

# REGISTRATION INFORMATION

**Before trying to register for the upcoming semester, please review the checklist below to be sure you have everything you will need to successfully register for classes.**

## **1. PRIOR TO REGISTERING, you MUST establish/know your Enterprise ID & password**

The Enterprise ID claiming site is located at [www.uis.edu/cts/netid](http://www.uis.edu/cts/netid) (note: you will set up your NetID (campus ID) and EnterpriseID (U of I ID) at the same time). Step by step instructions can be found on the Records and Registration home page ([www.uis.edu/registration](http://www.uis.edu/registration)) under the "Registration/Course Info" heading. If you have questions, contact the AITS Help Desk (217/333-3102 or [servicedeskait@uillinois.edu](mailto:servicedeskait@uillinois.edu)). You will need to provide your complete name, campus, email address, phone number, hours that are best to contact you, and the website where you experienced the problem.

## **2. PRIOR TO REGISTERING, you MUST have a Registration Time Ticket**

A "Time Ticket" is the earliest day/time you will be able to register online for a given semester. Time tickets are assigned automatically by the system. Students who do not register on their designated date may register anytime after the designated date. If you have questions, please contact Registration (217/206-6174 or [registrar@uis.edu](mailto:registrar@uis.edu)).

## **3. PRIOR TO REGISTERING, you MUST be considered active in our computer system**

**Continuing UIS Students** - Continuing students who did not attend UIS in at least one of the previous three semesters (summer is considered a semester) must contact Registration (217/206-6174) to have their record reactivated before they can register.

**New UIS Students** - All newly admitted graduate, transfer, and non-degree students are considered active and are ready to register.

## REGISTRATION INFORMATION – CONTINUED:

**Now that you have reviewed the registration checklist, you are ready to register. Please follow the steps below to register. If you have any questions, please feel free to contact Registration (217/206-6174 or registrar@uis.edu).**

1. Go to the Records and Registration home page ([www.uis.edu/registration](http://www.uis.edu/registration)).
2. Click on the appropriate Online (Web) Registration link.
3. Carefully review the information listed and once read, click on the registration link at the bottom of the screen.
4. Carefully review the Terms/Conditions listed and once read, click on the registration link at the bottom of the screen.
5. You will be redirected to the Enterprise Applications page; once there, click on the "Student and Faculty Self-Service" link.
6. Select UIS by clicking on the "University of Illinois at Springfield (UIS)" link.
7. Enter your Enterprise ID and password (see above for more information).
8. Click on the "Registration & Records" link, followed by the "Registration" link.
9. Click on the "Add/Drop Classes" link to add or drop classes, the "Registration Eligibility" link to see holds, academic standing, and time ticket information, or click on any of the other links provided to see other useful information.

As you proceed through the registration process, please keep in mind the following important points:

- Be sure to always enter the appropriate CRN (Course Reference Number) whenever it is requested.
- Once you have logged into the registration system, feel free to click on the "Help" key for further clarification and contact information (note: the "Help" key is located in the upper right hand corner of each page). The "Help" functionality is especially useful on screens displaying information regarding holds.
- The system is available for your use 24 hours a day, seven days a week (excluding Sundays from 6 a.m. to Noon).

If you experience problems or have questions not addressed above, please feel free to contact Registration and we will be glad to assist you in any way possible. We can be reached via phone (217/206-6174) or by email ([registrar@uis.edu](mailto:registrar@uis.edu)).