Using the myIIT Portal...my.iit.edu

The myIIT Portal is a "one-stop shop" where staff, faculty and students alike can access all essential online systems (Blackboard, e-mail, Banner Student, IIT announcements) and other helpful resources.

Banner Student

A multi-faceted information system, Banner Student provides access to IIT's registration system, academic records, financial aid award packages, and student account transactions. **Students use the "Academics" tab to access registration tools, which include:**

► **Academic Profile**
View basic academic profile, primary advisor and quick links to view unofficial transcript and holds.

► **Registration Tools**
This channel provides quick links to look up your class schedule and add or drop classes.

► **Banner Self-Service**
Navigate through all areas of Banner Self Service including your student records, financial aid and personal information forms for updating an address and other information.

► **Student Grades**

Within the "Finances" tab, students can access:

► **Financial Aid Awards**
View and accept financial aid scholarships and loans, and to view important related messages.

► **Account Information**
View current account balance and payment history, and make online payments under "Manage Account."

► **Student Accounting Office**
View payment options, current rates for tuition and fees, and download 1098-T forms.

► **IIT Print Account**
Check account balance and replenish the funds.

"Alternate PIN" Required for Registration

A unique term-specific number called an "Alternate PIN" is required to add, drop or withdraw from courses. All undergraduate and first term graduate students must consult with an advisor regarding course choices prior to registration and then will receive the Alternate PIN from their advisor. Continuing graduate students can find their Alternate PIN under 'Personal ID Numbers' on the Welcome tab within myIIT portal. The Alternate PIN is valid for one semester only; students will receive a new PIN each semester. Students should keep their Alternate PIN secure as with all other personal information. The Alternate PIN must be input in order to make any registration changes.

How to Register for Courses

1. Log into the **myIIT** portal;
2. Click on the Academics tab;
3. Under the Registration Tools, check 'Add or Drop Classes';
4. Select the appropriate term;
5. When prompted, enter your Alternate PIN;
6. Type in CRN number -or- use the Class Search function to look up and add classes.

'Waitlisting' for Closed Sections

1. When registration cannot be completed due to a closed course section, the option to waitlist is offered;
2. Choose 'Waitlist' for respective course and click Submit.
3. If a seat is available, INTM staff will ask Registrar to release a seat.
4. Registrar will send email to student indicating registration must be completed within one to three days.
5. Return to Add/Drop Classes, change option to 'Registered' and click submit.
6. Registration confirmation appears on screen.

Quick Guide Available for Basic Procedures

The **'Banner Student User Guide'** provides step-by-step instructions on how to register, view and accept financial aid, view current transcripts and holds, view current student schedule, and update addresses. This 9-page guide is available within the **myIIT** Portal under the 'Academics' tab, specifically in the box titled 'About this Tab – Academics'.

The Best Way to View IIT's Course Offering

Use the "*Quick Links*" menu on IIT's Home Page at www.iit.edu!

1. Click on the 'Quick Links' drop-down menu (at top center) and choose 'Class Schedule Search'

   -- Choose Appropriate Term

   -- Choose Subject: Computer Science (CS) or Computer Science Professional (CSP)

   > *To view entire offering, proceed to scroll to the bottom and click 'Class Search' > To view information on a single course, input only the course number (e.g., 409) into the Course Number field, then scroll down and click 'Class Search'*

2. Displayed results include course title, the "CRN" (the call number), the course number and section number (i.e., CS 499-01), as well as location, credits, day and time, and course instructor

   > *Click on the course title to check current course enrollment*

   > *Click on 'View Catalog Entry' to review course description*

Questions or problems?

Contact the CS Office at 312.567.5150 for assistance or IIT's Help Desk at 312.567.3375. A "Help Ticket" can also be submitted by clicking on the "OTS Support" icon within the myIIT Portal.

New Student Technology Guide

Banner CWID

A Banner Campus-wide ID is a personal identifier used in place of your social security number. All Banner CWIDs start with A and are followed by a unique 8-digit number. If you don't know your CWID refer to your student ID card or log in to myIIT.

myIIT (my.iit.edu) Login

Every student has a single login to access the university's technology services such as myIIT, computer labs and the IIT network.

Username

Your Unified ID is your username for technology services. Look up your UID at:

http://myuid.iit.edu

Password

Your initial password is: MMDDXXXX

*Where, MMDD is the 2-digit month and day you were born and XXXX is the last 4 digits of your Banner CWID. You will be prompted to change your password immediately.

IIT Email Address

The format for IIT student email addresses is Unified ID followed by @hawk.iit.edu (for example, jdoe234@hawk.iit.edu). All official university communications are sent to IIT email accounts.

Google Apps

Access Email and other Google Apps, including, Calendars, Docs, Groups and Sites through the myIIT portal by clicking on the icon labeled Google Apps for Students.

