Student/Alumni Records System (STARS) Registration Instructions
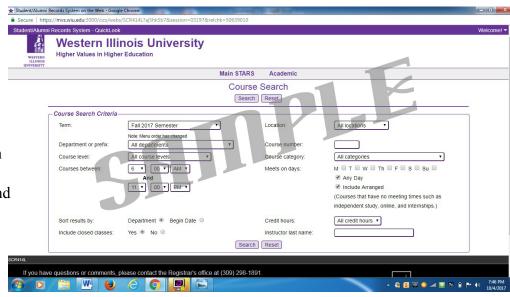
STARS LOG IN:

1. From the STARS Online website, <u>wiu.edu/stars</u>, click on "Launch STARS."

2. Enter your 9-digit WIU ID number and the 8-digit password you created when you activated your STARS account. Click on the "Sign On" button.

3. Please note the drop down menu options located in the upper left corner under the words "Western Illinois University." You may also access menu options by clicking on the "Menu" link in the upper right corner of the screen.

4. Other choices located in the upper right corner are "Help" and "SignOff." Click on the "Help" link to view the available information. When you are finished with your STARS session, click on "SignOff" to exit STARS.
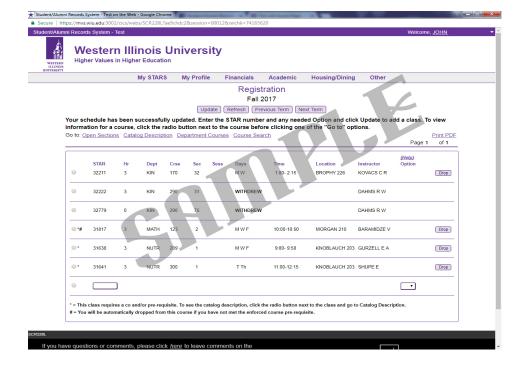
STARS REGISTRATION:

1. Choosing your courses first by using the STARS course search function will simplify the registration process. Access "Course Search" by clicking on the "Academic Tab" and then clicking on "Course Search."

2. Two common fields used in course search are "Term" and "Location." Additional fields are available to further refine your search and can be used at your convenience. Click on the down arrow button next to each to view the options available for that field. Once you have defined the search criteria, click on the "Search Courses" button. Note that each course appearing on the list has an expand button "+"in the left margin. Click there, or click on the "Expand All Courses" button at the top to view detailed information for all the courses. The detailed information will include the course title, course description, prerequisites, restrictions, delete and drop deadline dates, and textbook information.

3. **IMPORTANT**: Write down the 5-digit STAR number for each course you plan to register for before proceeding to the registration screen. Use this list to begin registration.

4. From the "Academic Tab" select "Registration - add/drop courses."

5. Select the appropriate term by using the down arrow button. Click "Enter" to complete your selection. In the first empty box under the STAR column, enter a course STAR number from your list. Click on the "Enter" button to process the change. Continue to add courses one at a time. If you receive an error message, you will need to clear it before you can continue. You must always return to the registration screen to continue to register for courses.

6. <u>Withdrawal from Courses</u>
    A course can be deleted from your schedule by clicking on the purple "Drop" button located at the far right the screen. Courses cannot be dropped after the deadline. Please contact the Office of the Registrar at 309/298-1891 for deadline information. You may also want to check with your academic advisor before dropping any courses to see how doing so could affect your academic status and degree plan.

7. <u>Withdrawal from the University</u>
    Prior to the first day of the semester, a student may completely withdraw from the University through STARS. On or after the first day of the semester, in order to completely withdraw from the University, students who are classified as full-time students must contact Student Development and Orientation, 309/298-1884.

8. Students are automatically emailed a "Class Schedule Notification" to their WIU E-Mail accounts overnight after any changes are made to their schedules.