rev 6/03

SCHEDULING FORM
FOR REGISTRATION AND DROP/ADD

STUDENT NAME: _____
Last First Middle/Maiden

STUDENT ID NUMBER: TERM: _____

ACCESS TO WEB SCHEDULING

1. Select "My ISU" from ISU's home page, http://indstate.edu, or type in the following address: http://myisu.indstate.edu.
2. Enter your Portal ID.
3. Enter your Personal PIN (Portal Password); click Login
4. Click School Services tab
5. Click Interactive Services Link
6. Click Student Services and Financial Aid
7. Click Registration
8. Click Select Term; select a term from the drop-down box; click Submit Term
9. Click Add/Drop Classes
10. Enter Advisement PIN—**NOTE:** You must obtain your Advisement PIN from advisor prior to registration.
11. Click Submit PIN

NEED HELP? Follow the instructions at the top of the forms, click "help" in the upper right hand corner of each form, or call the Registrar's Office at 237-2020.

COURSES TO ADD:

COURSE REF. NUMBER	DEPT.	COURSE	SECTION	SEM. HRS.	DAYS M T W R F	TIMES	INSTRUCTOR SIGNATURE (Required if course is full)	DATE
ALTERNATES:								

COURSES TO DROP:

COURSE REF. NUMBER	DEPT.	COURSE	SECTION	SEM. HRS.	DAYS M T W R F	TIMES

Total Hours Enrolled:

Academic Dean's approval required for exceptions to the University's maximum load policy

	DATE
Student Signature	
Advisor Signature	
Academic Dean Signature*	

* required for graduate students, beginning the first day of the semester or session

All changes must be processed through the web or touchtone scheduling systems. Please refer to the Schedule of Classes and appropriate Bulletin for important dates and information regarding scheduling, class load policies and touchtone scheduling instructions. Call the Registrar's Office at 237-2020, if you need assistance.

Indiana State University
Student Copy—Canary

Advisor Copy—Pink

Office of Registration and Records
Academic Dean Copy—Gold