

Choosing and registering for your courses.

Enrolling into classes takes place in your IRIS account within myHeartland. To begin, go to the Heartland Community College website, www.heartland.edu, and click the myHeartland link. If this is your first time logging in, go to Manage my Password. If you have created your password, go straight to login and type in your login name and password.

Congratulations! You are in the myHeartland portal.

Now select the IRIS tab, and then click the IRIS – Student Center link.

This is your Student Center dashboard. You will go to your Student Center dashboard to add and drop classes, see your grades, pay your bill, apply for scholarships, and more. Today we will simply review how to register for classes.

Before you register for classes, check your Tasks tile to see if you have any tasks to complete or holds on your account. Each semester you will need to complete the financial responsibility statement, which says that you agree to pay for any courses you sign up for, that you are responsible for knowing the drop and withdraw dates, and that you are aware you must submit proof of residency before the semester begins. If you have questions about how to resolve a task or hold, call Advising at (309) 2688-8033. Once you have signed the financial responsibility statement, return to the homepage of your Student Center.

Now, select the Manage Classes tile. This is where you will go to choose your classes, enroll, drop, and plan for future semesters.

First, let's choose your classes for the upcoming semester. Select "Class Search and Enroll" from the navigation menu on the left, then select the semester in which you need to enroll.

You can search in two ways. First, you can search using the title of the courses you chose when you met with your advisor. Type in the course or subject you are seeking.

If you enter a search term and do not find the course you need, be sure you are using the correct 3- or 4-letter abbreviation for the course, or use an alternative search term. For example, if you type in the full word, "English," the courses you seek will not appear, as that word is not in the course title. Instead, type in ENGL to find the Critical Reading and Writing courses.

If you still do not find the course you need, try the second search method by clicking "additional ways to search."

This allows you to search by subject, catalog number, or instructor's last name.

Let's try searching for a Communication course.

Once you've selected your subject, click "Search" or the button with the double arrows. Please be patient, as there may be a brief delay as the request processes, and then a list will appear showing the courses offered in the semester you have chosen.

Since we selected the subject category, all the Communication courses appear. Now, we select the course we need: COMM 101.

Clicking on the blue highlighted area under the "class" column will open a pop-up that allows you to view various details of the course, such as any specific prerequisites, required textbooks and other information.

Note that each class also lists the beginning and ending date of the course, the start and end time, and the days of the week the course meets. Please remember that HPC and HLC are NOT buildings. Rather, they are campus locations. HLC is in Lincoln, Illinois, and HPC is in Pontiac, Illinois. If you select a class with a room of HLC 209 Computer Lab, the course will meet at the Lincoln campus.

Once you have selected which section of the course you want, add that course to your shopping cart.

On the next page, you are verifying that this is the course you want to enroll in. Click "next" if it's correct. A permission number is NOT required for enrollment in any course.

Now the system will prompt you to enroll or add to shopping cart. Select "enroll" and click "next."

Remember that having a course in your shopping cart does not reserve a space in the course. You must be sure to complete the full enrollment process. Follow the prompts to finish enrolling.

You will see a green checkmark next to the courses that you are successfully enrolled in, or a red X for an error. Here is an example of an error message you might see. If you receive an error message, read the message and determine what the problem is. If you have questions about an error message that you've received, please contact Academic Advising at (309) 268-8033.

To verify that you are enrolled in the course, be sure to return to your IRIS Student Services Center and click the "View my Schedule/Bill" tile.

Now that you know how to enroll, your next step is to login to your myHeartland account, click on the IRIS tab to get to the IRIS – Student Services Center, and enroll. Feel free to meet with an advisor at the Pontiac, Lincoln or Normal campus if you have any questions. Student ambassadors and the front desk staff are also available to help at the Normal campus.