

TOPIC	TASK
<b>C. Other</b>	<b>• Viewing Your Classes</b>

To view your classes/courses click on the 'My Courses' link located just below the 'My Account' link which is explained above.



The Enrollment Management page appears. Your entire history of enrollment appears here. Use the Search fields at the top of the form to filter the list of classes by date, name, or enrollment status.

The Headers across the top of the grid include:

**Withdraw Enrollment:** You will see a Withdraw link in this column if you have the option to withdraw yourself from this course. Please note that your administrator has set the ability to withdraw within a given number of days prior to the start of the class. If you do not have this link, you cannot withdraw from the class without consulting with your principal or other system administrator.

**Evaluation Form:** Once an activity has been completed, you will evaluate it online. The link to the Evaluation form will appear in this second column from the left. Click the link and complete the form. Submit when completed.

**Class details:** The details of the activity appear here.

**Activity:** The name of the activity appears here.

**Start Date:** The first date of the class.

**Activity Code:** An eleven digit code which identifies the class.

**Enrollment Status:** The status of your enrollment displays here and changes as it passes through one or more of the following statuses: Pending, Approved, Confirmed, or Withdrawn.

**Award:** Upon successful completion of an activity, the instructor or other administrator may issue awards (CEUs, PDPs, COC (certificate of completion), etc.) for this class. View and print these documents here.

Enrollment Management							
Quick Search		Activity Name:		Enrollment Status:			
Start Date:				All			
Search							
Withdraw Enrollment	Evaluation Form	Class Details	Activity	START DATE	Activity Code	Enrollment Status	Award
YOU ARE NOT ENROLLED IN AN ACTIVITY AT THIS TIME!							

**Enrollment Status**  
 Pending: Enrollments received or entered by a person are considered pending until they are approved  
 Denied: Enrollments that are not accepted are assigned Denied status.  
 Approved: Enrollments that are accepted are assigned approved status.  
 Waitlist: Enrollments that are received after the maximum number of enrollments is reached are added to the Waitlist (if the activity has been assigned Allow Waitlist).

