Tutorial for Pre-Enrolling for Classes in TigerEnroll

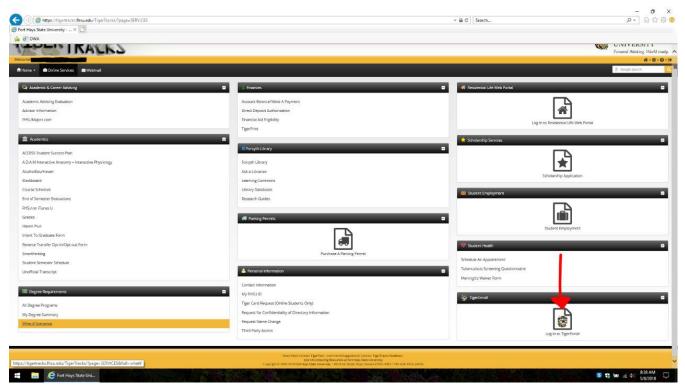
1. Log on to TigerTracks, using FHSU student ID and password

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2. After logging in, this should be your screen. Click on "Online Services," located at the top of the page.

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3. Scroll to the bottom of the page, located the TigerEnroll icon and click on it and you'll be redirected to a different website



4. Once you see a screen like this one, click continue in the middle of the screen to begin the enrollment process



5. This is your "Worksheet". This is where you find, and select the courses you wish to take for the specific semester. To do this, you must first make sure that the semester you're enrolling for is the correct one. After you double check that, you'll use the "Department" drop down menu, "Course Number" search bar, and/or

"Course Title" search bar to narrow down your choices to find the course that you're looking for

Worksheet	🖉 Enrol	llment Holds 🕈 🥝 Pre-En	roll/Sched	lule Chang	es 🕈 🥝 Advisor Approval 🕈 🗘 B	Enrollment/Payment		
					le that can be submitted for pre-er Worksheet does NOT reserve a seat			
Semester Option	ns - Fall 20	018						
Select a semester t	o build your	schedule. 2018 - Fall	~		fter Thursday, April 12, 2018 12:00 AM CT oliment prior to Wednesday, August 8, 2018	11:59 PM CST		
Schedule Works	heet - Fall	2018						
No courses saved. Please use the 'Course Search' to add courses to the Schedule Worksheet. Removing courses from your Schedule Worksheet does NOT remove them from your class schedule. Remove Selected								
Course Search -	Fall 2018							
Semester: Department: Course Number: Course Title: Course Status: Course Status: Course Type: Course Level: Upper Division: Short Courses: Honors College Courses: Results Per Page: 12345678910		 ▼ ▼	<u> </u>	Meet Day: Meet Day: Start Time: Start Month: Day / Evening: Instructor: Building: City: General Education:	Tues Wed Thur Pri Sat <all> <all> <all></all></all></all>] Sun		
Status	Course	Title	Credit Hrs	Seats Available	Location, Date, Time	Instructor(s)		
Open Ad	CCT 203 A	Principles of Accounting I	3.0	3	MC2020830AM - 0920AM M W F	Engel,Cole		
Closed AC	CT 203 B	Principles of Accounting I	3.0	0	MC2020930AM - 1020AM M W F	Engel,Cole		
Dpen AC	CCT 203 C	Principles of Accounting I	3.0	21	AH3060130PM - 0220PM M W F	Ofori-Mensah,Kwadwo		

6. To select a course and add it into your worksheet, simply click the box next to the course so that it has a check mark in it.

Worksheet Genroll	nent Holds 🕈 🥝 Pre-Enroll	/Sched	ule Change	s 🕈 🥝 Advisor Approval 🕈 👍	Enrollment/Payment			
				e that can be submitted for pre /orksheet does NOT reserve a s				
Semester Options - Fall 201	8							
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Schedule Worksheet - Fall 2	1018							
No courses saved. Please use the 'Course Search' to add courses to the Schedule Worksheet. Removing courses from your Schedule Worksheet does NOT remove them from your class schedule. Remove Selected								
Course Search - Fall 2018								
Semester: 2018 - Fall Department: Social Work Course Number:	(SOCW)		Start Time: Start Month: Day / Evening: Instructor: Building:	Tues Wed Thur Fri Sa	ut 🗌 Sun			
Status Course	Title	Credit Hrs	Seats Available	Location, Date, Time	Instructor(s)			
Open SOCW 260	Introduction to Social Work	3.0	13	AH3350300PM - 0415PM TUE, THU	Weimer,Rhonda			
Dpen SOCW 260 VA	Introduction to Social Work	3.0	17	- VIRTUAL Online Additional Media Online	Weimer, Rhonda			
Open SOCW 320	Human Behavior and the Social Environment I	3.0	13	AH3050130PM - 0245PM TUE,THU	Levy,Patricia			

