**ISIS Quick Guide**

- Access ISIS and click on the *Registration* tab. The *Course List Search/Browse* will be displayed. When you find your desired course, the *Enroll* button will allow you to register for the course (the *Enroll* is only visible when you are logged on to ISIS).

- ISIS Registration is intended to function intuitively or provide appropriate instructions.

- You do not need to type in the "placeholder" zeroes in ISIS (e.g., "12" works for "012", "3" works for "003").
Registration

Enrolling in a Course

1. There are two ways to enroll in a course: on the Course Search Results page or the individual Section Detail page.
   a. Click Enroll for the desired section; OR
   b. Click the course number link for the desired section

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hours</th>
<th>Notes</th>
<th>Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA:8110:0EXD</td>
<td>MBA Management and Ethics</td>
<td>3 s.h.</td>
<td>Restricted for all students. MBA for Professionals &amp; Managers</td>
<td>Open (Enroll) 26 of 45 enrolled</td>
</tr>
<tr>
<td>MBA:8120:0EXD</td>
<td>Management in Organizations</td>
<td>3 s.h.</td>
<td>Restricted for all students. MBA for Professionals &amp; Managers</td>
<td>Open (Enroll) 36 of 45 enrolled</td>
</tr>
</tbody>
</table>

2. After clicking Enroll on either the Course Search Results page or the individual Section Detail page, you will receive the following screen.
   a. Click Add button to add this section to your schedule.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hours</th>
<th>Notes</th>
<th>Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA:8150:0EXD</td>
<td>Business Analytics</td>
<td>3 s.h.</td>
<td>Restricted for all students. MBA for Professionals &amp; Managers</td>
<td>Open (Enroll) 47 of 60 enrolled</td>
</tr>
</tbody>
</table>
3. You will receive the following message, indicating that you have registered for this course and that the course has been added to your schedule.
Viewing Your Class Schedule

1. You can access your Class Schedule from the main menu
   a. Click on **Student Records**
   b. Click on **Course Schedule**

2. You will see the following display – Be sure to verify that your schedule is correct!