Blackboard

View supplemental class materials through IIT's course management system where instructors post lectures, notes and other course materials.

ACADEMICS	**Academics Tab**
	Use Banner Student Self Service to register for classes, check grades and other academic information. Use Degreeworks to track and plan progress toward your degree and use the "what if" feature to view requirements and how credits will transfer for a change in course of study.
FINANCE	**Finances Tab**
	Check tuition, student account and financial aid information.
TRAINING & SUPPORT	**Training and Support Tab**
	Find help in the FAQs, download free software and more.

Free and Discounted Software

To download free software, such as Mathematica, McAfee and Autodesk go to the "OTS Downloads" channel on the "Training and Support" tab in myIIT.

Wireless Internet Access

IIT provides campus-wide secure wireless access. All users are required to register with the IIT network using their myIIT login and to accept the IIT Computer Usage Policy. Complete instructions for connecting to the Internet are also available on the FAQ section of the OTS Portal web site.
Sign into myIIT and click on the "Training and Support" tab to find the Office of Technology Services channel.

OTS Computer Lab Locations:

3410 S. State, Room 110   Galvin Library, Night Owl Lab
Alumni Memorial Hall, Room 218   Siegel Hall, Rooms 237 & 236
Crown Hall, Room 001   Stuart Building, Room 112

Please note:
The computer lab login is the same as your myIIT login. Each lab has different hours and software. Please check the OTS web site for lab hours and availability:

http://www.iit.edu/ots/computer_labs.shtml

Lab & Printing Accounts

At the beginning of a semester each registered student's printing accounts is credited with $10.00 (the equivalent of 250 black & white 8.5" x 11" prints). If necessary, you can add funds to your account in the IIT Print channel on the myIIT Finances tab. The OTS printing system provides you the option of printing from a lab computer or directly from your personal computer using the **Remote Printing Package** available in the OTS Downloads channel on the myIIT "Training and Support" tab. Remote Printing Stations are available in several OTS labs as well as in the MTCC, Galvin Library, and Residence Halls.

OTS Support Desk

The OTS Support Desk offers technical support to students, faculty, and staff for any computer related concerns. For assistance you can use the "ots support" single sign-on in myIIT to search the knowledge base and submit a support request. You can also email the support desk at supportdesk@iit.edu or call at 312.567.3375.

ots support

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Quick Links

Search Content

IIT.EDU HOME

Apply Now »

About IIT
Undergrad Admission
Graduate Admission
Academic Programs
Financial Aid
Research

McCormick Tribune
Campus Center
Room 106
Monday - Friday
8:30 am - 5 pm

3201 S. State St.
Chicago, IL 60616
312.567.3810

email onestop@iit.edu

PROSPECTIVE STUDENTS   ALUMNI   BUSINESS & INDUSTRY   VISITORS

IIT ONE STOP
WHERE STUDENTS GET ANSWERS

« back

One Stop

Got a question about your bill? Have forms you need to submit? Need advice about registering for classes? Tired of bouncing from office to office? The One Stop is your solution!

In order to provide our students services with maximum efficiency and a minimum of confusion, the One Stop has been established representing the Offices of the Registrar, Financial Aid, Academic Affairs, and Student Accounting. The One Stop is the starting point for all IIT students (prospective, new and continuing) seeking administrative and academic assistance.

Located at the end of the MTCC bridge, next to the Commons, the One Stop is open 8:30 am - 5 pm, Monday - Friday.

If you can't find what you are looking for below, stop by the One Stop office, call us at 312.567.3810, or email onestop@iit.edu .

Undergraduate Academic Affairs

- Transfer Credit Guidelines
- Request an Audit
- Leave of Absence / Withdrawal
- Application for Graduation
- Undergraduate Bulletin
- Advanced Placement Credit
- Change or Declaration of Major
- Reinstatement to IIT

Graduate Academic Affairs

- Graduate Bulletin
- Thesis Information
- Application for Graduation
- Forms
- Important Dates & Deadlines
- Thesis Fee

Registrar

- Request a Transcript
- Enrollment Certification
- What Is FERPA
- FERPA Release Form
- Academic Calendar
- Class Schedule
- Final Exam Schedule
- How to wait list for classes
- Minimum/Maximum Credit hours
- Registration Error Descriptions
- Veteran Services

Finances

- Tuition and Fees
- Financial Aid Refund
- Refund Request Form
- Make a payment
- Student Loans
- Tuition Deferment form

