


# TIGERENROLL

## Online Student Enrollment System

### Logging in to TigerEnroll

- STEP ONE: Go to <https://tigertracks.fhsu.edu>
- STEP TWO: Click on  to login to your TigerTracks Account.
- STEP THREE: Once you are logged in, select the Online Services tab.
- STEP FOUR: Under Student Information System you will find TigerEnroll. Select it.
- STEP FIVE: You will be asked to login again. Please provide your username and password for TigerTracks and click LOG IN.


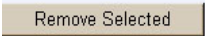
You are now in TigerEnroll.

You will see a five tab screen, beginning with the Worksheet tab once you have successfully logged on. Each tab represents a different step in the TigerEnroll process. The process follows a tab-by-tab sequence, starting always with the Worksheet. The tabs are:

- **Worksheet:** Student and/or academic advisor builds schedule here.
- **Enrollment Holds:** All holds with type and contact information are provided here.
- **Pre-Enroll/Schedule Changes:** Student will submit courses to academic advisor on their scheduled day here.
- **Advisor Approval:** Academic advisors approve or deny courses here.
- **Enrollment:** Student finalizes enrollment here.

**TigerTip:** The five tabs follow the same order as the enrollment process.

**The Worksheet tab** allows you to add courses of interest to your worksheet without actually reserving a seat in the course.

- STEP ONE: Select the semester of pre-enrollment from the drop down menu under Semester Options. For example, 2009 – Fall.
- STEP TWO: Use the Course Search features to select the course(s) of interest. The search feature operates the same as those found on the current TigerTracks system.
- STEP THREE: Once a course(s) has been found, place a check mark by clicking the box next to (on the left) the course of interest, then clicking 
- STEP FOUR: Once *all* courses of interest are loaded to the worksheet, any unwanted courses may be removed by placing a check mark next to the unwanted course and clicking 




**Tiger Tip**

---

Adding courses to a Schedule Worksheet does NOT guarantee a seat in the course(s).

**The Enrollment Hold tab** will show you if you have any type of enrollment hold(s). Unresolved holds will block you from proceeding to the Pre-Enroll/Schedule Changes Tab! *It is important to follow the instructions listed if you have any holds BEFORE your date to pre-enroll for classes!* If you have no holds, proceed to the next tab.


**The Pre-Enroll/Schedule Changes tab** allows you to submit your schedule for advisor approval through TigerEnroll at 12:01 AM CST on or after your scheduled pre-enrollment date, as assigned by classification. Schedules cannot be submitted prior to your assigned date. Your academic advisor CANNOT approve your schedule until you submit it. If you are unaware of your pre-enrollment date, it is always posted under this tab on the worksheet section at the bottom of the page.

- STEP ONE: Click on the Pre-Enroll/Schedule Changes tab. Select Open courses from the list of classes and click on  .
- STEP TWO: Wait for your academic advisor to approve your schedule. At this point ***you have secured a seat in the courses you submitted.*** You will receive an E-mail from TigerEnroll to your scatcat e-mail account informing you that a change to your course(s) has been made and the status of your course on this tab will change from “PRE” to “EN”.
- STEP THREE: If you need to change a course you have already submitted and/or received advisor approval for, you will do so under this tab. Once you have submitted a course change on this tab, you have a seat in the course.

**The Advisor Approval tab** is where your academic advisor approves or denies the course(s) you submitted.

- STEP ONE: Academic advisor will approve or deny each course after reviewing your schedule.
- STEP TWO: After your academic advisor has reviewed your course(s) and either approved, denied or set the course to advisor waiting on student, you will receive an E-mail from Tiger-Enroll. Your academic advisor may also suggest changes to your schedule; in which case they will contact you to discuss these changes. You can also view this screen to see the status of your course(s).
- STEP THREE: Once all courses have been approved, you can move on to the Enrollment/ Payment tab (to finalize enrollment).

**The Enrollment tab** allows you to finalize your enrollment online. *It is the student’s responsibility to process this tab!* Advisors cannot move beyond the opening page of this tab. Only the student has access to make payment arrangements.

- STEP ONE: Read all the directions.
- STEP TWO: Student clicks on  .
- STEP THREE: Student must Verify Personal Information, Review the Enrollment Rights and Responsibilities and Select a Valid Payment Option (credit card, installment plan, financial aid deferment, or special programs).

Note: Students paying by cash or check must go to Student Fiscal Services in Sheridan 110G to pay for classes and to finalize.