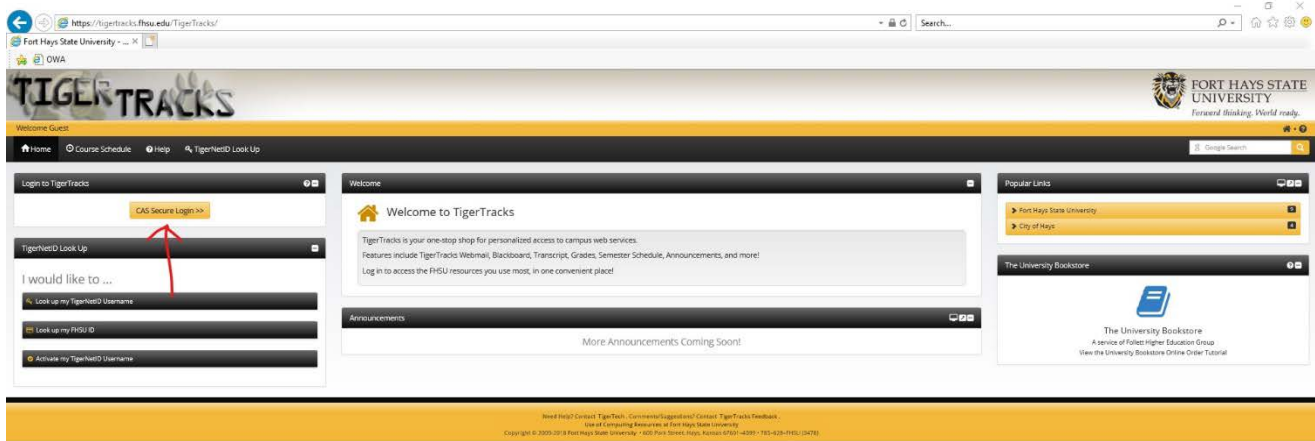
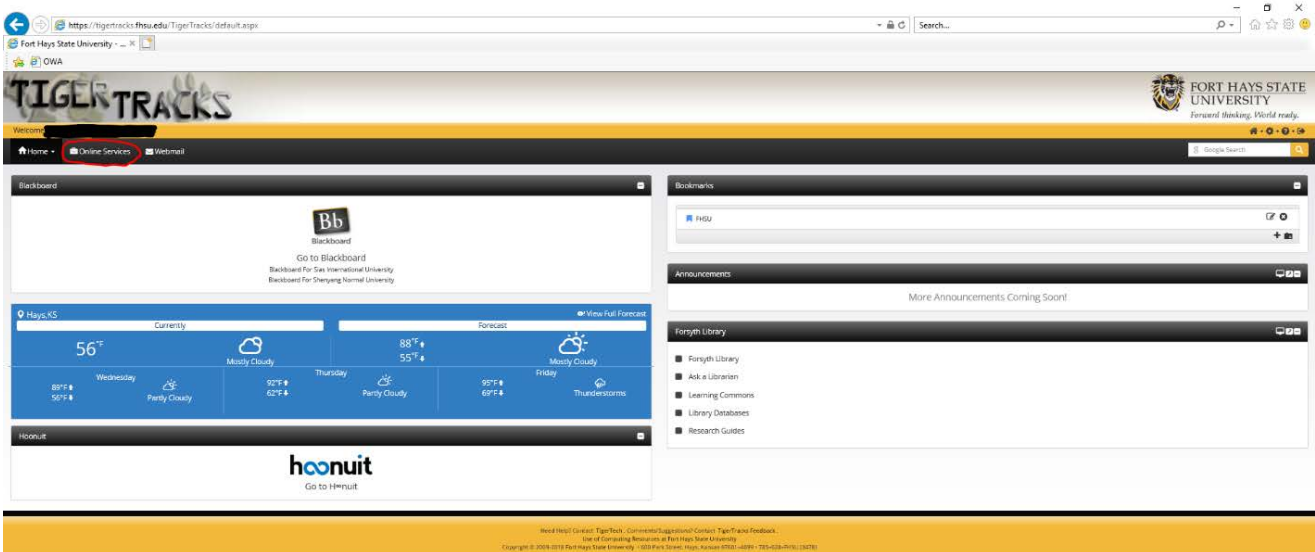


Tutorial for Pre-Enrolling for Classes in TigerEnroll

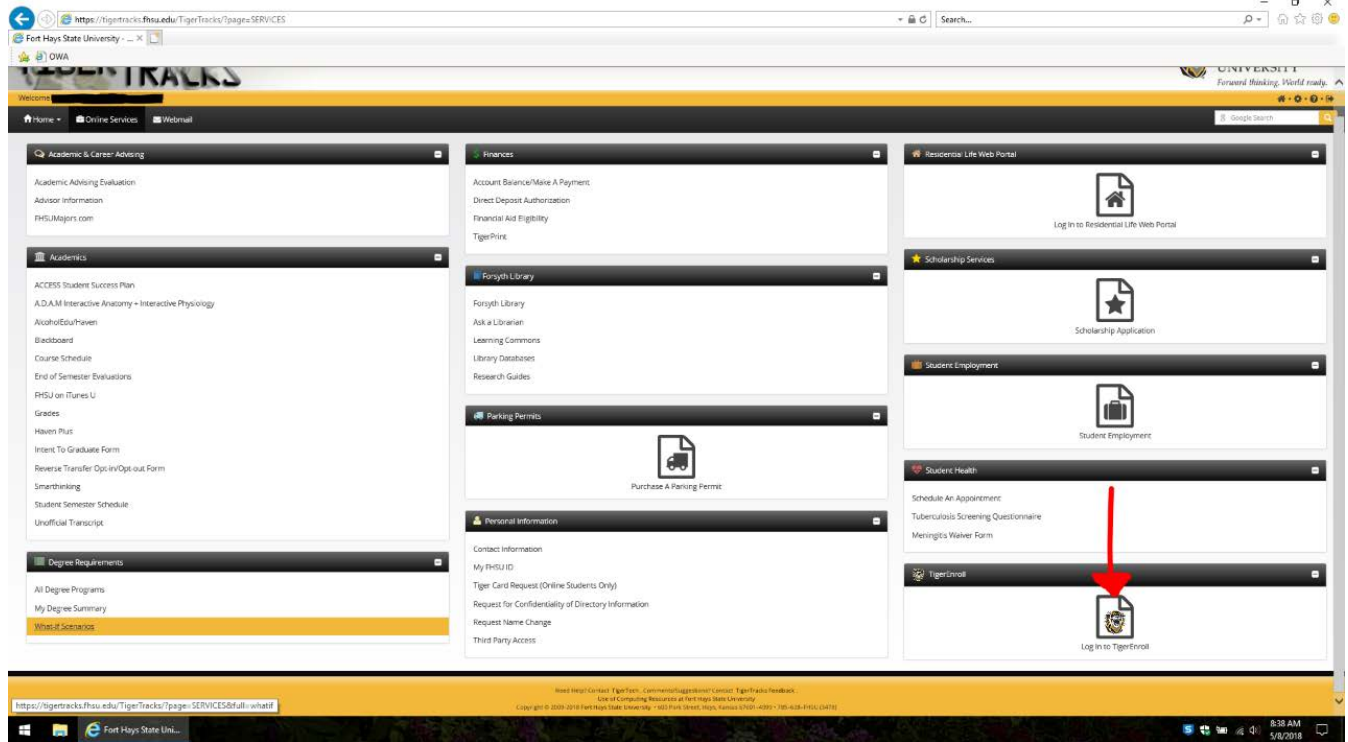
1. Log on to TigerTracks, using FHSU student ID and password



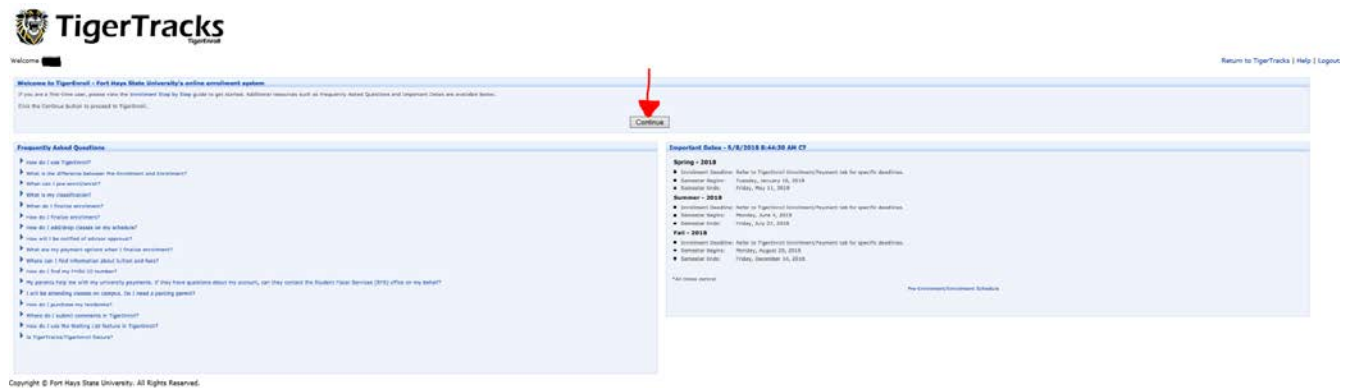
2. After logging in, this should be your screen. Click on “Online Services,” located at the top of the page.