BLACKBOARD 9.1 QUICK GUIDE FOR STUDENTS

ACCESS BLACKBOARD	▶ Via **my.iit.edu** portal; click on Blackboard icon. ▶ Via original portal at **blackboard.iit.edu** (using UID and myIIT password).
ACCESS COURSES	▶ Use course links shown in the **My Courses** box to access course materials. *Note – To display a course number (i.e., INTM 415) in the course link, click on the ✱ in the upper right corner of 'My Courses' box, then click the related checkbox to indicate a checkmark under DISPLAY COURSE ID and click SUBMIT.*
COURSE DOCUMENTS	▶ Posted under **Syllabus, Content, Course Documents** and **Assignments** menu items. ▶ Click on links to open documents. Some documents open in presentation mode, such as PowerPoint presentations; to save such documents *right-click* on the link instead of opening it, choose 'Save Target As', identify save location and click SAVE.
SUBMIT ASSIGNMENTS	▶ Per instructor directions, via appropriate **Assignment** link in Blackboard or via email. ▶ To use Assignment link, after downloading and completing the assignment, return to the same Assignment link to type homework answers into the **Submission** box or upload/attach a separate homework file by clicking 'Browse My Computer.' ▶ When attaching a file, type in a **Link Title** to name assignment according to instructor directions or to include your name (e.g., *Assignment2_LastName*). If you do not add a Link Title, the file name becomes the link name. ▶ Use the **Comments** box to include comments on the assignment for the instructor. ▶ To submit your assignment, click the SUBMIT button. The 'Save as Draft' option can be used if an assignment is partially completed. To return to a saved draft, go to the 'Review Submission History' section within the Assignment and click on 'Continue Current Submission' to access saved work. Once assignment is complete, click SUBMIT button.
DISCUSSION BOARD	▶ Click on **Discussions** in the course menu; click on desired forum title. ▶ Click CREATE THREAD button to add a new discussion thread inside an established forum. Type in the subject and your comments then click SUBMIT. ▶ To read and respond to an existing thread, click on title and use REPLY button.
VIEW ONLINE LECTURES	▶ Click on **IIT Online Videos** in course menu. Lectures are listed in date order and usually post within 24 hours after live lecture takes place. ▶ Click on desired lecture date to launch the video. Videos are best viewed using Google Chrome
QUESTIONS/ PROBLEMS?	▶ Visit BB Online Learning Center at http://ondemand.blackboard.com/students.htm ▶ Contact OTS Support Desk for assistance. To submit a help ticket, click on the OTS Support icon in myIIT (next to BB icon), call 312.567.3375 during daytime hours, or send an email to supportdesk@iit.edu. A request ticket will be cc'd to your IIT email.

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Tuition, Fees, Room and Board Payment Instructions

Tuition payments are generally due by the add/drop deadline established for each semester. If you register late, your payment will be due on the date of registration. A late fee equal to 2% of your outstanding balance will be assessed if payment is received after the deadline. The following fees are among those that may appear on your tuition bill:

- Tuition

- Student Activity and Service Fees

- Health Insurance

- Parking Fees

- Course Lab Fees

- Room and Board

- Ventra

- EI/PE Review Course Fees

Account Payments:

It is preferred that payments be made online. For security purposes, credit card payments are accepted **exclusively** through IIT's online payment system. The following forms of payment can be accepted:

-Mastercard, American Express or Discover (2.75% transaction fee applies)

-ACH (electronic check)

-Personal check, money order, cashier's check or demand draft

Credit card and ACH payments are accepted through **TouchNet,** accessible through your myIIT portal. Click on the 'Finances' tab and find the Manage My Account box. Click on the 'Manage My Account' link offered inside that box to open TouchNet and access your account.

Payments made by check, money order, or cashier's check should be made payable to *Illinois Institute of Technology*, and mailed to:

IIT Student Accounting
7539 Solution Center, Chicago, IL 60677-7005

To deliver a check in person, visit the Student Accounting Office at 3424 S. State Street, TC 4th Floor, Chicago IL 60616, Monday - Friday 8:30am – 5:00pm. IIT does not accept cash payment.

International Payments (including wire transfers)

Illinois Institute of Technology has partnered with peerTransfer to streamline the tuition payment process for international students. PeerTransfer, allows payment from any country and any bank with an excellent foreign exchange rate. Track payments via a student dashboard and obtain email confirmation once payment is received by the school.

Visit iit.peertransfer.com to begin the payment process from an international bank.

Payment Plans

Payment plan information can be found online at http://www.iit.edu/bursar/payment_plans.shtml. To enroll in a payment plan, login to the MyIIT portal, access the 'Finances' tab and click on the link for 'Manage My Student Account' to access the TouchNet System.

Payment Plan

This payment plan allows you to divide your spring tuition bill into three (3) equal installments. You have the flexibility to enroll as much or little of your total out of pocket cost as you'd like. A $35 payment plan fee will apply. Any portion of your bill not enrolled in this plan will be due in full by date specifed on the web site.

