

How to...Check the Status of or Delete a Course Request

Before you can begin your coursework, your course request must be approved by your face-to-face or home school Registrar. To check the status of your course request or delete it so you will not be enrolled:

Step 1: Log into the IVS information system using the IVS username and password at <https://sis.ilvirtual.org>.

Step 2a: In the main menu on the left-hand side, click the **Academic info** section of the menu to reveal a sub-menu.

Step 2b: Click **Request a Course**

Step 3: Click the **Pending** tab at the top of the Course Catalog.

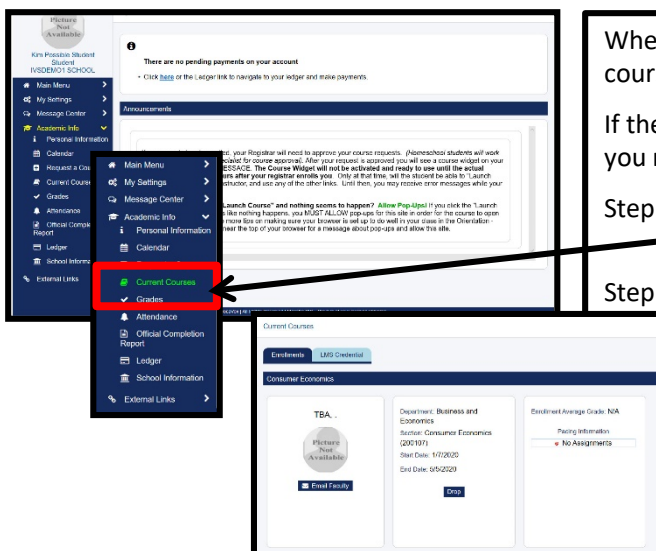
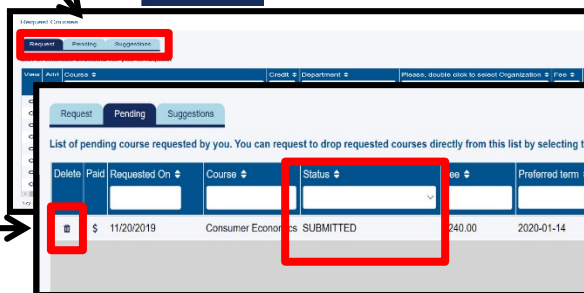
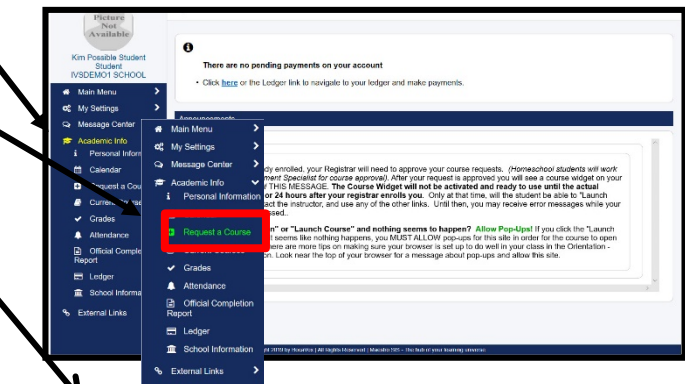
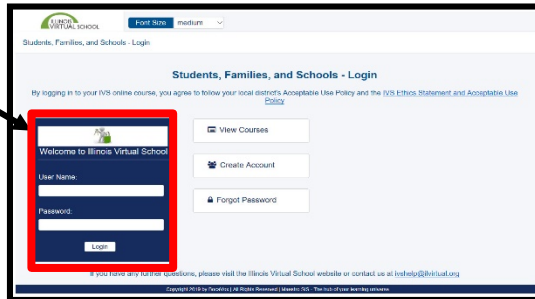
Check Course Request Status

Step 4: View your list of courses in the table. Courses with Status set to **Submitted** are currently awaiting school approval.

Note: You may want to contact your school Registrar to check to see when he/she plans to approve it, especially if the course start date is near.

Remove Course Request

If you want to remove the course request, click the **trash can icon** in the Delete column.



When a course request is approved, you are enrolled in the course, and it is displayed in Current Courses.

If there are no Submitted course requests listed in the table, you may have been enrolled in the course. To check:

Step 1: Click the **Current Courses** link in the **Academic info** area of the menu on the left-hand side of screen.

Step 2: View the **Enrollments** tab of the Current Courses screen.

If you have a course listed, you are enrolled. You can also access the course on your Dashboard.

Please view the help guide "How to Access Your Course" to see the steps.