



SUMMER AND FALL 2017 ENROLLMENT STEPS

- 1. Print or View Unofficial Transcript from myDonnelly account.**
Log in to myDonnelly > Log in to Self Service > Click Grades Tab > Print Unofficial Transcript
- 2. Update Your Electronic Degree Checklist and/or Academic Plan**
Transfer information from transcript to your academic plan/degree worksheet.
Donnelly.edu> Current Students> Degree Checklists
- 3. Beginning March 20th, you may use Self-Service to select 2017 Summer and Fall classes & complete your online course selection.**
Follow Instructions on Online Course Selection handout.
- 4. If you have not already met with your advisor, make an appointment to get your schedule approved.**
Bring your course selections to your advising appointment. Your advisor must approve your schedule in order to move on to the next step.
- 5. Take schedule to Financial Aid and Business office.**
These offices will meet with you regarding your financial obligations.

***VERY IMPORTANT! You are not enrolled until all of these steps have been completed!**