SCHEDULING FORM
For Registration And Drop/Add

STUDENT NAME: _____
Last First Middle/Maiden

STUDENT ID NUMBER: ___ ___ ___ - ___ ___ ___ - ___ ___ ___ TERM: _____

ACCESS TO WEB SCHEDULING

1. Select "MyISU" from ISU's home page (http://.indstate.edu), or type in the following address: http://myisu.indstate.edu
2. Enter your Sycamore Login and password; click Login
3. Click on "Student" tab
4. Click on "Add/Drop Classes" under the ISU Quick Links heading
5. Select the desired term from the drop-down menu
6. Click Submit Term
7. Enter Advisement PIN, if necessary – **NOTE**: You must obtain your Advisement PIN from advisor prior to registration.
8. Click Submit PIN

NEED HELP? Follow the instructions at the top of the forms, click "help" in the upper right hand corner of each form, or call the Registrar's Office at 237-2020.

COURSES TO ADD:

Course Ref Number	Dept	Course	Section	Sem Hours	Days					Times	Instructor Signature	Date
					M	T	W	R	F			
_____												
_____												
_____												
_____												
_____												
_____												
_____												
_____												
_____												
_____												
Alternates:												
_____												
_____												

COURSES UNABLE TO BE PROCESSED/REASON -- Please mark all that apply -- (FOR OFFICE USE ONLY) :

Course Ref Number	Closed	Canceled	Pre-req	Co-req	Mismatch of CRN & Course	Section Incorrect	Other
_____							
_____							
_____							

COURSES TO DROP:

Course Ref Number	Dept	Course	Section	Sem Hours	Days					Times
					M	T	W	R	F	
_____										
_____										
_____										
_____										
_____										
_____										
_____										

Total Hours Enrolled: _____

Academic Dean's approval required for exceptions to the University's maximum load policy.

Maximum Hrs Adjusted

_____
Date

	Date
Student Signature	
Advisor Signature	
Academic Dean Signature	

All changes must be processed through the web scheduling systems. Please refer to the Schedule of Classes and appropriate Bulletin for important dates and information regarding scheduling and class load policies. Please call the Office of Registration and Records at 237-2020 if you need assistance. Please Note: A separate Scheduling Form must be submitted for each term in which a student wishes to register.

Rev 7/09