Student/Alumni Records System (STARS) Registration Instructions

STARS LOG IN:

From the STARS Online website, wiu.edu/stars F O L F N R Q ³ / D X Q F K 6 7 $ 5 6 ´

Enter your 9-digit WIU ID number and the 8-digit password you created when you activated your STARS accoX Q W   & O L F N R Q E W W W H R Q L J Q 2 Q ´

Please note the drop down menu option located in the upper left corner under the words ³ : H V W H U Q   , O O L Q R L V 8 Q L Y H U V L W \ ´ < R X L F F N Q D O O K V R ³ D O F F H Q X V ´ link in the upper right corner of the screen.

2 W K H U F K R L F H X S S R H F D U W H G K U L Q ³ W R H Q S U D Q O ´ lick on the Q 2 I I ´
³ + H O S ´ O L Q V W K W D L Y O D L H Z O H L Q I R U P D W L R Q : K 6 7 $ 5 R X D U H I L G V H V V L R Q F O L F N R Q 6 7 $ 5 6 J Q 2 I I ´ W R H [L W

STARS REGISTRATION:

Choosing your courses first by using the STARS course search function will simplify the U H J L V W U D W L R Q S U R 6 H D U F K S F O L F N Q V W K R X ³ 6 W D E E ´ E S L W K H Q F O L F N Q & R X 6 N D I U F K ´

Two common fields used in course search D U H ³ 7 H U P ´ D Q G Additional fields are Q ´ 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, F O L F N 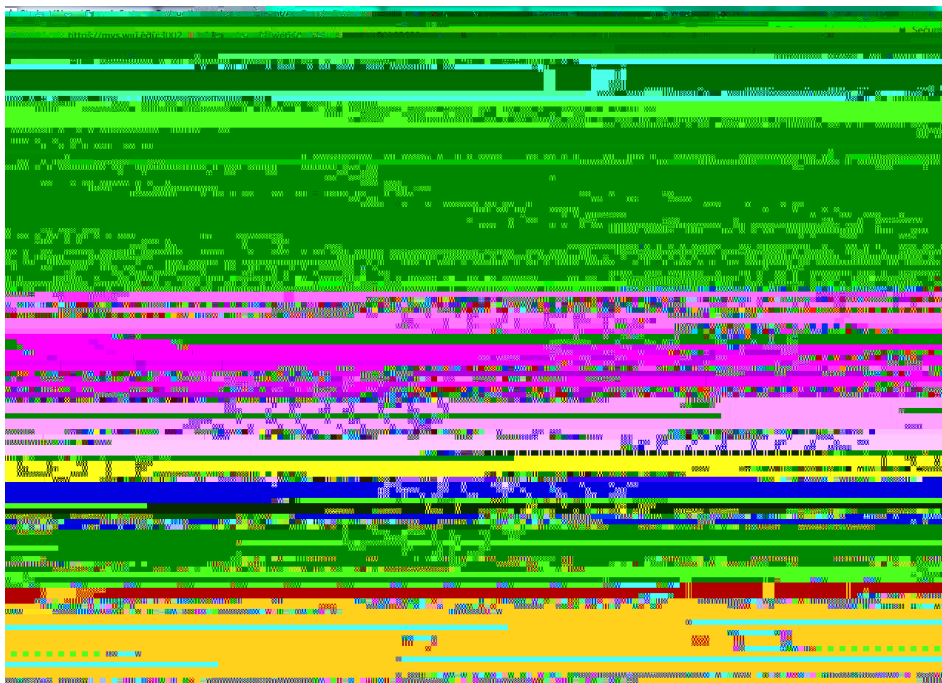S e a r c h W K H ³ Courses E X W W R t h a t Note each course appearing L Q the list has D Q H [S D E X W W R Q L V W K H H P D U J & O L Q F N W K H U H O H I R Q N K H H S D Q G $ O F R X U E H W W h R Q D W top t R Y L H Z G H W D L O H G L Q I R U P D W D O Q R Q W K R U F R X U V H 7 K H G H W D L O H G L Q I R U P D W L R Q Z L O O L Q F O X G H W K H F R X U V H W L G W O H U U E S X U R G S U H U H T X L V L W H V U H V W U L F W L R Q V G H H G H O L Q H D Q G H G U R D S Q G W H [W E R R N L Q I R U P

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.

) U R W \ K $ H F D G H Y P D L E F H O 5 H F W L V V W D O G W V L G R E R O S V H V

Select the appropriate term by using the down arrow button. Click "Enter" to complete selection. In the first empty box under the STAR column, enter a course STAR number from your list. Click on the "Submit" to enter course changes. You have 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.

Withdrawal from Courses
A course dropped is also done or removed from the module by click "drop button" to the far right of 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.

Withdrawal from the University
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.

Students not to name, mica, pled, all as Scheduled to Not be listed, check I, too "L is on" accounts overnight after any changes are made to their schedules.