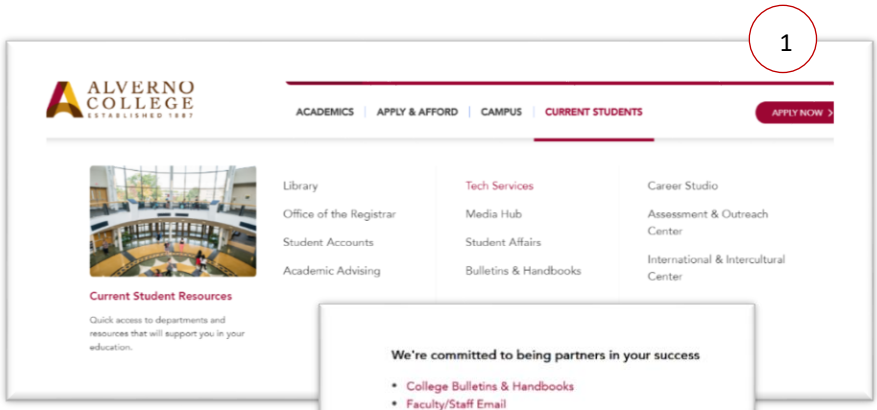
Tips to Registering on IOL

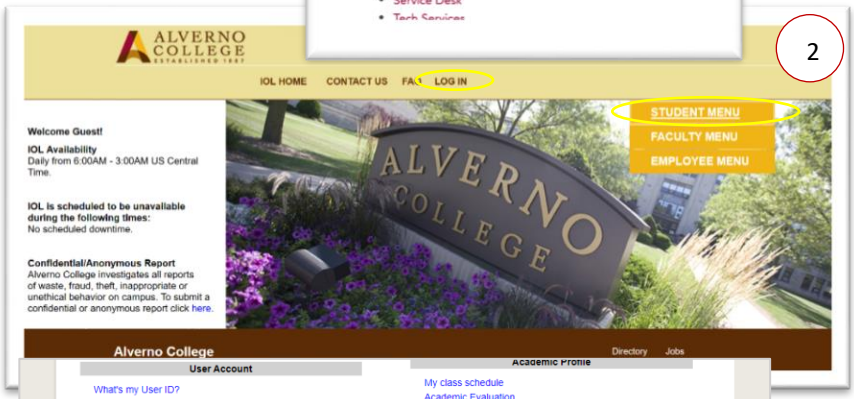
1. When you're ready to register, go to http://www.alverno.edu/ and click on the **CURRENT STUDENTS** tab near the upper right-hand side of the screen. Click on **Current Student Resources**, scroll down and under where it says **We're committed to being partners in your success,** click on **IOL (Interactive Online)**.

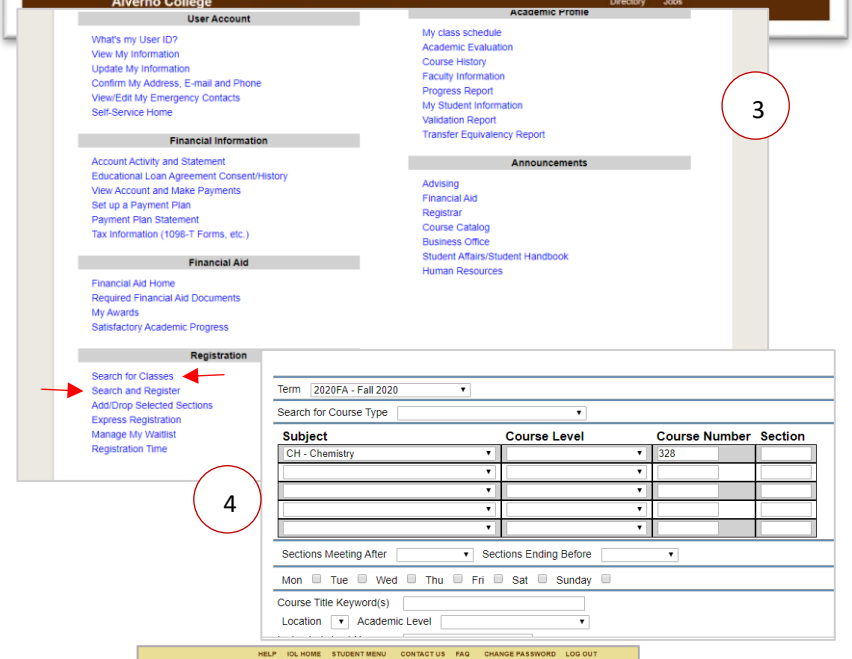
2. Click on the **LOG IN** tab located at the top of the screen (note: your user name and password are the same as the one for logging into your Alverno email account, Moodle, etc.), then click on the **STUDENT MENU** tab on the right-hand side of the screen.

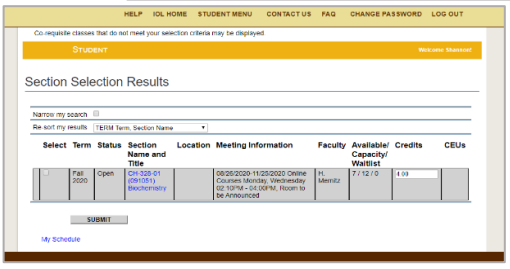
3. If you're not sure whether a specific course is offered in the semester for which you're registering, you may start with the **Search for Classes** link on the lower left-hand side of the screen, under where it says **Registration**.

4. Otherwise, you may use the **Search and Register** option. Once on this page, remember to select the term and (only) two additional fields, and then hit SUBMIT. In this example, we selected the Fall 2020 term, Chemistry for the subject, and 328 for the course number. You could also choose subject and course level (in this case, CH, 300 - Third Year). You can then select the course/section you'd like to register for and hit Submit. (Remember, you cannot choose more than three fields.)



