

# Tiger Track Enrollment Directions

Please follow these steps to pre-enroll in classes.

1. Login in to [www.fhsu.edu](http://www.fhsu.edu); Select Tiger Tracks (Top Right Corner)
2. Click on Online Services
3. Click on Log in to TigerEnroll-Enter username & password
4. Click on the Worksheet Tab (1st tab on the Left side)
5. Under Semester Options-Make sure the 2008- Spring is selected
6. Under Course Search-Search for classes desired
7. Click in the Radial Box to left of class listing to select class
8. Click on "Add Courses to Schedule Worksheet"
9. Repeat steps 6-8 for each class desired
10. When you have all the classes selected, verify the Enrollment Hold Tab (2nd Tab) is Complete (green circle with check mark), if not click on the Enrollment holds tab and contact the department specified.
12. Click on Pre-Enroll/Schedule Changes Tab (3rd tab)
13. Click on each Radial Box(s) to the left of each class listing
14. Click on "Add Selected Courses to Student Schedule"

You have now submitted your class schedule to your FHSU advisor for approval. You may not proceed with the enrollment process until the advisor approves the schedule. Approval by the advisor usually is processed within 24-72 hours. Once approved, then the valid payment option of Special Programs must be input into the system by Student Fiscal Services. Usually, the Special Programs option can be accessed 2-3 days after the classes are approved by the advisor.

15. Complete the Enrollment/Payment tab (5th and final tab) before January 9, 2008 to finalize your enrollment.
16. Select Special Programs as your valid payment option.
17. Verify enrollment has been finalized by clicking on the Pre-Enroll/Schedule Changes Tab. Enrolled Status will be EN (Enrolled).

If you have further questions, feel free to contact me.

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