Students: Viewing Submitted Clinical Hours Page

As of January 2018, students now have the opportunity to view all submitted clinical hours via the “View My Clinical Hours” page. The page will contain the following items:

- Status information on approved, submitted, rejected and saved clinical experiences
- Totals for all approved clinical hour
- Total of all approved diverse clinical hours
- Specifics of each experience (downloadable for keeping in student records)
  - Term, course, school, dates, cooperating teacher, course instructor, status, hours and basic diversity information

Accessing “View My Clinical Hours” page

Step 1- Go to https://my.illinoisstate.edu and log-in to your account.

Step 2- Go to your Student Center main page
Step 3- Once in your student center- Go the Teacher Education (Forms section) in the bottom right corner of your center. Then click on the “View my Clinical Hours” link.
**Step 4 - View your clinical hour’s page**

- All properly submitted hours are documented on this page. If your hours are not on this page, they were not properly documented and saved.
- If your hours need to be approved, please contact your professor.
- If you have other questions about your documented hours, please contact clinicalquestions@ilstu.edu

---

**Status Information - What each status means**

- **Approved**: Your hours were approved by your course professor.
- **Submitted**: Your hours are awaiting approval from your professor. If you believe those hours should have already been approved, please confirm the submission is linked to the correct course. Once confirmed, you may need to reach out to your professor to ask for approval.
- **Rejected**: Your hours were rejected by your professor. Contact them for information.
- **Served**: Your hours are awaiting final submission or you did not submit properly per the directions. You can log-in and view the directions to properly submit.

**Total approved clinical and diverse hours - Only Approved are included in the totals**

**Allows you to export your hours into excel**