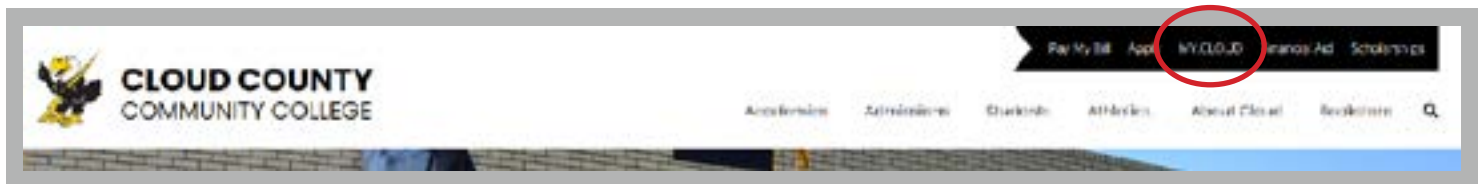


iCloud Enrollment Guide

The following steps are listed below to help you enroll for classes online. Students are asked to self-enroll for their own classes after reviewing their program requirements.

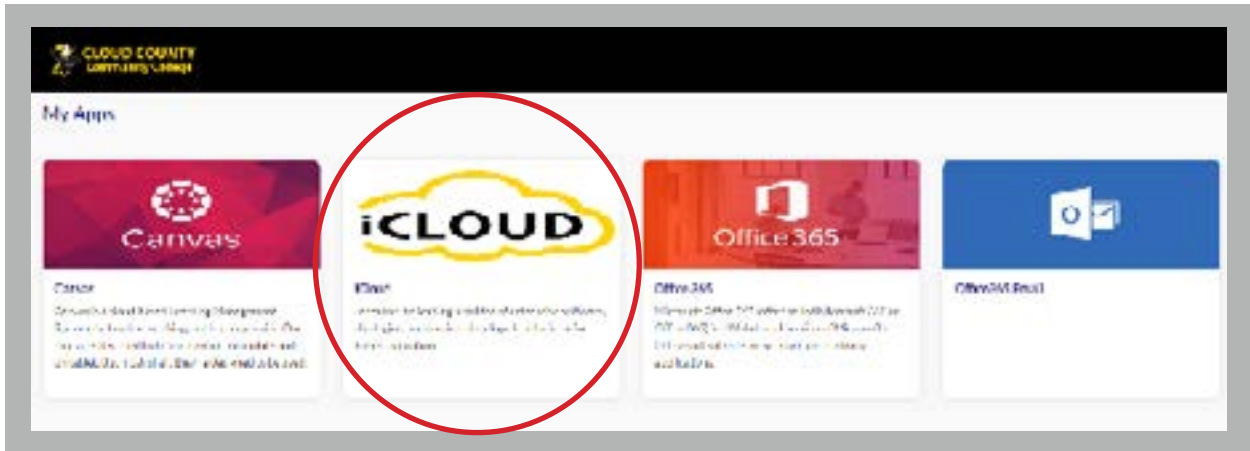
1. Access the iCloud site by clicking on MY.CLOUD on Cloud's home page: www.cloud.edu.



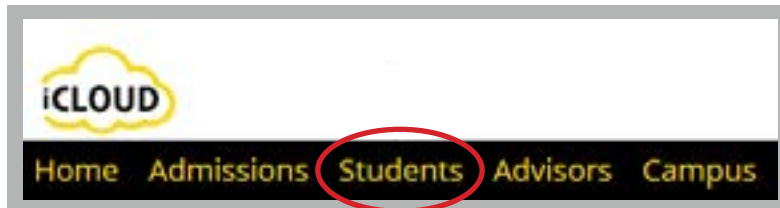
2. Sign in using the username and password sent via e-mail from Cloud after you applied for admission. Students not currently enrolled should use the “click here” link at the bottom of the Sign In screen. You will be prompted to answer a set of questions when you first log in which will be used in the future if you forget your password. Returning students should login using the username/password previously given. If you are unable to log in, contact ithelp@cloud.edu.



