

Tips and Tricks for Registering on IOL

1. When you're ready to register, go to <http://www.alverno.edu/> and click on the **CURRENT STUDENTS** tab near the top of the screen. Then under **Online Resources**, click on **IOL (Interactive Online)**.

2. Click on the **LOG IN** tab located at the top of the screen (note: your user name and password are the same as the ones for logging into your Alverno email account, the DDP, etc.), then click on the blue **Students Menu** tab on the right-hand side of the screen.

3. **NEW!** You can get your Registration date & time on IOL. Look under **Registration**, and then click on **Registration Time**.

If you're not sure whether a specific course is offered in the semester for which you're registering, you may start with the **Search for Classes** link on the upper right-hand side of the screen, also under where it says **Registration**.

4. Otherwise, you may use the **Search and Register** option. Once on this page, remember to select the term and two additional fields (I usually choose **Subject** and **Course Level**), then hit **SUBMIT**. For example, I selected the Spring 2012 term, CIT for the subject, and 600-Graduate for the course level. These criteria yielded two results: CIT-631 and CIT-660. You can then select the course/section you'd like to register for and hit **SUBMIT**.

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2

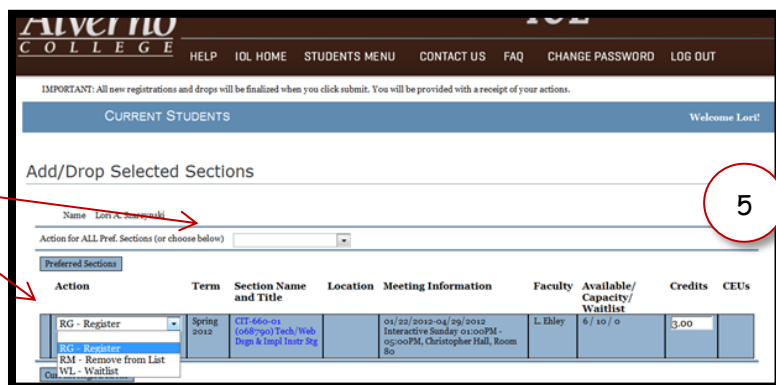
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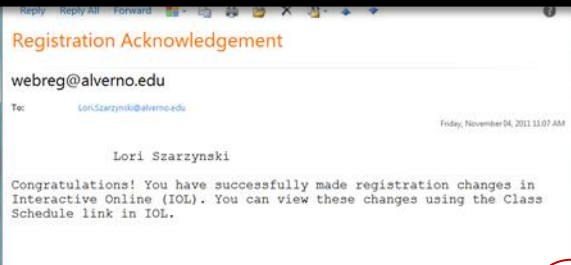
Section Selection Results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="checkbox"/>	Spring 2012	Open	CIT-631-01 (070079) Tech/usng Tools/Instructl Se		01/21/2012-04/28/2012 Interactive Saturday 01:00PM - 05:00PM, Liberal Arts Bldg., Room 312	L. Ehley	5/14/0	3.00	
<input type="checkbox"/>	Spring 2012	Open	CIT-660-01 (068790) Tech/Web Dsgn & Impl Instr Sg		01/22/2012-04/29/2012 Interactive Sunday 01:00PM - 05:00PM, Christopher Hall, Room 80	L. Ehley	6/10/0	3.00	

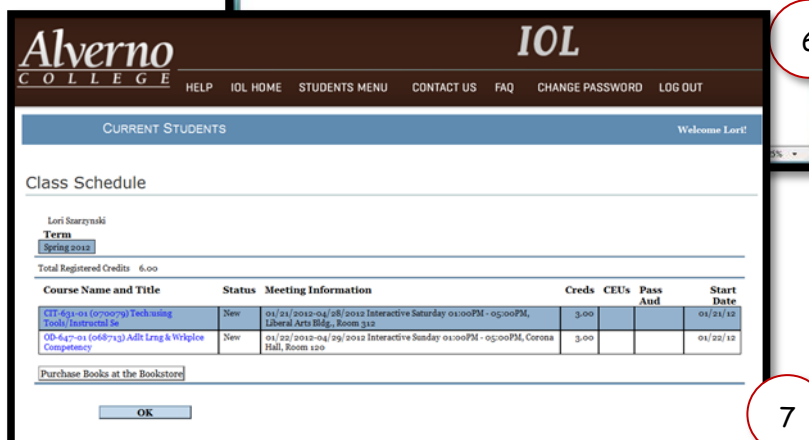
5. You will then be directed to the **Add/Drop Selected Sections** screen. This is where you choose the **Action** for the selection. Note: there are two places where you may choose the **Action**, depending on how many courses you are registering for at one time.



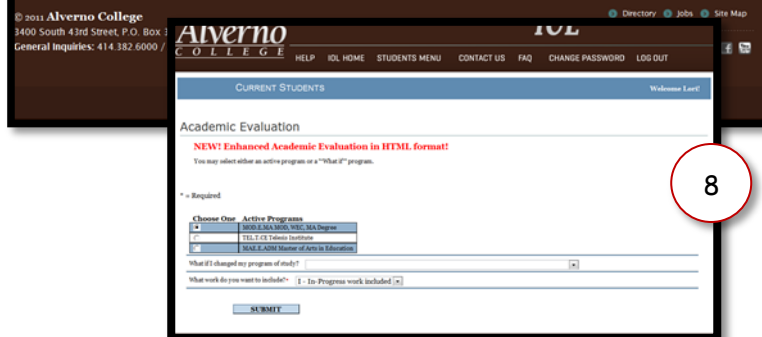
6. Once you hit **Submit**, you will receive an email from webreg, congratulating you on your registration.



7. After you complete the registration process, make sure to check your schedule on IOL for accuracy. You can find this on the right-hand side of the **CURRENT STUDENTS MENU** (see figure 3), under **Academics**, then **Class Schedule**.



8. In addition to consulting with your advisor about class selection, you should also check your **Academic Evaluation** for your program requirements. This can also be found on the **CURRENT STUDENTS MENU**, under **Academics** (again, see figure 3).



9. For questions or concerns, there are several resources on IOL. First, there is the **FAQ** option: for **General Help**, for **Getting Started**, and for **Students**. Just click on the **FAQ** link located at the top of the screen. Second, there is the **CONTACT US** link also located at the top of the screen. Once you click on that, you'll have a choice of departments to get your questions answered. Finally, you can come to campus or call with questions: Academic Advising 414-382-6029, Registrar's Office 414-382-6370, or the Computer Center 414-382-6336.

