

Student – Enroll

Section Title	Section #	Teacher	Enroll Status	ADAType:	Enrollment Date
Delete Advanced Hardware	0101022	Arfmann, Lani C.	Newly Enrolled	Regular Adult	11/6/2013 11:43:15 AM
Delete					

Time Per. **FY14** Course Section# Whole# Pick Prog. All Progr.

Detail	Wait	Section	T/P	Section Title	Room	Schedule	Max	Enr	Wait	St.Dte	EndDte	StTime	Teacher	Closed	Enroll
Detail		0101001	FY14	Basic Field Mainte	ADC	MTwThF	70	46	0	07/01/13	06/30/14	8:15 a	Ackley, Steven C	<input checked="" type="checkbox"/>	
Detail		0101022	FY14	Advanced Hardw	ADC	MTwThF	49	19	3	07/01/13	06/30/14	8:15 a	Arfmann, Lani C.	<input type="checkbox"/>	
Detail		0105111	FY14	Grass Managemen	AE35	f3ex	80	42	3	07/01/13	06/30/14	8:00 a	Teacher, Ima	<input type="checkbox"/>	
Detail		0105112	FY14	Landscaping	P5	MWF	25	25	0	07/01/13	06/30/14	8:00 a	Teacher, Ima	<input type="checkbox"/>	

Create invoices when enrolling

Check for overlapping schedule when enrolling (could slow enrollment process)
 Maximize search screen

- Before you start enrolling student to a section, make sure you are in the right Time Period.
- Type the section number or course name in the “Find” fields if needed. The “Detail” button to the left gives details about the section.
- Filter with “Pick Prog” to display sections in one program only.
- Click on the “Enroll” icon to enroll the student into a class.
- The “Cancel Entry” button will cancel the registration, provided it is done before the student is enrolled.
- If the student decides to change classes (BEFORE attendance), use the “Transfer Student” button to transfer from the enrolled class to another class.