Installments are due in September, October, Novenber per stated payment plan deadline.
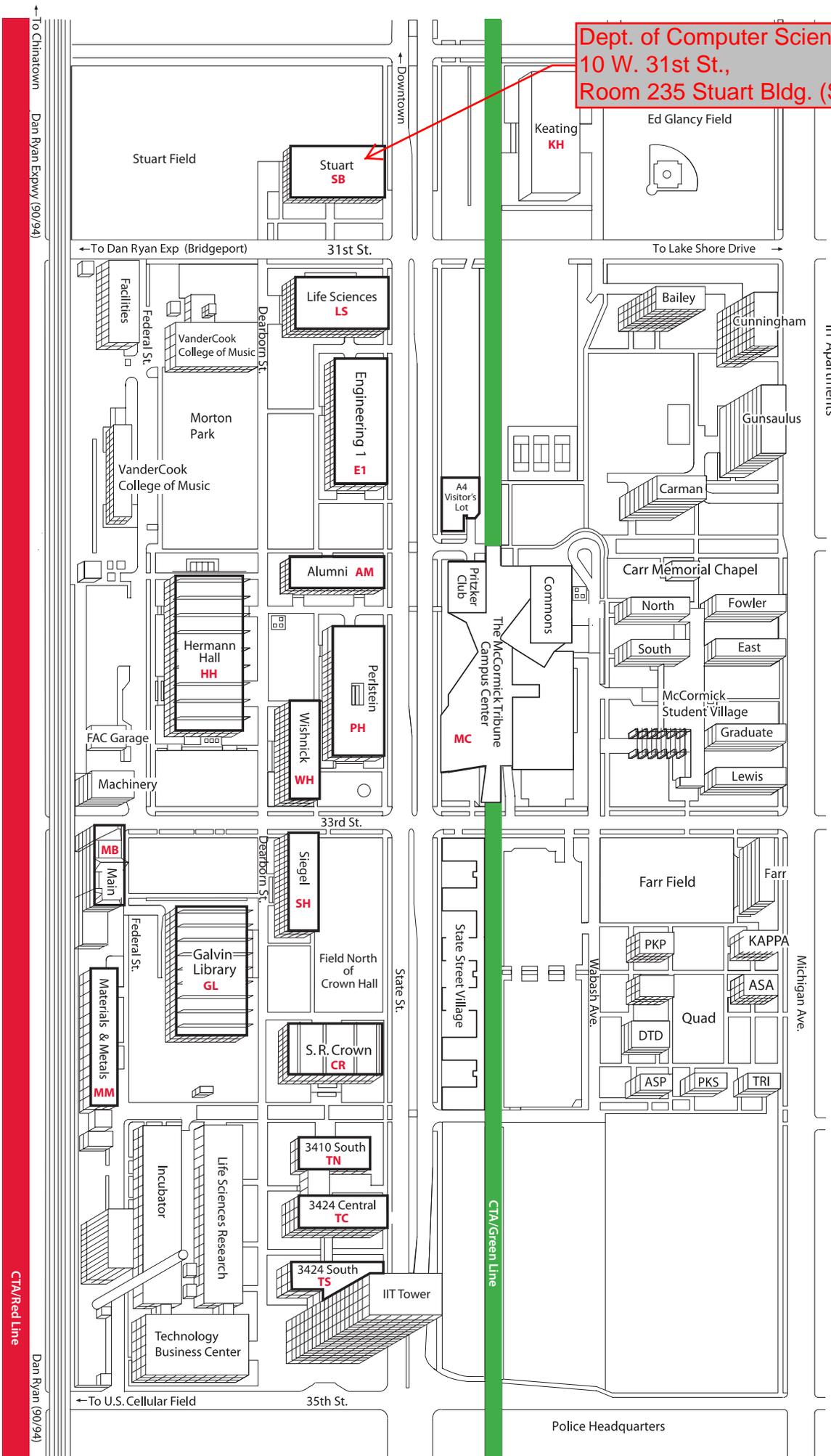
Employer Tuition Deferment Plan

The Employer Tuition Deferment Plan is available to students whose employers offer tuition reimbursement. The plan permits students to defer payment of the employer's portion of the current semester tuition cost until 45 days after grades are posted. Students are required to pay their portion of tuition and fees at the start of the term. Students should submit the following by the last date to add/drop classes for each semester.

    a. A $55.00 Deferment Plan fee (payable by cash or check with your application, or online through your student account)

    b. A dated letter from your employer on letterhead stating the terms of their tuition reimbursement policy and approximate time frame in which your employer will make payment (no later than 45 days after grades are posted).

    c. A completed deferment application mailed or faxed to the Student Accounting office. Access application at www.iit.edu/bursar/tuition_deferment_application.shtml.

December 19, 2013

Dept. of Computer Science
10 W. 31st St.,
Room 235 Stuart Bldg. (SB)

To Chinatown

Dan Ryan Expwy (90/94)

CTA/Red Line

Dan Ryan (90/94)

Downtown

Stuart Field

Stuart
SB

Keating
KH

Ed Glancy Field

← To Dan Ryan Exp (Bridgeport)

31st St.

