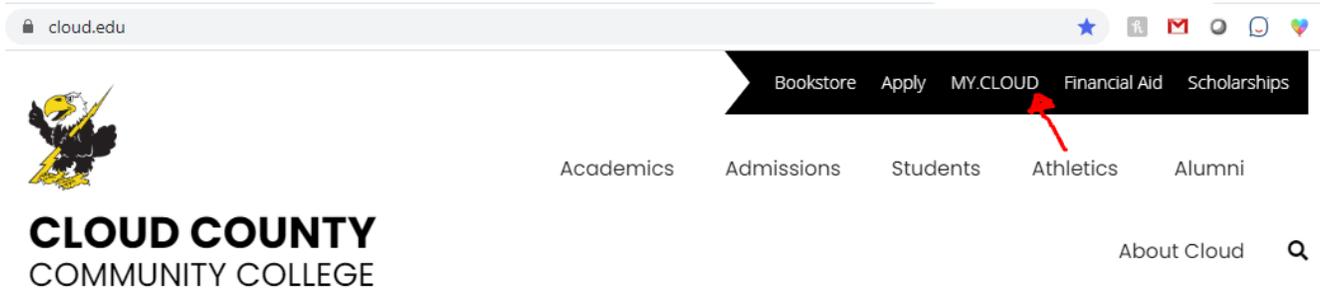


iCloud Enrollment Guide

1. You can access the iCloud site by clicking on the MY.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.

- 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'. At the top, there is a navigation bar with links like Home, Academics, Admissions, etc. Below that, a breadcrumb trail reads 'You are here: Students > Course Enrollment Info'. On the left, a sidebar menu lists various student services, with 'Course Enrollment Info' highlighted. The main content area is divided into three columns. The first column, 'Course Schedules', contains an 'Add/Drop' section with a red alert: 'Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.' Below the alert, it says 'Current Term: Fall 2018' and 'Add Period Closed / Drop Period Closed'. There are two links: 'Add/Drop Courses' and 'Course Search'. The second column, 'Student Schedule', is titled 'Course Schedule for Amanda Strait' and includes a 'View Details' link. Below it, a table header is visible with columns for 'Course', 'Title', and 'Meets', followed by a message: 'No Courses to display.' The third column, 'Course History', has a 'View Course History' link and a note: 'To view your complete course history, click the View Course History link'.

- 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. The 'Course Search' link in the sidebar menu is also highlighted in yellow.

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.

7. 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

8. 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.

*See end of this Guide to help you select the correct section and campus.

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

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 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

Search 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	Credits	Cre
	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>.

*Below is a sample list of Art Appreciation classes offered at Cloud and how to let which campus and session it will be offered. The first letters and numbers are the class identifier (AR 100) the next set of letters identifies the session (or time) it is offered and the last set identifies where it is offered.

Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
	AR 100 A C	ART APPRECIATION	Kern, Amy	5/24	Full	MWF 9:00 AM-9:55 AM; Concordia Campus, Student Center, Room PA012	3.00	8/21/2019	12/12/2019
	AR 100 A I	ART APPRECIATION	Kernitz, Kathy J	5/25	Full	Internet Campus, To Be Announced, To Be Announced	3.00	8/21/2019	12/12/2019
	AR 100 AA G	ART APPRECIATION	Kern, Amy	5/24	Full	TR 12:00 PM-1:55 PM; Geary County Campus, Building A, Room A2	3.00	8/21/2019	12/12/2019
	AR 100 B C	ART APPRECIATION(Zoom - S)	Kern, Amy	1/20	Open	TR 12:00 PM-1:25 PM; Concordia Campus, Student Center, Room PA012	3.00	8/21/2019	12/12/2019
	AR 100 C I	ART APPRECIATION	Kernitz, Kathy J	5/25	Open	Internet Campus, To Be Announced, To Be Announced	3.00	10/14/2019	12/12/2019
	AR 100 HA B3	ART APPRECIATION	Goodert, Christopher Peter Schmidt, Kelli	25/30	Open	Outreach - Off Campus, Smith Center, To Be Announced	3.00	8/21/2019	12/12/2019

These are both full-semester courses at Concordia

This is a full-semester course online

This is a 2nd Session course online

This is full-semester course at Geary County