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 →
 ✔ 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 ▼ Pre-enroll after Thursday, April 12, 2018 12:00 AM CT
 Finalize enrollment prior to Wednesday, August 8, 2018 11:59 PM CST

Schedule Worksheet - 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: 2018 - Fall

Department: <All> ▼

Course Number:

Course Title:

Course Status: <All> ▼

Course Type: <All> ▼

Course Level: <All> ▼

Upper Division:

Short Courses:

Honors College Courses:

Results Per Page: 200 ▼ Submit

Meet Day: Mon Tues Wed Thur Fri Sat Sun

Start Time: <All> ▼

Start Month: <Any Month> ▼

Day / Evening: <All> ▼

Instructor: <All> ▼

Building: <All> ▼

City: <All> ▼

General Education:

1 2 3 4 5 6 7 8 9 10 ... >>

Status	Course	Title	Credit Hrs	Seats Available	Location, Date, Time	Instructor(s)
<input type="checkbox"/> Open	ACCT 203 A	Principles of Accounting I	3.0	3	MC202 0830AM - 0920AM M W F	Engel,Cole
<input type="checkbox"/> Closed	ACCT 203 B	Principles of Accounting I	3.0	0	MC202 0930AM - 1020AM M W F	Engel,Cole
<input type="checkbox"/> Open	ACCT 203 C	Principles of Accounting I	3.0	21	AH306 0130PM - 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 →
 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 Pre-enroll after Thursday, April 12, 2018 12:00 AM CT
 Finalize enrollment prior to Wednesday, August 8, 2018 11:59 PM CST

Schedule Worksheet - 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.

Course Search - Fall 2018

Semester: 2018 - Fall

Department: Social Work (SOCW)

Course Number:

Course Title:

Course Status: <All>

Course Type: <All>

Course Level: <All>

Upper Division:

Short Courses:

Honors College Courses:

Meet Day: Mon Tues Wed Thur Fri Sat Sun

Start Time: <All>

Start Month: <Any Month>

Day / Evening: <All>

Instructor: <All>

Building: <All>

City: <All>

General Education:

Results Per Page: 200

Status	Course	Title	Credit Hrs	Seats Available	Location, Date, Time	Instructor(s)
<input checked="" type="checkbox"/>	Open SOCW 260	Introduction to Social Work	3.0	13	AH3350300PM - 0415PM TUE,THU	Welmer,Rhonda
<input type="checkbox"/>	Open SOCW 260 VA	Introduction to Social Work	3.0	17	- VIRTUAL Online Additional Media Online	Welmer,Rhonda
<input type="checkbox"/>	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”.

<input type="checkbox"/>	Open	SOCW 672 B	Internship in Social Work	2.0	5	0000 - 0000 ARR	Davis, Tim
<input type="checkbox"/>	Open	SOCW 672 C	Internship in Social Work	3.0	5	0000 - 0000 ARR	Davis, Tim
<input type="checkbox"/>	Open	SOCW 672 VB	Internship in Social Work: Addictions Practicum I	3.0	15	- VIRTUAL Online Additional Media Online	Bennett, Teresea
<input type="checkbox"/>	Open	SOCW 672 VC	Internship in Social Work: Addictions Practicum II	3.0	15	- VIRTUAL Online Additional Media Online	Bennett, Teresea

Adding courses to your Schedule Worksheet does NOT guarantee a seat in the courses selected.

Add Courses To Schedule Worksheet

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

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

Schedule Worksheet - Fall 2018

Status	Course	Title	Credit Hrs	Location, Date, Time	Instructor(s)	
<input type="checkbox"/>	Open	SOCW 260	Introduction to Social Work	3.0	AH 335 0300PM - 0415PM TUE,THU	Weimer, Rhonda J

Requisite(s):
PR, SOC 140, PSY 100, and Perm.

Removing courses from your Schedule Worksheet does NOT remove them from your class schedule.

