1. Load your web browser and go to the URL: aggieaccess.cameron.edu
2. Enter your Windows Username and Password and click “Login.”
3. Once you have entered AggieAccess, a row of tabs appears below the title “AggieAccess.” Click “Student Info” tab.
4. Locate the “Spring/Summer 2010 Enrollment” channel and select “Click Here to Access MyCU.”
5. Find Student. Search by ID number, full name (last name first), or Social Security Number. Select the correct student name from the search results list by clicking on it.

6. Verify Major. Click “Degree Summary” (insuring the correct student is selected). Verify that the student’s major listed under “Degree Summary” is correct. (Student’s intended major may not match the information on MyCU). Students should be directed to the Registrar, N. Shepler 2nd Floor, to complete a “Change of Major” form, but can still be enrolled if you are authorized to advise in this major.

7. Advise Student. Click “Advisement” (insuring the correct student is selected.) Review the student’s advisement screen for areas of deficiency. ACT and CPT scores should be evaluated to determine if developmental courses are required. Make placement decisions on the basis of the students’ ACT and/or CPT scores (see Cameron University Student Advising Guide, p. 5 and Appendix, available on Help Hub). Use the placement chart (Cameron University Student Advising Guide Appendix) to determine which, if any, developmental courses a student is required to take. *Note: Students are required to clear all deficiencies within the first 24 hours of course work; and should not defer enrollment in these courses. In some cases a student may have two semesters of remediation in one, two, or three areas, for a total of up to 17 hours of remediation.

8. Review Transcript. Click “CU Transcript.” Enter student’s ID number in the field provided (System defaults to UG. For graduate you must enter GR.) Review the student’s academic transcript to determine if necessary prerequisite courses have been completed for the courses in which you are planning to enroll them. The transcript review will also help the advisor determine the student’s ability to handle a large course load as well as identify any other academic issues.

9. Register Student. Click “Class Registration.” Enter the appropriate Term (e.g., Summer 2010) and School. MyCU defaults to undergraduate; select graduate if enrolling a graduate student. Click “Load Registration.”

10. Add/Drop Classes. Click “Add Class.” Enter the appropriate call number, then “Process Add.” Repeat for each class in which student is to be enrolled. To remove a class, select “Drop Class” and enter the appropriate call number.

11. Save Class Schedule. When all the classes have been entered correctly, select “Save all Work and Quit.” This will bring up a class schedule screen that can be printed, reviewed, and given to student.

12. Withdraw students. Advisors can drop students on or before the last day to enroll or add a class. Students wishing to withdraw from a class after the final date to enroll or wishing to completely withdraw from all classes must do so through the Registrar, N. Shepler 2nd Floor.
AGGIEACCESS ENROLLMENT PROCEDURES for FALL 2010 ENROLLMENT

1. Load your web browser and go to the URL: aggieaccess.cameron.edu

2. Enter your Windows Username and Password and click “Login.”

3. Once you have entered AggieAccess, a row of tabs appears below the title “AggieAccess.” Click “Student Info” tab.

4. Locate the “Spring/Summer 2010 Enrollment” channel and select “Click Here to Access MyCU.” Advisors will use MyCU to complete steps 5 through 8, only.
5. Find Student. Search by ID number, full name (last name first), or Social Security Number. Select the correct student name from the search results list by clicking on it.

6. Verify Major. Click “Degree Summary” (insuring the correct student is selected). Verify that the student’s major listed under “Degree Summary” is correct. (Student’s intended major may not match the information on MyCU). Students should be directed to the Registrar, N. Shepler 2nd Floor, to complete a “Change of Major” form, but can still be enrolled if you are authorized to advise in this major.

7. Advise Student. Click “Advisement” (insuring the correct student is selected.) Review the student’s advisement screen for areas of deficiency. ACT and CPT scores should be evaluated to determine if developmental courses are required. Make placement decisions on the basis of the students’ ACT and/or CPT scores (see Cameron University Student Advising Guide, p. 5 and Appendix, available on Help Hub). Use the placement chart (Cameron University Student Advising Guide Appendix) to determine which, if any, developmental courses a student is required to take.

*Note: Students are required to clear all deficiencies within the first 24 hours of course work; and should not defer enrollment in these courses. In some cases a student may have two semesters of remediation in one, two, or three areas, for a total of up to 17 hours of remediation.

8. Review Transcript. Click “CU Transcript.” Enter student’s ID number in the field provided (System defaults to UG. For graduate you must enter GR.) Review the student’s academic transcript to determine if necessary prerequisite courses have been completed for the courses in which you are planning to enroll them. The transcript review will also help the advisor determine the student’s ability to handle a large course load as well as identify any other academic issues.

9. Return to the Faculty Tab by clicking “Back to Faculty Tab” in the top left-hand corner of the MyCU screen.

10. Register Student. Click “Add or Drop Classes” in the “Faculty Registration Tools” channel.
11. Select the appropriate Term (e.g., Fall 2010) and click “Submit.”

12. Select Student. Enter Student ID or search by student name. Click “Submit.” The Student ID is a nine digit number.

13. Student Verification. Click “Submit” to verify the name of the student advisee.

14. Student PIN. Click on “Retrieve Student PIN.”

15. Locate the student PIN.
16. Click the “Back” icon or enter “Alt + left arrow.”

17. Enter Student PIN and click “Submit.”

18. Add Classes. Enter the appropriate CRNs, then “Submit Changes.” The CRN can be located by performing a “Class Search.”
19. Instructor Approval Registration Add Error. The following message indicates that instructor approval is required before the student may enroll. Contact the instructor to request an override of the restriction. The instructor will need the student’s name and the CRN. (Instructions for overriding this restriction are included at the conclusion of this handout and in the Help Hub Faculty FAQs).

20. Department Approval Add Error. If you receive a Department Approval Registration Add Error contact the relevant department and provide the student name and CRN. The department chair or designee will override the registration restriction. (Instructions for overriding Department Approval Add Error are available in the Help Hub Faculty FAQs.)
21. Drop Classes. To drop a student from a class, select “Web Drop” from the “Action” pull-down menu and “Submit Changes.” Advisors can drop students on or before the last day to enroll or add a class. Students wishing to withdraw from a class after the final date to enroll or wishing to completely withdraw from all classes must do so through the Registrar, N. Shepler 2nd Floor.

22. Student Schedule. To access a print version of the student’s schedule, return to the Student Info Tab and click “Student Schedule” in the “Faculty Registration Tools” channel.
REGISTRATION OVERRIDE: GRANTING INSTRUCTOR PERMISSION

1. You may only grant Instructor Permission overrides for classes for which you are the primary instructor.

2. Load your web browser and go to the URL: aggieaccess.cameron.edu

3. Enter your Windows Username and Password and click “Login.”

4. Once you have entered AggieAccess, a row of tabs appears below the title “AggieAccess.” Click “Student Info” tab. Click “Registration Overrides.”

5. Select the appropriate Term (e.g., Fall 2010) and click “Submit.”

6. Select Student. Enter Student ID or search by student name. Click “Submit.” The Student ID is a nine digit number.

7. Student Verification. Click “Submit” to verify the name of the student advisee.
8. Select “Instructor Approval” from the “Override” pull-down menu. In the “Course” pull-down menu, select the course you are applying the override to. Click “Submit.”

9. Confirm the override by selecting “Submit.”