How to Enroll in Classes Using My Degree Requirements

1. **Log on** to iRattler www.famu.edu

2. iRattler Splash Page appears. **Scroll** to the bottom to **Select** enter

3. **Enter** your FAMU User Name and Password

4. Select iRattler Campus Solutions

5. **Select** the Enroll Add Class Icon
   
   A. Alternatively, you may complete the following:
   
   i. **Select** the Nav Bar Icon

   ii. **Select** the Navigator Icon

   iii. **Select** Self-Service > Enrollment > Enrollment: Add Classes

6. **Select** the appropriate Term and Click Continue

7. **Select** the Search button located under **My Degree Requirements** to search for your classes
8. On the My Academic Requirements Page, you will see expanded requirements for your degree program.

9. Click the “Add to Queue” icon for the advised course.

10. Once you have identified all recommended courses, click the Build Schedule on your Rattler Scheduler Course Queue.

Note: All courses you have “added to queue” should appear in Rattler Scheduler Course Queue.

11. After you enter Rattler Scheduler, review the notice and select “Got It.”

12. Select the appropriate term.

13. Select the “Import Course Queue” link.
14. Choose the appropriate schedule based on personal time obligations (e.g. practice or work), sort preferences, or recommendations per your Academic Advisor.

**Note:** You can also pin down a course that you desire by simply clicking the specific course option.

15. Once you have decided on a schedule, Select the “Get this Schedule” button.

16. Select the Do Actions button.

**Note:** View the Result column and it will indicate the specific error.

**Note:** If all Result comments display “ADDED”, you have successfully completed registering for your courses.
WORKING WITH PERMISSION NUMBERS

17. When required, enter the permission number in the following box:

18. Then Select the “Do Actions” button.

**Note:** If you need to enter the permission number at a later time, you may choose to Select the “Add to Cart” action. Then Click the “Do Actions” button.

19. Once the course is in your Shopping Cart, Select the “Hyperlink” of the course.

20. Enter the appropriate permission number for the course.

21. Select the Next button.

22. Click the “Proceed to Step 2 of 3” button to continue.
23. Select the “Finish Enrolling” button to complete Registration.

24. View the Status Note: This step will identify if there are any known errors. The message column will display the specific reason for the error.

25. You may choose to “Add Another Class” or “View My Class Schedule”

IDENTIFYING TIME CONFLICTING COURSES

26. System will show classes in your Shopping Cart to help you select non-conflicting classes

SERVICE INDICATORS / ERROR MESSAGES

27. You may encounter some errors if you try to register before your appointment time

Please contact your Academic Advisor for additional information

28. Review the types of errors that may be displayed in Rattler Scheduler