How to Register for Classes

NOTE: Any pop-up blockers must be turned off when accessing the student portal registration. If pop-up blockers are not turned off, registration will be canceled.

Sign in to your VCM student portal:
Online registration can be accessed through the registration link of the navigation bar at the left of the student portal home screen. Be sure that the term is **Summer 2023.**

Click Registration on the menu.
The unofficial registration page opens with your current schedule displayed at the top of the page. No courses will be listed if you have not registered. Courses available for registration are displayed in the lower portion of the page.

Aids to the registration process
Click Show Pending Courses to display courses that have been selected but for which you have not yet registered.

Click Show Filter to expand the Course ID Filter section.

Selecting Class Summary Only will display only the course number and course name of each class without any times, rooms or instructor details.

Selecting Completed Courses will display a list of your completed courses and will assist in course selection.

During the process of registration
If the "Waitlist" code is next to the check box, you may put yourself on the wait list for the course. This is for classes with limited enrollment. Other codes you may encounter during the registration process:

· Reg – You are already registered for the course.
· FacAppReq –The instructor's permission is required. Only the registrar can register you for this course.
· DegAudit – The course is not in your degree audit as "remaining."
· Past Add – It is past the last date to register for this course.
· Class is Full – The course is full.

Click the Book List link to display a drop-down list of books designated for this course. Textbook lists will be added later in the spring as instructors make decisions and provide that information.

Once you have unofficially registered for classes you will see the registration checkout page with your schedule, including any waitlisted courses. You can print your schedule by clicking the printer icon.

Room & board

You may register for housing on campus through your student portal. To reserve room and board on campus, you need to register for them as you would for a class. If you choose to register for housing at the Illinois College of Optometry (ICO), you will do through using the information provided on our student resources website. Meal plans are available through the Illinois Tech but it may be easier to pay as you go, even at the campus facilities.

You're almost done

At this point, you can choose to pay in full or in part or to arrange for loans through financial aid or the college's payment plan. You may also sign out of the portal and will remain registered for classes. You must pay in full prior to the first day of classes.

Paying

Start by clicking My Ledger, at the left of the home screen. Under your balance, click Pay by Credit Card, then complete the billing information form, and click Make Payment. Once the payment is authorized, you will see a notice that the transaction was successful. Your balance in the portal will not update until the payment is applied to your account by the business office.