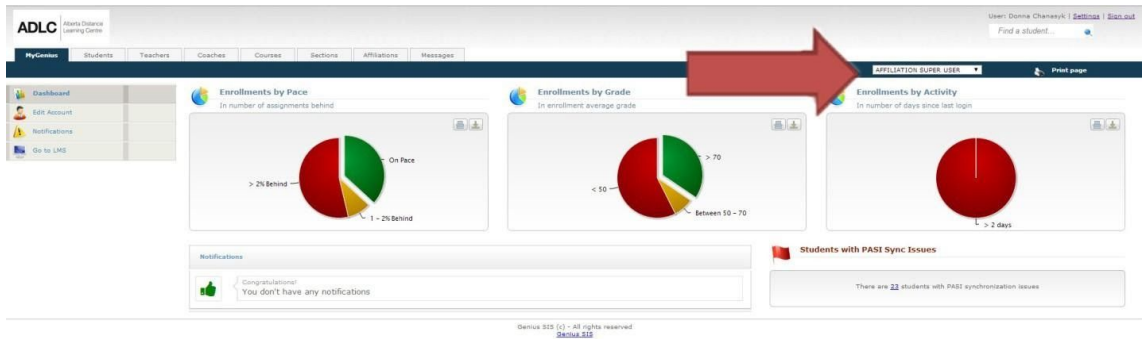


This document is intended to assist Affiliation Super Users with enrolling students in Student Instruction (SI) sections (courses) in ADLC's Student Information System (SIS).

1. Log into the [ADLC Student Information System \(SIS\)](#) and make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Students** tab and from the menu on the left-hand side, click **Active Students**. A list of all existing students will appear.



3. Click on the name of the student who you would like to enroll.
Note: If the student you want to enroll does not appear in the list, you will need to add them to ADLC SIS first. (Students must be added in the SIS before they can be enrolled in a section.) Please see the [Adding SI Students to ADLC SIS](#) instructions for details.

****Confirm prerequisite information in the Guide to Education.****



4. In the menu on the left- side of the screen, under the **Actions** heading, click **Enroll in Section**.
5. Under **Select an Affiliation**, select the name of your school.
6. The **Term** should be **Ongoing**.
7. Select the **Delivery Method** (online or print) from the drop-down menu.
8. Select the **Course Level** from the drop-down menu.
9. Select the **Course** name from the drop-down menu. The number of spots available will be listed in brackets.

If the course is listed as (*FULL*), the course name will appear 'greyed out' and is unable to be selected. Super Users can add the student to the waiting list (linked on the Super User SIS dashboard under *Important Information*. ADLC Partner Support will enroll students on waiting lists as spots become available) or check back later to see if a spot has become available.

Select an Affiliation:

Term:

Delivery Method:

Course Level:

Course:

Section:

Registration Date:

Timeline Start Date:

Timeline End Date:

Enrollment Expiration Date:

PO Number:

If the course is not full, once selected, the **Section** will populate automatically if you have made a valid selection.

10. Choose your preferred *Timeline End Date* from the options displayed. The options displayed will vary by course.

Note: The Timeline Start Date will automatically default to the Registration Date and cannot be changed at time of registration. Timeline Start/End Dates can be modified in the Current Enrollments page by the ADLC teacher after registration is complete. The Timeline End Date is for coursework purposes only and not a registration withdrawal date. The end date options will be updated through the year.

Example:

The screenshot shows a registration form with the following fields and values:

- Select an Affiliation: [Yellow box]
- Term: Ongoing
- Delivery Method: Online
- Course Level: Senior High
- Course: Biology 20 [5 cr] - SCN2231 (29,995)
- Section: Biology 20 [5 cr] - OL (2020) -
- Registration Date: 2020-08-18
- Timeline Start Date: 2020-08-18
- Timeline End Date: 2 month, 5 month, End of Semester 1, In Time for November Diploma
- Enrollment Expiration Date: 2021-06-25

11. Select the **Ship To** location.
12. If you chose a Print course, select whether to ship envelopes.
13. Once the course is chosen, options for course material will appear, if applicable. Check the **Select** boxes for all the material you need to order for the student. *Important! It is up to the school to order materials on behalf of students.*
14. Click **Enroll**.

User: Student Student | [Settings](#)
Find a student

Coaches Courses Sections Affiliations Messages [Print page](#)

Enrollment Information

you are enrolling in an ADLC section

Select a School: [Alberta Distance Learning Centre](#)
 Term: [Ongoing](#)
 Course: [_Test_Genius](#)
 Section: [_Test_Genius - Ongoing - Any](#)
 Start Date: [6/8/2014](#)
 End Date: [6/4/2015](#)
 Shipping Notes: [-](#)
 Ship To: [Select...](#)

Use expedited shipping

Description	Loan	Non-Refundable	Refundable	Shipping	Total	Required	Availability
HP-46G	NO	\$120.50	\$0.00	\$15.00	\$135.50	YES	04/01/2014
HP 123	YES	\$105.00	\$900.00	\$150.00	\$1,005.00	YES	04/01/2014
Swingline HP-106	NO	\$8.99	\$0.00	\$30.00	\$8.99	NO	04/01/2014

[Enroll](#)

If the student has reached their maximum allowable number of credits, you will be unable to enroll them in the selected course.

Examples:

Elementary/Junior High

✘ This student is already enrolled in 2 courses and cannot be enrolled in new courses at this time.

Senior High

✘ This student is already enrolled in courses that total 15 credits and by enrolling in this course this student will be over the credits limit of 17.

✘ This student is already enrolled in courses that total 17 credits and cannot be enrolled in new courses at this time.

Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca