To enroll in the **VIRTUAL** Summer Workshops for Continuing Education (15 credits):

1. Are you or have you been a GRADUATE STUDENT at Fort Hays State University?
   a. If YES – you may proceed to number 4.
   b. If NO – you may proceed to number 2.
2. Go to the Graduate School application website: https://www.fhsu.edu/academic/gradschl/apply/
   b. On Page 5
      i. You need to select NON-DEGREE SPEECH-LANGUAGE PATHOLOGY.
      ii. You need to select enrollment semester to be: Summer (June-July) 2016
   c. On Page 6, no references are needed.
   d. Pay online the $40.00 application fee.
3. You will then receive an email to set up your TigerNet ID and password. This login and password is utilized to enroll in your course. Please write it down.
4. At the FHSU homepage, http://www.fhsu.edu/, you will click on the “Tiger Tracks” words in the top left corner of the page.
5. You will then click on the yellow “CAS Secure Login>>” button that is on the left side of the webpage.
6. Enter your TigerNetID Username login and password. Select LOGIN.
7. You will then select “Online Services.” This is right beside the “HOME” link in the top left of the page.
8. Scroll to the bottom of this page and on the bottom right is a button that says “Log In to Tiger Enroll”. Select this button.
9. In the middle of this page is a button that says “Continue.” Select this button.
10. You are in a tab labeled “Worksheet.” Scroll to the section that says, Course Search – Summer 2016. In the Department section, find and select “Speech Language Pathology (SLP)”.
11. Enter “869” in the Course Number.
12. Click “Submit.”
13. You will then see 4 courses listed. You need to check/click SLP869VA – SpellReadWrite Seminar. Then select “Add Courses to Schedule Worksheet.”
14. Now you will scroll to the top of the page and select the tab “Pre-Enroll/Schedule Changes.”
15. Go to the section “Schedule Worksheet – Summer 2016.” Click the box for the course (SLP869VA). Then select the button “Add Selected Courses to Student Schedule.”
16. Your enrollment is complete until the course is approved by the Chair. Once the Chair has approved the course, you will receive an email to complete your enrollment, pay your tuition. You can also do this by logging back into Tiger Enroll (See steps 4-9). Then select “Enrollment/Payment” tab and complete the steps as indicated.