Tiger Enroll: Instructions for Registering for Courses

Go to the FHSU main page: [http://www.fhsu.edu](http://www.fhsu.edu)

**Graduate School Application: Non-degree Seeking Status:**
- If you did not graduate from FHSU with your graduate degree or you have not applied (within the last 5 years) to the Graduate School at FHSU in order to take graduate level courses, begin at step one.
- If it has been more than five years since you graduated from FHSU or applied for non-degree seeking status, begin at step one.
- If you have taken graduate courses from FHSU within the last five years, then you do not need to apply again. You will begin at step two (page 4).

**Step 1: Apply for Non-degree Seeking Status with the Graduate School**

- Click on the Future Students tab
- Under Graduate Student click Apply Now

Read the instructions for application and then select online application
- Provide the information requested
- Program of Study (Major): Select “non-degree seeking” from the pull-down menu

You can use a credit card to pay the $40 fee or you can mail a check. Send a copy of your transcript showing that you have a bachelor’s degree or graduate degree. This does not have to be an official transcript since you are a non-degree seeking student. Send that to the following address:
  Graduate School  
  Fort Hays State University  
  600 Park Street  
  Hays, KS 67601

Or

Fax your transcript to 785-628-4479. (You do not need official transcripts if you are applying for “non-degree seeking status”)

You will need to wait 24 hours and then your information should be in the system. Then go to Step 2.
Step 2: Tiger Tracks and TigerEnroll Instructions

**TigerTracks** has a link off of each of the FHSU web pages. Select that link on the upper left corner. This will take you to the TigerTracks portal. Select the CAS Secure Login (left hand side).

This will take you to the Secure Login page.

a. If you are setting up your TigerTracks for the first time, then select **Activate Your Account**
   i. You will need your *birthdate*.
   ii. You will need your *social security number and FHSU ID*.
   iii. Provide the information as requested.

b. If you have forgotten your password and want to **recover** that password, you will need your **Username** but you will also use the **Password assistance**.
   i. Most usernames are first, middle initial and last name (i.e. rcfinch)
   ii. If you don’t have a middle name, then it will be first initial underscore last name (i.e. r_finch).
   iii. A few individuals will have a number in them if there are more than one person with the same initials and last name (i.e. rcfinch5).
   iv. Provide the information as required.

c. If you do not know your username, you need to call the **CTC HELPDESK**: 785-628-5276.

d. If you already have your TigerTracks user name and password then **type in your username and password**. Once you have provided the information, skip page 6 and go to page 7.

If you click on **Activate Your Account**. The button indicating that you want to set up Tiger Tracks for the first time should be clicked. (See three small buttons above “continue button”).

Click the **Continue button**.

**Supply** the information required and click **Continue**.
At the next screen, you will be asked to **change your password** from your social security number to a combination of letters and numbers.

- Once you have **created your password** the system will bring up a screen that says:
  - **PLEASE PRINT THIS PAGE FOR FUTURE REFERENCE**
  - The first box will say: **TigerTracks Portal Changes**
    - Your **Username** will be listed in that box; either write your password down or print the page.
    - This is the **Username** that you need for TigerTracks.
      - The system will let you know what your specific username will be (i.e. rcfinch or r_finch, or rcfinch5).
- If you have trouble, you may contact the **CTC HelpDesk: 1-800-628-FHSU** if you are off campus or **5276** if you are on campus.

Once you have logged in using your **Username** and **Password**, you will be in the TigerTracks Portal. **Select the Online Services Tab (middle tab)**

Select **Tiger Enroll** and then **Log In to TigerEnroll** at the bottom of the list of options. You may have to scroll down to see Tiger Enroll.

Select **continue**

The first page that appears in the Enroll process is the **Worksheet**. Notice the tab called **"Worksheet (1st tab) Make sure that the correct semester is showing (Year Summer, Year Fall, Year Spring).**

**Create a worksheet. Use Course Search…**

- **Department:** select **Speech-Language Pathology (SLP)**
- You can change view of number of courses that you want to appear in the window.
- Select **submit. Search for course(s).**

The system will show all speech-language pathology courses. If you know the course number you can search for the specific number (e.g., SLP 869 A and SLP 869 B = Summer Workshop courses; SLEP 869 VC = Social Communication Issues for ASD = Spring semester, SLP 835 VA Augmentative-Alternative Communication = Spring semester)

**Select** course by checking the box next to the course number. Courses that are on campus with having a single letter if there is more than one section (e.g. A, B, C); Virtual courses will have a “V” prior to the individual section letter (e.g. VA, VB, or VC).

**Select** the **Add Course(s)** to Worksheet. (The course will move from the bottom of the worksheet to the top of the worksheet).

The course(s) will then be added to the upper part of the **worksheet**.
Select the **Pre-Enroll Tab**. The Pre-enroll page will open.

**Select** the button next to the course you want **to add to your pre-enrollment schedule** to select it.

**Select Add** and the selected course will be **added** to student **pre-enrollment schedule**.

At that point the schedule will be sent automatically to an **advisor**. You may have **to wait** a day or two but once the course is approved you will need to go back to TigerEnroll and complete the **Enrollment payment section**, which is the **last tab** in TigerEnroll.

You must complete the **Enrollment payment section prior** to the start date for the semester (**Deadline will be provided on this page**). If you do not get your tuition paid by the date provided on this page, you will be dropped from the schedule.

Once you have completed payment information you are set and your **name will be added** to the roster for that class as being enrolled.

For **summer workshops**, please read the directions on the web page related to the materials fee. This fee needs to be paid by the date provided: See [http://www.fhsu.edu/commdis/continuing_education/](http://www.fhsu.edu/commdis/continuing_education/)