7. After selecting the course(s) you want to put in your worksheet, scroll to the bottom of the page and click on the "Add Courses To Schedule Worksheet".

Dipen S	DCW 672 C	Internship in Social Work	3.0	5	0000 - 0000 ARR	
				-	0000 - 0000 AKK	Davis,Tim
Dpen S	DCW 672 VB	Internship in Social Work: Addictions Practicum I	3.0	15	- VIRTUAL Online Additional Media Online	Bennett, Teresea
Dpen S	OCW 672 VC	Internship in Social Work: Addictions Practicum II	3.0	15	- VIRTUAL Online Additional Media Online	Bennett, Teresea

8. To complete your worksheet, repeat steps 5-7 until you have all of the desired courses on your worksheet.

o N	/orksheet 🕈	Senro	llment Holds 🕈	3 Pre-Enr	oll/Schedul	e Changes	Advisor Appro	oval 🕈 🥝 e	Enrollment/Payment
Work							that can be submit ksheet does NOT r		
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Sch	edule Works	sheet - Fa	all 2018						
	Status	Course	Title	2	Credit Hrs		Location, Date, Tim	ıe	Instructor(s)
	Open SOC	W 260	Introduction to S	ocial Work	3.0	AH 335 030	00PM - 0415PM TUE,	тни	Weimer, Rhonda J
	Requisit		100, and Perm.						
	110,000	, 110, 101	100, 010 - 0111						
Rer	noving course	s from you	ur Schedule Works	heet does N	OT remove t	hem from you	r class schedule.		
R	emove Select	ed							
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Se	mester:	2018 - Fa	all			Meet Day:			
	epartment:		Vork (SOCW)		~		Tues Wed Thu	ur 🗌 Fri 🔲	Sat 🗆 Sun
Co	ourse Number	:				Start Time:	<all> v</all>		
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Re	sults Per Page	e: 200 🗸	Submit						
	Status	Course		Title		Seats	Location, Date, Ti	me	Instructor(s)
] Open S	OCW 260) Introductio Work	on to Social	Hrs A 3.0	vailable 13 AH 3	35 0300PM - 0415PM		Weimer,Rhonda

9. Once you complete your worksheet, you'll click on the "Pre-Enroll/Schedule Changes" tab at the top of the page.

**If you cannot move to the "Pre-Enroll/Schedule Changes" tab, click on the "Enrollment Holds" tab to see if you have any specific holds on your account or check the notes on the Semester Options area.

 Worksheet Enrollment Holds Pre-Enroll/Schedule Changes Advisor Approval Enrollment/Payment This worksheet allows you to search and select courses to build a schedule that can be submitted for pre-enrollment. The Worksheet is used for planning your schedule. Including courses on the Worksheet does NOT reserve a seat in the courses selected. Semester Options - Fall 2018 Select a semester to build your schedule. 2018 - Fall Admission is incomplete. Please contact the Registrar's Office. Finalize enrollment prior to Wednesday, August 8, 2018 11:59 PM CST	elcome				
Worksheet is used for planning your schedule. Including courses on the Worksheet does NOT reserve a seat in the courses selected. Semester Options - Fall 2018 Select a semester to build your schedule. 2018 - Fall Admission is incomplete. Please contact the Registrar's Office.	Worksheet 🕈 🍳 Enrollment Holds	Pre-Enroll/Schee	dule Changes 🕈	3 Advisor Approval 🕈	Enrollment/Payment
Select a semester to build your schedule, 2018 - Fall 🗸 Admission is incomplete. Please contact the Registrar's Office.	Vorksheet is used for planning your s				
	Semester Options - Fall 2018				
	Select a semester to build your schedule.	2018 - Fall			-

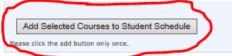
10. Notice that once in the "Pre-Enroll/Schedule Changes" tab, the courses that are on your worksheet are unselected.