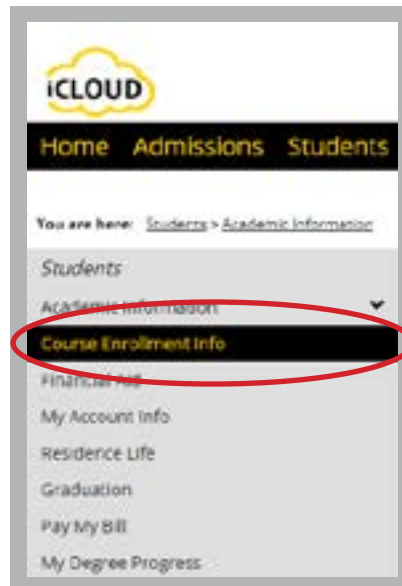
- Once you have successfully logged in, you will see tiles for CANVAS (where your coursework will be located), iCloud (the student portal where academic and financial information can be accessed), Office 365 (where students can access Word, Excel. Etc.) and Office 365 Email (this is your T-Bird e-mail so *check it often!*). Click on the iCloud tile.



- Students gain access to different “tabs,” or sections, of the iCloud site. The “Students” tab is the focus of this guide. Click the “Students” tab to load the Students page.

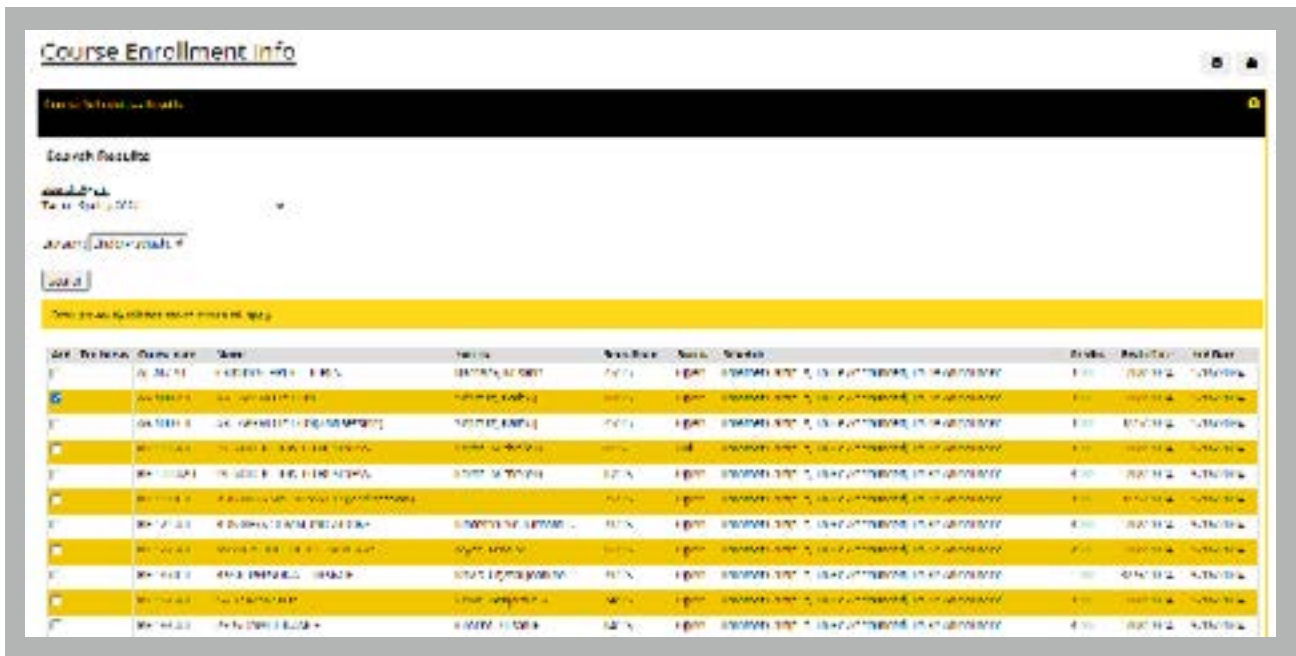


- In the “Students” tab, click “Course Enrollment Info” on the left-side navigation list.

