



Cali Bell &lt;bellcali@isu.edu&gt;

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## Please Read Aloud to Classes, Important Registration Information

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Cali Bell &lt;bellcali@isu.edu&gt;

Wed, Mar 31, 2010 at 12:01 PM

To: isumassmail@mm.isu.edu

Cc: Debra Shein &lt;sheindeb@isu.edu&gt;, Marjanna Hulet &lt;hulemarj@isu.edu&gt;, Tony Lovgren &lt;lovgtony@isu.edu&gt;, David Alexander &lt;alexdavi@isu.edu&gt;

Ron or Robert, Please send the following message to **faculty memos** as soon as you can. The from line reply is: [reginfo@isu.edu](mailto:reginfo@isu.edu). Thanks for your help and cooperation regarding this matter, Cali

**Faculty: Please read this aloud to your classes.** We want all students to know how to prepare for Fall registration using the new registration system in BengalWeb. Thanks for helping to get this message out!

ISU launches its new registration system for Fall 2010 soon. All students need to take steps to be ready when the new system goes live. Log in to BengalWeb, click on the Academic Tools tab, and follow these steps --

**Step 1: Update your Emergency Contact Information**

You won't be able to register until you supply current information on who ISU should contact if you are involved in an emergency.

**Step 2: Check My Registration Information**

See if anything is blocking your registration AND see what your registration class level is so you'll know when to register.

**Step 3: Search the ISU Class Schedule**

Write down the CRN's for the classes you want to take (CRN is the new name for Index Number). Important change: Course numbers are 4 digits now, i.e. English 101 has become English 1101.

*Find more information in the Student Alerts channel.*

**NEW Registration Schedule!** (notice start times have changed to 8am)

Seniors, graduate students -- opens 8 am, April 19

Juniors -- opens 8 am, April 21

Sophomores -- opens 8 am, April 23

Freshmen -- opens 8 am, April 26

For hands-on help during registration, visit the Rendezvous Computer lab April 19, 21, 23 or 26, 8am to 2 pm each day. Or call the IT Service Desk at x.4357.

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