

Student/Alumni Records System (STARS) Registration Instructions

STARS LOG IN:

From the STARS Online website, wiu.edu/stars

Enter your 9-digit WIU ID number and the 8-digit password you created when you activated your STARS account.

Please note the drop down menu option located in the upper left corner under the words "Log In" and the "Forgot Password" link in the upper right corner of the screen.

Click on the "Log In" link in the upper right corner of the screen.

STARS REGISTRATION:

Choosing your courses first by using the STARS course search function will simplify the registration process.

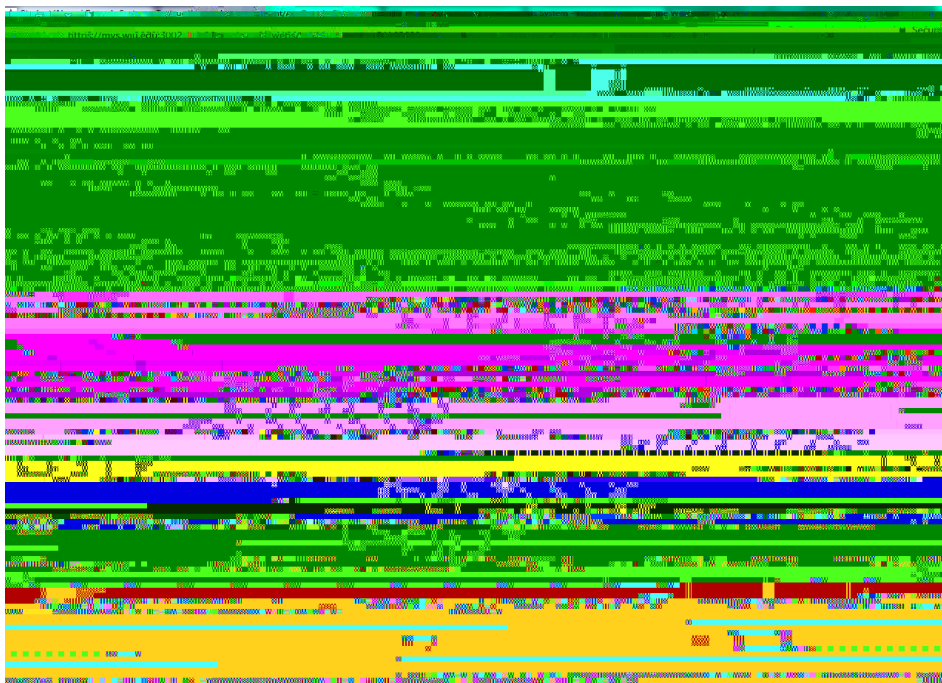
Two common fields used in course search are available to further refine your search and can be used at your convenience.

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" button. Courses that appear on each course appearing in the list has a "Select" button next to it.

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" button. Courses that appear on each course appearing in the list has a "Select" button next to it.

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.

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Select the appropriate term by using the down arrow button. COLFN 3 (Q W H U ' W R F R P S selection. In the first empty box under the STAR column, enter a course STAR number from your list. & O L F N R Q VE X H V (R Q H M F I S D Q F H H V to W K C o u r s e s o n e 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

\$ F R X U V H G F I D Q V E H R G X U U R P K H G X O H E \ F O ' L E R E Q J W W Q Q W O R F S D X W 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.

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.

6 W X G H Q W W R P U H V P I D F L D Q O D D V 6 F K H G X O V R 1 W W E I M F D, W L R Q ' accounts overnight after any changes are made to their schedules.