



FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

Applying for admission or re-entry to the university for Undergraduate coursework:

- Apply for admission: <http://www.fhsu.edu/virtualcollege/admissions/apply>
- The procedure to apply for re-entry at FHSU is as follows.

Students who have been admitted and have attended courses but have sat out a semester or more will need to complete the re-entry application.

Apply for re-entry at https://secure.fhsu.edu/admissions/Undergraduate_ReEntry.aspx

Students who were admitted to FHSU, but never enrolled in a course during the calendar year after admission, need to complete an application for re-entry at https://secure.fhsu.edu/admissions/Undergraduate_ReEntry.aspx and pay the \$30.00 application fee.

- You will apply as a non-degree seeking student for KCIE workshops.

The next day after you apply for admission and pay the application fee, if applicable, you will be able to setup your online accounts.

- TigerTracks

Step 1 - go to the [FHSU home page](#) and click on the TigerTracks link in the top right-hand corner of the screen.

Step 2 - Click on CAS Secure Login>>

Step 3 - If you already have an account, simply login. If this is your first time setting up an account, click on Password Registration/Recovery and follow the steps.

TigerTracks is your main portal for all academic services. You can access your advisor information, grades, schedules, unofficial transcripts, personal information, financial aid data, FHSU mail, TigerEnroll, Blackboard, and many other items. Please make sure that your personal information is up-to-date each semester.

- TigerEnroll

TigerEnroll is where you will go to select courses, pre-enroll in courses, and enroll in courses by making payment.



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Step 1 - From the Online Services Tab of TigerTracks, click on TigerEnroll at the bottom. You may be asked to login again. Use the same username and password as for TigerTracks.

Step 2 - Read the important information on the welcome page and click Continue.

Step 3 - You will now see 5 tabs at the top of the page. Start at the Worksheet tab. You will simply search courses at the bottom and then select them to add to the worksheet. This does not save a seat in the course for you. You can put numerous courses on the Worksheet.

Step 4 - Resolve any Enrollment Holds if there are any. (second tab)

Step 5 - Go to the Pre-Enroll/Schedule Changes tab and add courses from the Worksheet to this section. This will also be where you go if you want to drop a course. Once the courses you plan to take are on this tab, a seat will be held in the courses for you. Do not add all courses from the Worksheet to this tab unless you actually plan on taking the course(s.)

Step 5 - After your courses are added to the Pre-Enroll/Schedule Changes tab, they will go to your advisor for approval. Don't order books until your advisor approves your schedule. A seat is held in the course(s) for you even when they are awaiting advisor approval.

Step 6 - Once your advisor approves, you can order books through the bookstore

<http://www.fhsu.edu/virtualcollege/student/bookstore/>

Step 7 - Finalize enrollment by going to the Enrollment/Payment tab. This is where you will make payment for your courses. If you want a special payment program such as employer reimbursement, payment plan, or other special programs, you will want to contact Student Fiscal Services to file the appropriate paperwork. (SFS - 800-628-3478 ext 5251)

- **Blackboard** (Your KCIE instructor will provide instructions regarding Blackboard if it is used in your particular course.)

Blackboard is where you will access your courses and actually do your coursework. Each instructor sets up their course in Blackboard to meet their specific needs. Your courses will not be available in BB until: **1)** payment is made "enrolled," and **2)** the first workday before classes begin.

Step 1 - From the Home Tab of TigerTracks, click on the BB icon at the bottom of the page. You may be asked to login again. Use the same username and password as for TigerTracks. You can also access BB from the website by going to <http://www.fhsu.edu> and going to Quicklinks.

Step 2 - Access your courses in BB. Students are automatically dumped into BB courses after they've made payment, but if for some reason your courses are not showing, and you've paid, please contact the instructor of the course so that they can add you to the course in BB. This is the same way in which you can remove a course you are added to. You will contact the instructor of that course and have them remove you from the course in BB.

Step 3 - Familiarize yourself with the course(s) in BB. Read announcements from your instructor, access the syllabus, view assignments and instructions, etc. Some instructors provide all information up front while others may limit what you can see in BB until specific dates.

Step 4 - Be diligent in your coursework.

If you would like some information about BB before your course begins, you can go to

<http://www.fhsu.edu/ctelt/> and click on the link to the left-hand side which says: **Blackboard**

**PLEASE CONTACT THE CTC HELP DESK AT
785.628.5276 IF YOU NEED ASSISTANCE.**