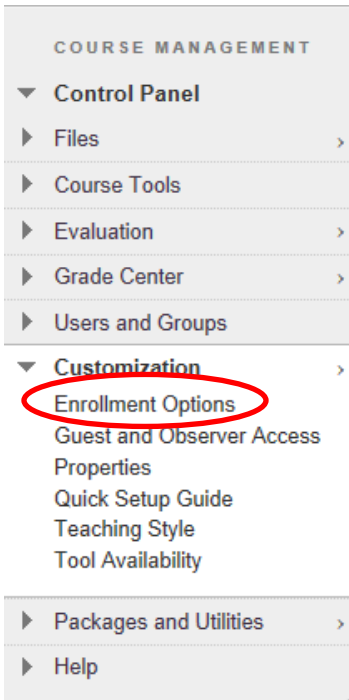


## Customization: Enrollment Options

**Step 1:** On the Control Panel under Customization, select **Enrollment Options**.



**Step 2: Select Enrollment Options**

- The Instructor/ System Administrator option enables the Instructor or System Administrator to control the enrollment process.
- Self Enrollment option allows Students to enroll themselves in the Course. Use the date fields to set a **Start Date**, an **End Date**, or both to control the time frame that Students can self-enroll. If no dates are selected, Student may continuously self-enroll. An **Access Code** can be used to verify the self-enrollment process.

**Step 3: Click Submit.**

**SELECT ENROLLMENT OPTIONS**

☒ Instructor / System Administrator

☐ Allow Students to Email Enrollment Requests to the Instructor

☐ Self Enrollment

☐ Start Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ End Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Require Access Code to Enroll

*Click **Submit** to proceed. Click **Cancel** to go back.*