This step allows you to reserve a seat in the selected classes from your worksheet, check on availability, check on status,								
and submit to your advisor for approval if required. Also, you can add, drop, or swap classes from your schedule after anrollment.								
tude	ent Sched	ule - Fall 2018						
elect	t semester	: 2018 - Fall	\sim					
N N	lo courses :	saved. Please choo	ose classes from	your 'Worksheet' that you wis	h to add.			
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Remove/Drop Selected Order Textbooks.								
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<u>ι</u> γα	ou are not	on any active cour ksheet - Fall 201	18		Credit Hrs 3.0	Location, Date, Time MC 114 0830AM - 0920AM MON Lab Time Also Required	<mark>Instructor(s)</mark> Schmidt,David E	
⚠ ¥	fou are not dule Worl Status	on any active cour ksheet - Fall 201	18 Course	Title Introduction to Computer		MC 114 0830AM - 0920AM MON		
î) Ye	You are not dule Worl Status Open Open Requis	on any active cour csheet - Fall 201 Waiting List	L8 Course INF 101* A SOCW 260	Title Introduction to Computer Information Systems	3.0	MC 114 0830AM - 0920AM MON Lab Time Also Required	Schmidt,David E	
î ve	You are not dule Worl Status Open Open Requis	on any active cour csheet - Fall 201 Waiting List itte(s):	INF 101* A SOCW 260	Title Introduction to Computer Information Systems	3.0	MC 114 0830AM - 0920AM MON Lab Time Also Required	Schmidt,David E	

11. To move these courses to your schedule, you will select them, again, so they have check marks in the boxes next to them

					visor Approval 🕈 🙁 Enrollment/Payment		
This step allows you to reserve a seat in the selected classes from your worksheet, check on availability, check on status, and submit to your advisor for approval if required. Also, you can add, drop, or swap classes from your schedule after enrollment.							
Student §	Schedule - Fall 2018						
Select ser	mester: 2018 - Fall	~					
No co	ourses saved. Please choos	se classes from	your 'Worksheet' that you wis	h to add.			
-							
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Waiting L	List - Fall 2018						
You a	are not on any active cours	e Waiting Lists.					
-		-					
Schedule	e Worksheet - Fall 2010	В					
Sta	tus Waiting List	Course	Title	Credit Hrs	Location, Date, Time	Instructor(s)	
Ope	en	INF 101* A	Introduction to Computer Information Systems	3.0	MC 114 0830AM - 0920AM MON Lab Time Also Required	Schmidt,David E	
🗹 Оре	en	SOCW 260 V	A Introduction to Social Work	3.0	- VIRTUAL	Weimer,Rhonda J	
Requisite(s): Online PR, SOC 140, PSY 100, and Perm. Additional Media Online							
Оре	en	SOCW 410 V	A Social Welfare Policy and Services II	3.0	- VIRTUAL Online	Lee,Jung H	
	Requisite(s): SOCW 310 - Non-Lab Pre-	Requisite			Additional Media Online		

12. Once the courses have been selected, scroll to the bottom of the page, until you see the "Add Selected Courses to Student Schedule" tab, then click on it.



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13. The next step would be to wait your advisor's approval on the schedule you've made for yourself. Your advisor gets automatic notification of your schedule. After your advisor approves your schedule, you will receive an e-mail stating that you may proceed with the enrollment process. To do this, you will repeat steps 1-4 of logging into TigerTracks and TigerEnroll, instead of clickink on the "Worksheet" tab, you'll click on the "Enrollment/Payment" tab.

Welcome	
🛛 Worksheet 🕈 🎱 Enrollment Holds 🕯	🕨 🥝 Pre-Enroll/Schedule Changes 🌩 🥝 Advisor Approval 🌩 🧘 Enrollment/Payment
	ayment arrangements. If you do not finalize your enrollment by the payment deadline, from your schedule. If you have made schedule changes, you will also need to select a if additional charges are owed.

14. The "Enrollment/Payment" tab displays your schedule and a "Make Payment Arrangements" button. From here you will make payment arrangements and finalize your enrollment.

 Make Payment Arrangements		
1		Printer-friendly Schedule
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