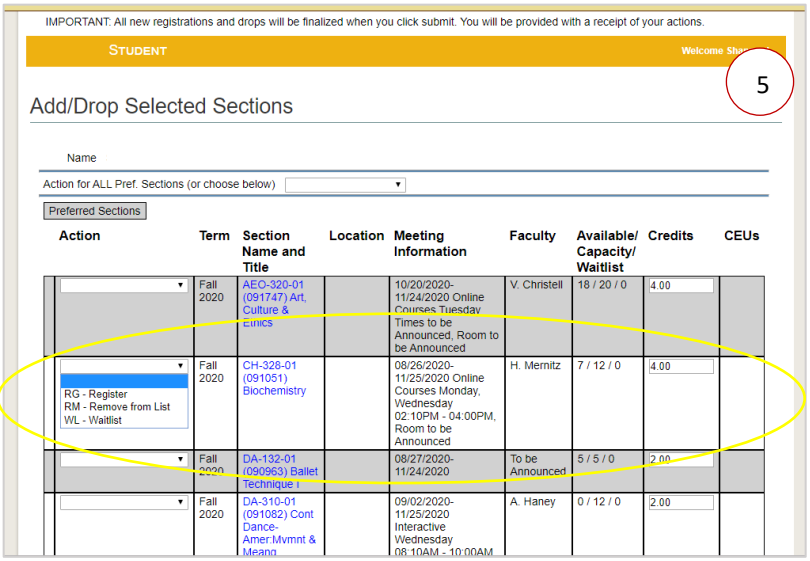
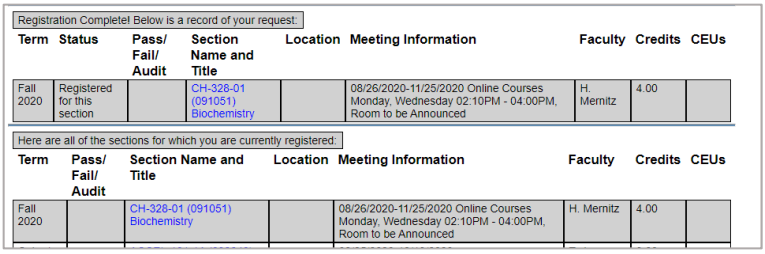
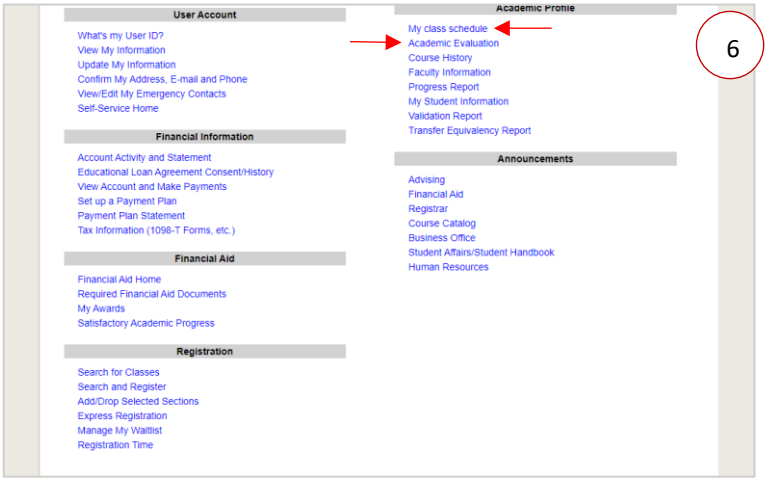
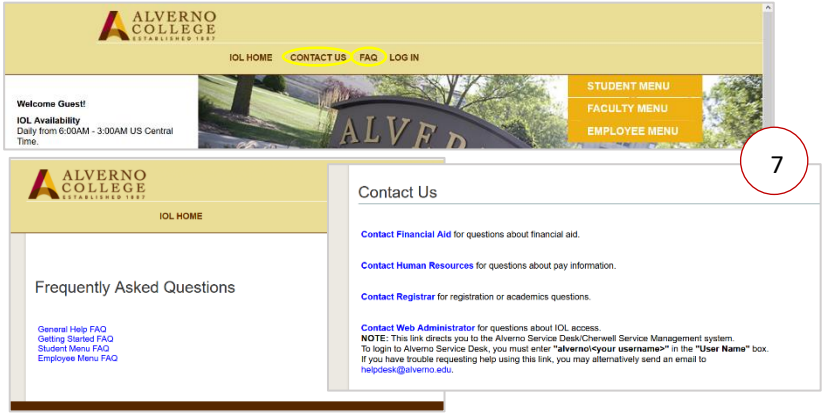






5. You will then be directed to the **Add/Drop Selected Sections** screen. This is where you choose the **Action** for the selection. Note: there are two places where you may choose the **Action**, depending on how many courses you are registering for at one time. Once you hit Submit, you will receive an email from webreg, congratulating you on your registration.

6. After you complete the registration process, make sure to check your schedule on IOL for accuracy. Look for **My Class Schedule** on the right-hand side of the **STUDENT MENU** screen under **Academic Profile**.

   In addition to conferring with your advisor about course selection, you should also check your **Academic Evaluation** for your program requirements. This can also be found on the **STUDENT MENU**, under **Academic Profile**.

7. For questions or concerns, there are several resources on IOL. First, there are FAQ: for General Help, for Getting Started, and for Students. Just click on the FAQ tab located at the top of the screen. Second, there is the CONTACT US tab also located at the top of the screen. Once you click on that, you'll have a choice of departments from which 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.