's Office.

Registration Tools

"Student Menu" ➔ "Registration"

"Check your Registration Status"

- This tells you if you have registration holds and what day/time you register.

"Look Up Classes to Add" or "Course Search"

- This allows you to search the course catalog for classes to add based on variables that you can select. Select a term and then select the "Advanced Search" option. Once you have found a course that you want to add you will want to keep track of the five digit "CRN" number that is listed on the left hand side of the screen. This is the number that you will input into the registration screen.
- While planning for registration you may want to have several alternate options of classes to take in the event that a course becomes full or "Closed" before you can register for it.

“Add/Drop/Withdraw Classes”

- This allows you to use your Registration PIN to submit CRNs for your courses as well as drop courses you are already registered for.
- When you select this link you will be prompted to enter the term you want to add or drop a class. It will also ask for the PIN number you received from your advisor during your advising appointment. After your PIN has been validated a screen will appear with several blank boxes.
- To add: You will enter the CRN numbers of the courses for which you are registering and “submit” your choices. A message will come back to you that you are either ****Registered**** for the classes, the classes are closed or there is a specific error.
- *Note: If a class is full the computer will tell you that you have been waitlisted.*
- To drop: Find the correct course under the “Current Schedule” section. Select the drop down menu from the “Action” column and choose “Drop/Delete Web”. Make sure to then submit your changes and the course selected should show as dropped. You can only drop a course yourself on-line before the official drop date for the semester.
- Please check the “Important Dates” section of the Registrar’s Office website at www.iwu.edu/registrar for important registration, add and drop dates.

“Week at a Glance Schedule”

- This screen allows you to print your schedule by highlighting the page and print selection.
- We recommend that you print this immediately following registration to verify you indeed are registered for the courses that you intended to select. Enter any date within the upcoming semester to view the schedule.

Enrollment Verification

Main page of Campus Portal, Under Online Forms

“Verify Enrollment”

- This link will take you to the website for National Student Clearinghouse, which is our third-party provider for enrollment verifications.
- Input your Social Security number and “Log In”. Once you get to the website follow the directions on the screen to print off an official document stating that you are enrolled full-time for the dates of the selected term.
- This is available only after classes have started for the term. It is usually some time during the first full week or two of class that you can begin to verify enrollment for the current term.

Parent Portal

“Student Menu” → “Parent Proxy”

- The portal allows students to grant permission for parents to view your schedule, final grades, transcript and financial aid. Please follow the video tutorial located on our website at www.iwu.edu/registrar for complete directions. Once permission has been granted, emails will be sent to parents to create their own password.

Possible Registration Errors

REGISTRATION ERROR MESSAGES	EXPLANATION
CRN does not exist	The five digit course reference number does not exist. Course may have been cancelled or number was incorrectly entered.
Dupl CRN with sec ?????	This course has already been selected.
Time Conflict with ?????	Course meets at the same time as a course already selected
CORQ- ????? Req	Course has a co-requisite; register for both CRNs at the same time.
Link Error: ?? Required	Course has another CRN required for registration (ie: lecture and lab); register for both CRNs at the same time.
Major Restriction	Course is open only to students with the appropriate major.
Pre-requisite Not Met	Course has pre-requisite that has not been met
Reserved Closed: ?on WL	Course has reserved seating; must meet certain criteria to register for the course.
Closed ????? waitlisted	Course is closed: see the Registrar to place yourself on a wait list.
Open ? waitlisted	Course has opening but there are students on the waitlist that would be put in before you.

For questions about any of the above topics please contact the Registrar’s Office at 309-556-3161 or registrar@iwu.edu.