To Lake Shore Drive →

Facilities

Federal St.

VanderCook College of Music

Dearborn St.

Life Sciences
LS

Bailey

Cunningham

IIT Apartments

Morton Park

Engineering 1
E1

Gunsaulus

VanderCook College of Music

A4 Visitor's Lot

Carman

Alumni AM

Pritzker Club

Commons

Carr Memorial Chapel

North

Fowler

FAC Garage

Hermann Hall
HH

Perlstein
PH

Wishnick
WH

The McCormick Tribune Campus Center

MC

South

East

McCormick Student Village

Graduate

Machinery

Lewis

33rd St.

MB

Main

Siegel
SH

Federal St.

Dearborn St.

Galvin Library
GL

Field North of Crown Hall

State St.

State Street Village

CTA/Green Line

Farr Field

Farr

Wabash Ave.

PKP

KAPPA

ASA

Michigan Ave.

Quad

DTD

Materials & Metals
MM

S. R. Crown
CR

ASP

PKS

TRI

Incubator

Life Sciences Research

3410 South
TN

3424 Central
TC

3424 South
TS

IIT Tower

Technology Business Center

CTA/Green Line

← To U.S. Cellular Field

35th St.

Police Headquarters

Directions to Illinois Institute of Technology, Main Campus

East of Dan Ryan Expressway (I-90/94) from 31st to 35th Streets

By Automobile...

From the North:
Dan Ryan Expressway east to 35th Street exit, turn left (east). Turn north on State Street and proceed to desired parking location.

From the South:
Dan Ryan Expressway west to 35th Street exit, turn right (east). Proceed to State Street and turn left (north). Proceed to desired parking location.

From Lake Shore Drive:
Exit at 31st Street, go inland (west) to State Street and turn left (south). Proceed to desired parking location.

By Rapid Transit...

- CTA Red Line (Howard-Dan Ryan) to Sox Stadium/35th Street station - Under Construction

- CTA Green Line (Lake-Englewood-Jackson Park) train to 35th Street/Bronzeville station

- CTA Bus lines with stops on State Street (#29 or #35) or Michigan Avenue

Visit the CTA's web page at www.transitchicago.com for schedules and bus routes.

Parking...

Permit and visitor parking lots are located on the east side of State Street between 35th and 31st streets. Two visitor lots are available and utilize "Pay Stations" to collect parking fees. The first visitor lot is located immediately north of the McCormick Tribune Campus Center (33rd & State) and offers northbound and southbound access from State Street; parking costs $2/hour. The second visitor lot fronts the lot located at 35th & State and only offers northbound access; parking costs $2/hour. Parking fees must be paid in advance and the receipt placed on the car dashboard. Visitors must pay for parking through 7pm, after which time vehicles may remain in the lot at no charge. Individuals with an IIT parking permit should park in gated lots only. For details on parking and permits, please visit the Parking Services website at www.iit.edu/~parking.

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Banner Student Self Service Tools

Click on a question below to jump to the answer.

How do I ...

Register for classes?

View and accept my Financial Aid?

View my current transcript and holds?

View my registration status and courses I have been permitted into?

View my current class schedule?

Update my address?

Register for classes

1. In the myIIT portal select the **Academics** tab

2. In the **Registration Tools** channel click **Add or Drop Classes**

3. Choose the term from the dropdown box and click **Submit**

4. Enter your **Alternate PIN** and click **Submit**

5. To register for a new class click **Class Search**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Student Registered on Jan 14, 2009	None	20977	PSYC	525	01	Graduate Doctoral	3.000	Standard Letter	Child Psychopathology
Student Registered on Jan 14, 2009	None	20969	PSYC	501	01	Graduate Doctoral	3.000	Standard Letter	Physiological Foundation of Behavior

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 18.000
Date: Jan 16, 2009 10:33 am

6

Add Classes Worksheet

5

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

6 → Submit Changes   Class Search   Reset

6. To change registration status for a class select **Drop** or **Withdraw** from the Action dropdown menu and click **Submit Changes**

7. Look up the classes by subject, location, time, etc. Once you have made your selection, click the **Class Search** button.

