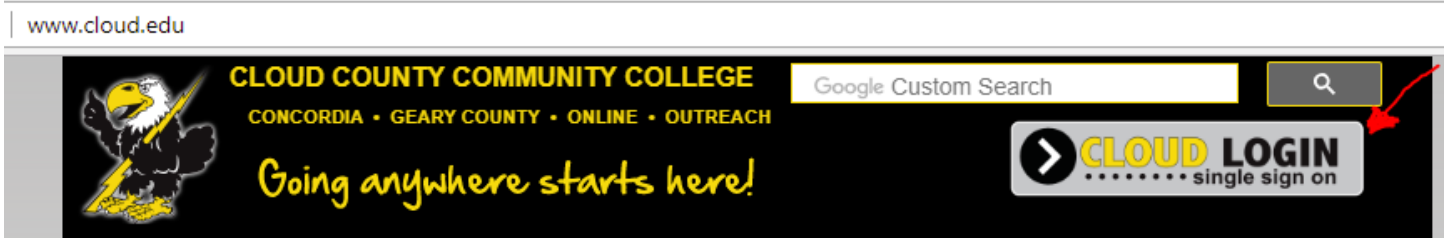


iCloud Enrollment Guide

1. You can access the iCloud site by clicking on the Cloud Login button on the home page. www.cloud.edu



2. If you are new to Cloud use the 'Click Here' link. You should have received your username and password via the e-mail from Cloud after you applied for admission. Returning students should use your T-bird log in. If you are unable to log in, contact it@cloud.edu.

Once you are logged in, click on the iCloud icon.

3. With a successful login, 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.
4. In the 'Students' tab, look in the left navigation list for 'Course Enrollment Info', click the link to load the 'Course Enrollment Info' page.

5. In the 'Course Enrollment Info' page, students can access their current class schedule, view past course history, search for courses, and add courses for an upcoming term.

The screenshot shows the iCLOUD interface for 'Course Enrollment Info'. The top navigation bar includes 'Home', 'Academics', 'Admissions', 'Students', 'Advisors', 'Campus', 'Faculty', 'Employee Info', and 'My Pages'. The left sidebar lists 'Students' with sub-items like 'Academic Information', 'Course Enrollment Info', 'Financial Aid', 'My Account Info', 'Residence Life', 'Graduation', 'Pay My Bill', and 'My Degree Progress'. Below this are 'Quick Links' for 'My Pages', 'Access CANVAS', 'Cloud Home Page', and 'T-bird Athletics'. The main content area is titled 'Course Enrollment Info' and features three panels: 'Course Schedules' with an 'Add/Drop' section containing an alert and a 'Course Search' link; 'Student Schedule' showing 'Course Schedule for Amanda Strait' with a 'View Details' link; and 'Course History' with a 'View Course History' link.

6. Click on 'Course Enrollment Info' and you will see the 'Course Search' link. To find the course(s) you would like to add click 'Course Search'.

This screenshot is similar to the previous one but highlights the 'Course Search' link in the 'Add/Drop' section of the 'Course Schedules' panel. The 'Course Search' link is highlighted in yellow, as is the 'Current Term: Fall 2018' text above it.

If you do not see 'Course Search' you probably need to review/update your personal information before enrolling. Click on 'Complete the Personal Info Update form' in the add/drop portal to access the form if you are prompted. After you complete the Personal Info Update the 'Course Search' icon should appear.

- The easiest way to find the classes you are looking for is by doing a search based on 'Term' and 'Campus'. Select the Term you would like to enroll in and the Campus you would like to take the class from then click 'Search'.

Course Enrollment Info

Course Schedules - Course Search

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

Division:

Time: To:

Meets on any day(s)
 Meets only on the selected days

Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours: to

- A page of search results shows all courses whose campus is 'Internet' for example. You will notice most of the courses have an add box on the left side but some may not. If there is an add box by a course that means you are able to enroll in that course. 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 (send official transcript for evaluation if necessary) before students will be allowed to enroll in that particular course.

Click on the box in the Add column to add the course. After you are finished, scroll to the bottom of the screen and select "Add Courses".

Course Enrollment Info

Course Schedules - Results

Search Results

Search Again Term: Division: Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		AH_099_B_C	***MEDICATION AIDE UPDATE - - CINDY HYDE		0/0	Full	No schedule is currently available	1.00	10/19/2018	10/20/2018
<input type="checkbox"/>		AH_197_A_I	CERTIFIED NURSE AIDE-- KATHY KERSHNER	Kershner, Kathy Lynn Aldridge Ball, JoDee	0/0	Full	Internet Campus, To Be Announced, To Be Announced	5.00	10/2/2018	11/19/2018
<input type="checkbox"/>		AR_100_C_I	ART APPRECIATION	Schmitz, Kathy J	11/25	Open	Internet Campus, To Be Announced, To Be Announced	3.00	10/15/2018	12/13/2018
<input checked="" type="checkbox"/>		BE_115_C_I	BUSINESS MATHEMATICS	Holder, George C	22/25	Open	Internet Campus, To Be Announced, To Be Announced	3.00	10/15/2018	12/13/2018
<input type="checkbox"/>		BE_139_C_I	BASIC PERSONAL FINANCE	Strait, Amanda J	19/25	Open	Internet Campus, To Be Announced, To Be Announced	1.00	10/15/2018	12/13/2018
<input type="checkbox"/>		CA_192_C_I	DYNAMICS OF CAREER PLANNING	Hanson, Brenda J	21/25	Open	Internet Campus, To Be Announced, To Be Announced	1.00	10/15/2018	12/13/2018

9. After adding a course, you return to the Add/Drop Courses view. In this view, the courses you have selected will be listed. All courses will need to be approved by an advisor. Courses already approved by your advisor are listed under “Your Schedule” (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 then decide to unenroll, you will need to e-mail your specific drop request to advisement@cloud.edu. Students do not have rights to drop through iCloud.

Messages

BE 139 C I - Successfully added to registration record.

Course Search

Title: Begins With

Course Code: Begins With

Term: Fall 2018 - Subterm (Session 2)

Department: All

Division: Undergraduate

[More Search Options](#)

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Cre
Advisor approval is required before courses are added to your schedule.						

Selected Courses - Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location
	BE 139 C I	BASIC PERSONAL FINANCE		Internet Campus To Be Announced TBA

10. Repeat steps 8 and 9 for each additional course you wish to take. Once 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.
11. Log out of your iCloud account when you are finished searching for courses.
12. Don't forget to order your textbooks for your courses from www.tbirdbookstore.com and set up payment arrangements before the semester begins through <http://www.cloud.edu/Students/tuition-and-payments/index>.