Course Search - Fall 2018

Semester: 2018 - Fall

Department: **Social Work (SOCW)**

Course Number:

Course Title:

Course Status: <All>

Course Type: <All>

Course Level: <All>

Upper Division:

Short Courses:

Honors College Courses:

Meet Day: Mon Tues Wed Thur Fri Sat Sun

Start Time: <All>

Start Month: <Any Month>

Day / Evening: <All>

Instructor: <All>

Building: <All>

City: <All>

General Education:

Results Per Page: 200

Status	Course	Title	Credit Hrs	Seats Available	Location, Date, Time	Instructor(s)	
<input type="checkbox"/>	Open	SOCW 260	Introduction to Social Work	3.0	13	AH 335 0300PM - 0415PM TUE,THU	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.

Welcome [redacted]

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. Admission is incomplete. Please contact the Registrar's Office.
 Finalize enrollment prior to Wednesday, August 8, 2018 11:59 PM CST

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

Worksheet →
 Enrollment Holds →
 Pre-Enroll/Schedule Changes →
 Advisor 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 semester:

No courses saved. Please choose classes from your 'Worksheet' that you wish to add.

Waiting List - Fall 2018

You are not on any active course Waiting Lists.

Schedule Worksheet - Fall 2018

Status	Waiting List	Course	Title	Credit Hrs	Location, Date, Time	Instructor(s)
<input type="checkbox"/> Open		INF 101* A	Introduction to Computer Information Systems	3.0	MC 114 0830AM - 0920AM MON Lab Time Also Required	Schmidt,David E
<input type="checkbox"/> Open		SOCW 260	Introduction to Social Work	3.0	AH 335 0300PM - 0415PM TUE,THU	Weimer,Rhonda J
Requisite(s): PR, SOC 140, PSY 100, and Perm.						
<input type="checkbox"/> Open		SOCW 410 VA Social Welfare Policy and Services II		3.0	- VIRTUAL Online Additional Media Online	Lee,Jung H
Requisite(s): SOCW 310 - Non-Lab Pre-Requisite						

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

Worksheet → Enrollment Holds → Pre-Enroll/Schedule Changes → Advisor 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 semester: 2018 - Fall

No courses saved. Please choose classes from your 'Worksheet' that you wish to add.

Remove/Drop Selected Order Textbooks.

Waiting List - Fall 2018

You are not on any active course Waiting Lists.

Schedule Worksheet - Fall 2018

Status	Waiting List	Course	Title	Credit Hrs	Location, Date, Time	Instructor(s)
<input checked="" type="checkbox"/>	Open	INF 101* A	Introduction to Computer Information Systems	3.0	MC 114 0830AM - 0920AM MON Lab Time Also Required	Schmidt,David E
<input checked="" type="checkbox"/>	Open	SOCW 260 VA	Introduction to Social Work	3.0	- VIRTUAL Online Additional Media Online	Weimer,Rhonda J
		Requisite(s): PR, SOC 140, PSY 100, and Perm.				
<input checked="" type="checkbox"/>	Open	SOCW 410 VA	Social Welfare Policy and Services II	3.0	- VIRTUAL Online Additional Media Online	Lee,Jung H
		Requisite(s): SOCW 310 - Non-Lab Pre-Requisite				

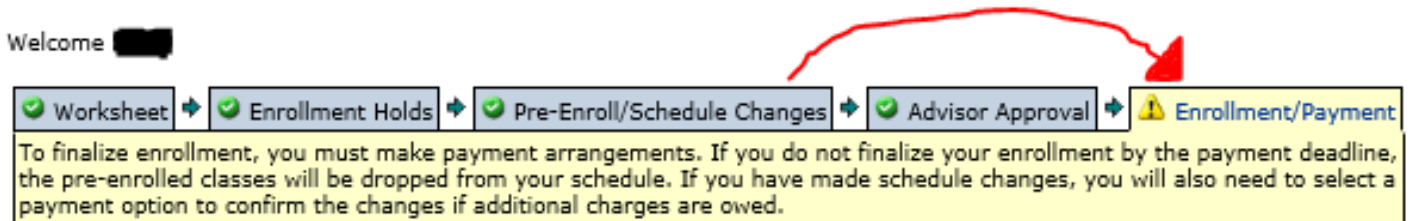
12. Once the courses have been selected, scroll to the bottom of the page, until you see the “Add Selected Courses to Student Schedule” tab, then click on it.

Add Selected Courses to Student Schedule

Please click the add button only once.

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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 clicking on the "Worksheet" tab, you'll click on the "Enrollment/Payment" tab.



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.