Subject: Anthropology / Architecture / Art and Architectural History

Course Number:

Title:

Schedule Type: All / Accelerated Course / Clinical

Credit Range: [ ] hours to [ ] hours

Campus: All / Corporate Site / Downtown Campus

← If you are searching for Internet classes you can select "Internet Only"

Course Level: All / Continuing Education / Graduate

Part of Term: All / 1st Eight Weeks (Semester) / 2nd Eight Weeks (Semester)
Non-date based classes only

Instructor: All / Aamot, Kari Lynn / Abarji, Snejana

Attribute Type: All / CAEE Design Course / CSCI Technical Elective

← Search for classes that meet specific major requirements

Start Time: Hour [00] Minute [00] am/pm [am]

End Time: Hour [00] Minute [00] am/pm [am]

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Class Search   Reset

8. Check the classes you want to register for and click the Register button.

Sections Found

Biology

| Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
☐	10071	BIOL	100	1	MC	2.000	Introduction to the Profession	R	08:35 am-09:50 am	30	1	29
☑	10076	BIOL	109	1	MC	1.000	General Biology Laboratory	T	08:35 am-11:15 am	24	1	23
☑	10077	BIOL	109	2	MC	1.000	General Biology Laboratory	T	01:50 pm-04:30 pm	24	1	23
	10078	BIOL	109	3	MC	1.000	General Biology Laboratory	R	01:50 pm-04:30 pm	24	1	23
☐	10093	BIOL	414	1	MC	3.000	Genetics for Engineering Scientists	MWF	10:00 am-10:50 am	8	0	8
☐	10105	BIOL	446	1	MC	3.000	Cell Biology Laboratory	M	06:25 pm-09:05 pm	36	0	36
								R	08:35 am-12:40 pm			
☐	10106	BIOL	490	0	MC	1.000-3.000	Individual Study	TBA		2	0	2
☐	10107	BIOL	491	0	MC	1.000-3.000	Biology Research Project	TBA		2	0	2

[Register] [Add to WorkSheet] [Class Search]

View and accept my Financial Aid

1. In the **myIIT** portal click on the **Finances** tab
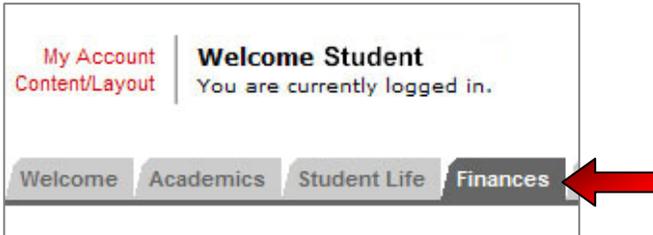
2. In the **Financial Aid Awards** channel click Financial Aid Awards

3. From the drop down list, select Aid Year and then click **Submit**

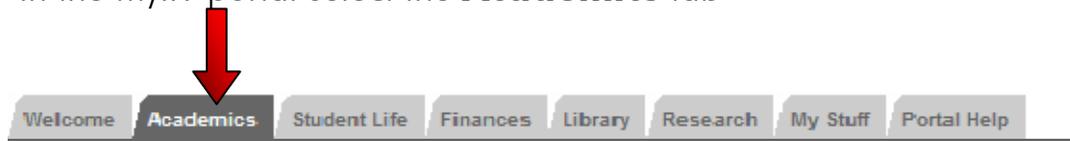4. In the drop down list next to each award select Accept, Decline or Decide Later. When you are finished, select the **Submit Decision** button

View my **current** transcript and holds

1. In the myIIT portal select the **Academics** tab

2. In the **Registration Tools** channel click **Transcript** link to view current unofficial transcript

   Click **Holds** link to view current holds

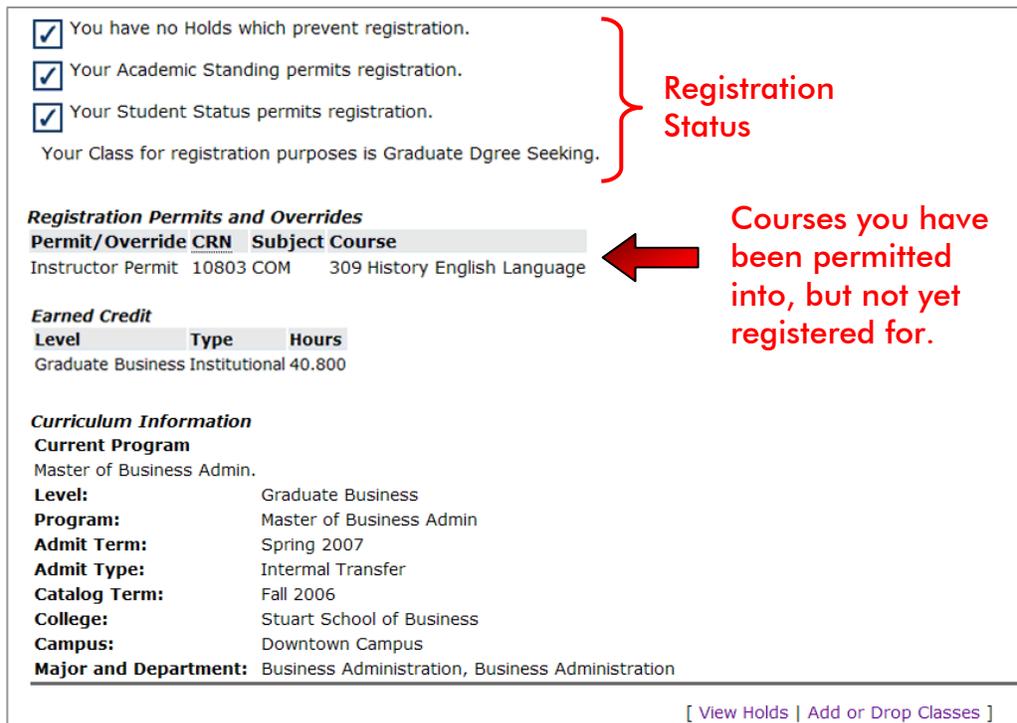# View my registration status and courses I have been permitted into

