

Shortcut to Instant Enrollment

August 3, 2011

You can enroll for any distance or onsite Education Outreach course using Instant Enrollment.

Here's a shortcut to the actual Instant Enrollment screen. First go to the Blackboard V9 login screen: <http://learn.su.edu>. Under the "Preview as Guest" block, you will see a link for "WebAdvisor." Click on "WebAdvisor." Then, click on "Search for Education Outreach Courses." The Instant Enrollment screen will load.

Scroll down the initial IE screen to near the bottom. Select "Education Outreach Office" under the "Topic Code" heading when searching for courses.

- For a distance (online) learning course, select "DST" under the "Location" heading after choosing the Topic Code.
- For courses on our Leesburg/Ashburn campus, select "NVC" as your Location Code.
- For courses on our main campus in Winchester, select "MAIN" as your Location Code.

Topic Code	<input type="text" value="Education Outreach Office"/>
Location	<input type="text" value="DST Distance Education"/>

The list of available courses will appear. Select the desired course or courses from the list and continue with the registration process. Students using Instant Enrollment will receive a registration confirmation email to the personal email address provided during the IE process. You'll need to enter your credit card information to pay for the course.

If you enroll in the distance section, approx. one week before the beginning of your class you will receive an email from me with your SU Username and Password for access to Blackboard for your class. If you enroll in the onsite class, you'll receive your login information on the first day of class from your instructor.

For textbook information, go to www.shenandoah.bkstr.com and enter your course ID and the textbook information should come up. You can order right from that screen or call our bookstore at 540-665-4523.

If you want the tutorial on how to use Instant Enrollment, follow these directions: Please go to www.su.edu/oeo. Click on "OEO Registration and Drop Policy" and you'll find the instructions and link for the Instant Enrollment page. You can download the tutorial from there.

If you have any difficulty with the IE process, please contact Susan Billig at sbillig@su.edu. Thank you!