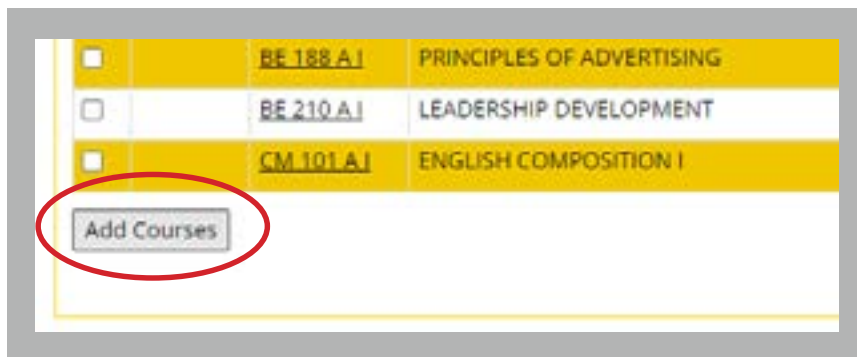


9. A page of search results shows all courses whose campus is "Internet," for example. The "Add" box on the left side indicates you can enroll in that course. Depending on the time of year, not all courses will have an add box. Students can access a brief course description and course pre-requisite information by clicking on the course code. For courses with pre-requisites, the pre-requisite must be met and in the CCCC database before students will be allowed to enroll in that course (send an official transcript for evaluation if necessary).

*See the end of this guide to help you select the course section and campus.



Click on the box in the Add column to add the course. You may select multiple courses to add at a time. After you are finished, scroll to the bottom of the screen and select "Add Courses."



10. After adding a course, you return to the Add/Drop Courses view where the courses you have selected will be listed. All courses need advisor approval. Courses already approved by your advisor are listed under "Your Schedule" as Registered. If you have outstanding approvals, they are listed in the "Awaiting Advisor Approval" table. When you select a course, and it appears on your list, a seat is reserved for you in the course. If you add a course and then decide to un-enroll, you will need to e-mail your specific drop request to advisement@cloud.edu. Students do not have permissions to drop through iCloud.



11. Repeat steps 8 and 9 for each additional course you wish to add if you did not add them all at once. When you have selected all your courses, an advisor will review your request. Your advisor will e-mail you with questions and notify you once your courses have been approved.

12. Log out of your iCloud account when you are finished searching for courses.

Don't forget to set up payment arrangements before the semester begins through www.cloud.edu/students/payments. Watch your T-Bird e-mail for important updates!

*To determine where a class is offered from Cloud, you will need to look at the letters after the course code. The first letters and numbers are the class identifier (AR 100).

For Concordia Campus, the letter after the code number identifies the class section. The next letter should be a "C" to indicate the location as the Concordia Campus. The session length for most Concordia classes is a full semester, but double check the course description.

For Geary County or Internet Campuses, the letter after the code number identifies the session length (1st session, 2nd session, or full semester). First session classes meet during the first eight weeks of the semester, whereas second session classes meet during the second eight weeks. If there are two letters, the second letter indicates the section. The last letter should be a "G" to indicate the location as Geary County Campus or an "I" for Internet.

High school classes will have the course code, followed by an "H" (for high school) and another letter to indicate the section. A number set will be at the end to show the location.

If there is an extra "L" at the end, it means the course is a lab and should be taken concurrently with the lecture course. An "H" means it is a high school-only class. "WC" is a web conferencing class, mainly using Zoom, and can be taken by high school and college students.

A = full semester	I = Internet	L = Lab
B = 1st session	G = Geary County Campus	WC = Web Conferencing
C = 2nd session	C = Concordia Campus	HA = high-school, full semester
	05 = Off-campus Location	NB = night/evening
	R = La Harpe Campus	

For example:

AG 104 A C = first section, full semester, Concordia campus

AG 104 B C L = second section, full semester, Concordia campus, Lab

AG 115 A I = full semester, Internet campus

BE 122 AA G = full semester, first section, Geary County campus

BE 162 HA 38 = high school, first section, outreach location

CM 102 A WC = full semester, web conferencing

MA 111 H I I = high school, ninth section, Internet campus

PE 110 NB C = full semester, night/evening, Concordia campus

SE 100 C R = second session, La Harpe campus



Cloud County Community College: www.cloud.edu, 1-800.729.5101

IT Help Desk: ithelp@cloud.edu

Advisement Concordia: advisement@cloud.edu, 1-800-729-5101 ext. 275

Advisement Geary County: GCadvisement@cloud.edu, 1-800-729-5101 ext. 714

Make Payment: www.cloud.edu/students/payments, 785.243.1435 ext. 202, 203, or 205