1. In the myIIT portal select the **Academics** tab

2. In the **Registration Tools** channel click the **Registration Status** link

3. Choose the term from the dropdown box and click **Submit**

Select a Term: Spring 2009
Spring 2009
2009 Professional Learning

Submit

☑ You have no Holds which prevent registration.

☑ Your Academic Standing permits registration.

☑ Your Student Status permits registration.

Your Class for registration purposes is Graduate Dgree Seeking.

Registration Status

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course
Instructor Permit	10803	COM	309 History English Language

Courses you have been permitted into, but not yet registered for.

Earned Credit

Level	Type	Hours
Graduate Business Institutional		40.800

Curriculum Information
Current Program
Master of Business Admin.

Level:	Graduate Business
Program:	Master of Business Admin
Admit Term:	Spring 2007
Admit Type:	Internal Transfer
Catalog Term:	Fall 2006
College:	Stuart School of Business
Campus:	Downtown Campus
Major and Department:	Business Administration, Business Administration

[View Holds | Add or Drop Classes]

View my current class schedule

In the Banner Class Schedule channel, click on **View Current Schedule.** Select the current term when prompted.

Class schedule ☐ ⬆ ✕

View Current Schedule

Registration Term

Select a Term: 2010 Professional Learning ▼

2010 Professional Learning
Fall 2009
Summer 2009
Spring 2009
2009 Professional Learning (View only)
Fall 2008 (View only)

Submit

RELEASE: 7.2

Student Detail Schedule

Total Credit Hours: 5.000

General Biology Laboratory - BIOL 109 - 2
Associated Term: Spring 2009
CRN: 10077
Status: Withdrawn on Jan 12, 2009
Assigned Instructor:
Grade Mode: Standard Letter
Credits: 1.000
Level: Undergraduate
Campus: Main Campus

NOTE: The student has withdrawn from this class.

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type Instructors
Class 1:50 pm - 4:30 pm T	Life Sciences 306	Jan 20, 2009-May 9, 2009	Lab	TBA

Class Schedule with location, time, instructor and other information.

History of the English Language - COM 309 - 1
Associated Term: Spring 2009
CRN: 10803
Status: Student Registered on Jan 5, 2009
Assigned Instructor: Gregory Pulliam
Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Main Campus

NOTE: The student is currently registered for this class.

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type Instructors
Class 1:50 pm - 3:05 pm TR	Siegel Hall 204	Jan 20, 2009-May 9, 2009	Lecture	Gregory Pulliam (P)

Return to Previous

Click **Show Active Registration** to view current schedule only

Show Active Registrations | Show Registration History | Add or Drop Classes | Look Up Classes |

Update my address

Make sure to keep your addresses current to guarantee that correspondence from IIT is delivered to the correct address.

