

Tiger Enroll Add/Drop Procedures

Dropping a Course

Once you have logged into your TigerEnroll account:

1. Select the semester and click on the “Pre-Enroll/Schedule Changes” tab
2. Select the course you would like to drop and place a check in the box to the left of the course
3. Click on the “Remove Selected” button.

Your request will then be sent to your Academic Advisor for approval prior to processing.

For refund information or drop deadlines refer to the Academic Calendar at <http://www.fhsu.edu/registrar/calendarbase.shtml>.

It is important to check with the office of Financial Assistance **prior** to dropping or withdrawing from a course to verify how it will affect your Financial Aid status.

Adding a Course

Once you have logged into your TigerEnroll account:

1. Select the semester
2. Select the course you would like to add under “Course Search”
3. Click on the “Add Courses to Schedule Worksheet” button
4. Click on the “Pre-Enroll/Schedule Changes” tab
5. Select the course you wish to add to your schedule and place a check in the box to the left of the course
6. Click on the “Add Selected Courses to Student Schedule” button

Your request will then be sent to your Academic Advisor for approval prior to processing. Once your add request is approved by your advisor you will receive an email notification in your ScatCat account reminding you to complete payment for the course. You should complete payment within your TigerEnroll account by going to the “Enrollment/Payment” tab.

For add and enrollment deadlines refer to the Academic Calendar at <http://www.fhsu.edu/registrar/calendarbase.shtml>.

Virtual College Process

The Virtual College Add/Drop form is no longer available. Changes to your class schedule must be made through TigerEnroll.

Academic Appeal

For information regarding the Academic Appeal process for Virtual College students contact Sheila McGuire in the Virtual College at 785-628-4292 or by email at vcappeals@fhsu.edu. Before filing an Academic Appeal please review the Fort Hays State University policy regarding an Academic Appeal process at the following link: <http://www.fhsu.edu/staffairs/polandprocedure.shtml>