1. In the Banner Self Service channel click on **Personal Information**, then **Update Addresses and Phones**
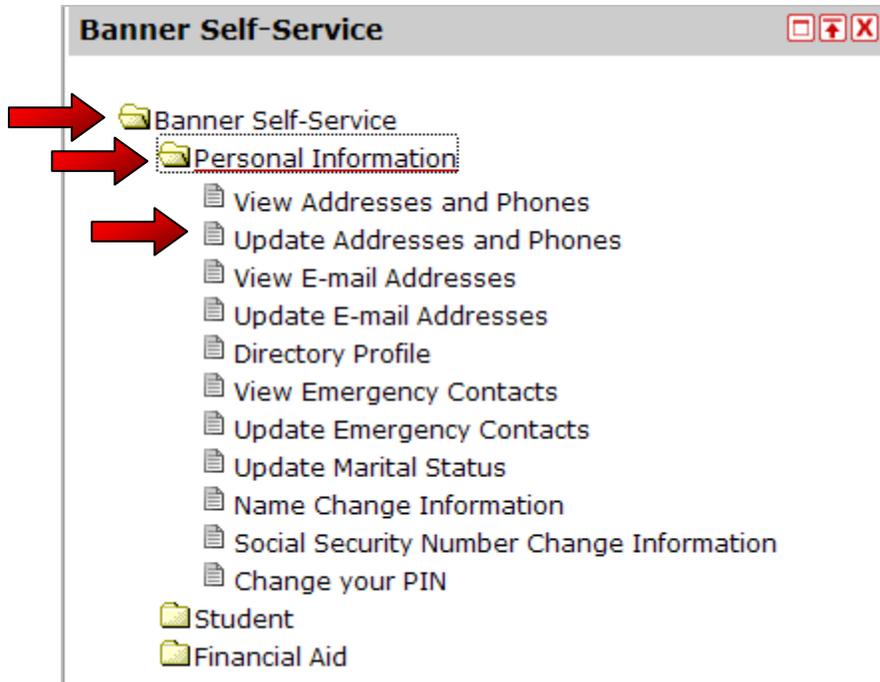
2. Select the link next to the address you wish to update. To insert a new address select the type of address you want to insert and click submit.
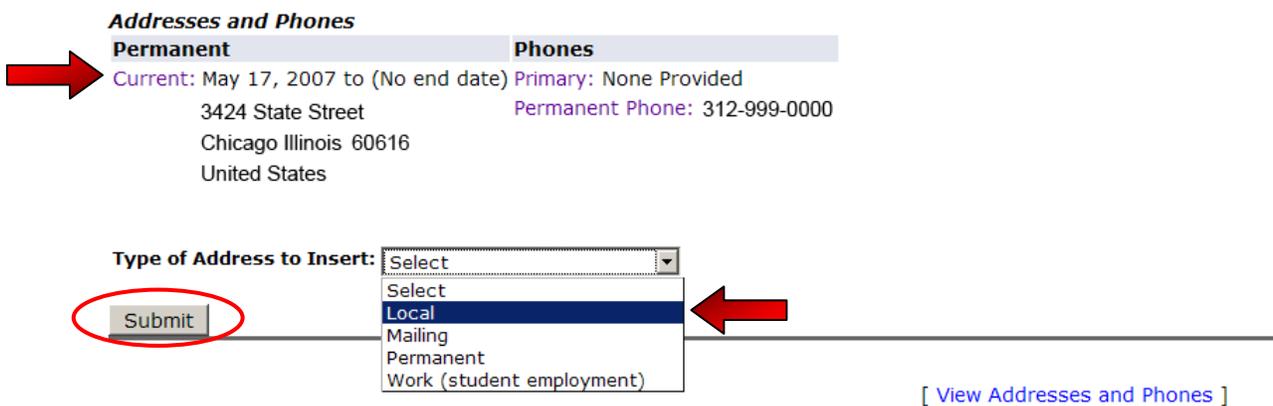
Question: I need to email the department about a problem. What email should I use?

Answer: You can email iitcsdept@gmail.com.   Please include your full name and cwid in the email.

Question: Which courses should I choose?

Answer:

- o Be sure to understand your degree requirements and choose courses accordingly.
- o Look at the courses offered for the semester and their course descriptions.
- o Choose 4-5 courses that sound interesting.
- o Look at the course prerequisites for each course
    - If you have not taken the prerequisite course plan to take the prerequisite course instead OR choose another course.
    - If you have taken the course you can plan to register for the course.

Question: I am getting a prereq/test score error when I register.

Answer: The department reviews the transcripts (submitted at time of application) of all incoming students and has courses taken elsewhere entered into the registration system.

- o If all the courses for which you are trying to register give the error your transcript may not have been reviewed.   Email the department: iitcsdept@gmail.com with your full name, cwid, and that all courses for which you are registering are giving you a prereq/test score error.
- o If only 1 course is giving you the error:
  - o If you have taken the required prerequisite course:
    - ▪ The transcripts that you submitted when you applied were reviewed and may not have included all semesters. Please bring your complete transcripts to the CS office for review.
  - o If you have not taken the required prerequisite course:
    - ▪ You should register for the prerequisite course.
    - ▪ If you have work experience that you feel is equivalent to the prerequisite course you may contact the instructor of the course you wish to take to ask permission to take the course without the prerequisite. Be sure to detail your work experience that you feel is equivalent to taking the prerequisite course.

Question: When can I meet with my advisor?

Answer: General department advising will be held Wed. 8/20 – Fri. 8/22.   Please come to the CS department and you will be able to speak with an advisor.

Question: I have to take the CS 201/CS 401 placement exam. Where is it given?

Answer: The placement exam will be given on Monday, 8/18, 1:00 p.m. in 238 SB (Stuart Bldg). If you do not take the placement exam you will automatically be placed in CS 201.

Question: The course for which I am trying to register is full. What should I do?

Answer: If you are an international student you can take 1 course/semester as an internet student; consider taking the course as an internet student.

You can go on the wait list for the section of the course you wish to take. You will be notified if additional seats in the course become available. The department will be monitoring the course wait lists and will attempt to make accommodations where possible.