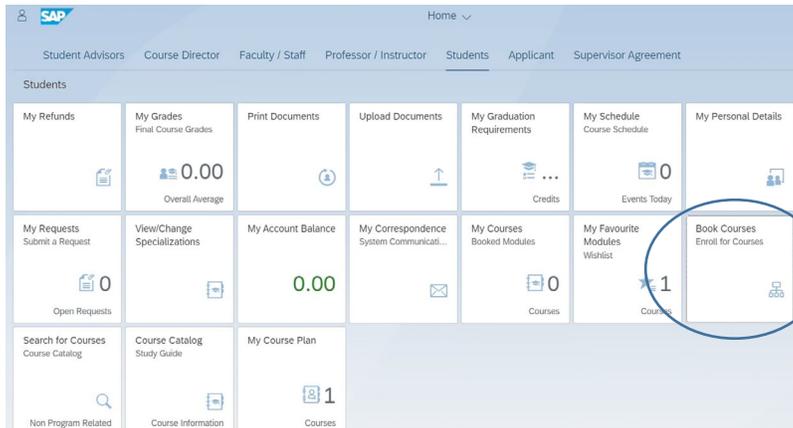


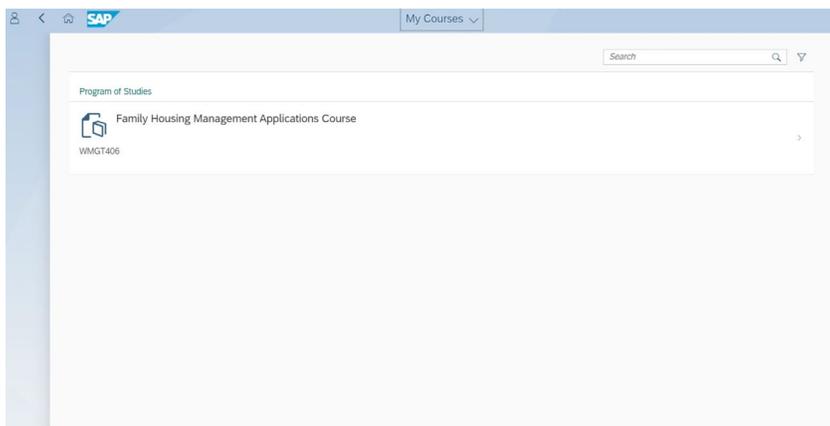
# Booking a Course Offering

Once you have an approved application for a program of study, you must now go to the AU Learner Portal and book your course offering. (At this point you will now register/book a specific course offering which include: courses dates, time, location and instructor for the program of study.)

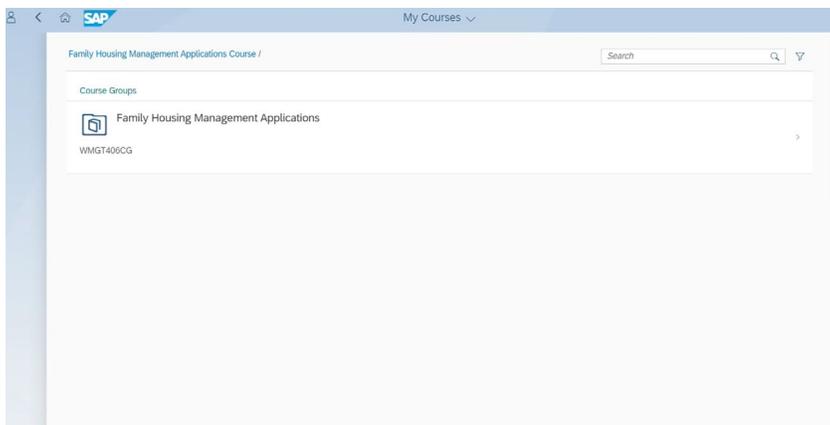
Please proceed to the **BOOK COURSES/Enroll for Courses** tile in the AU Learner Portal.



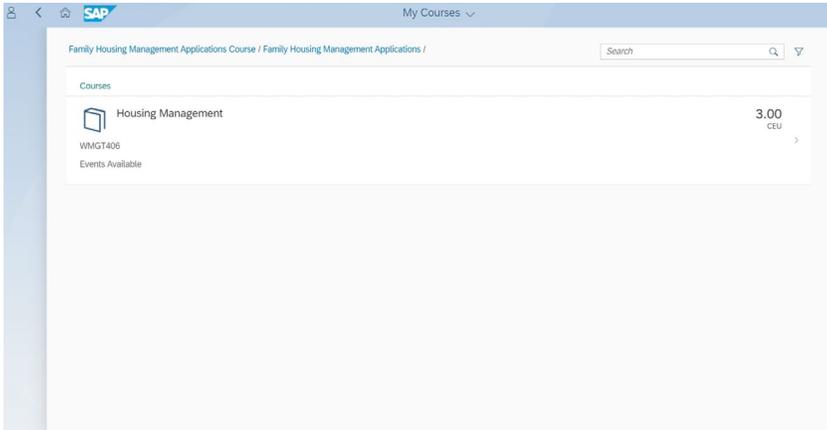
Select the Program of Study (This is a sample. Once you select your course, click the right arrow (greater than sign 3 times or until Select button appears).



Select the Course Groups (EXAMPLE ONLY)

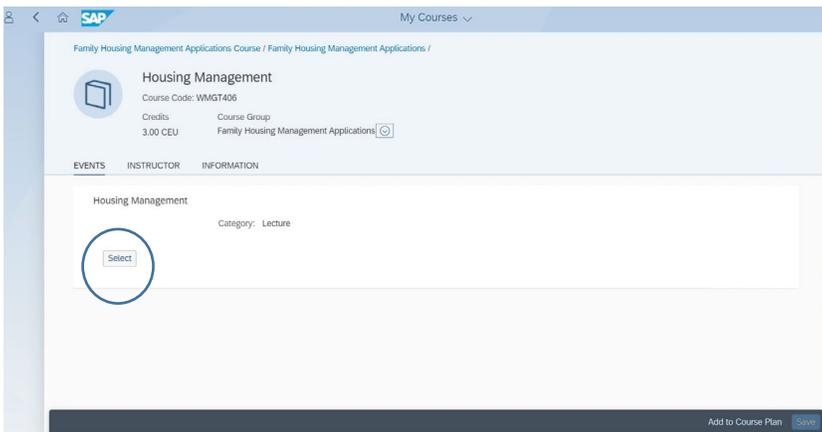


Select the course you wish to attend - EXAMPLE ONLY



Click the "Select" button, and choose the radio button to the left of the offering you wish to attend.

**\*\* Please get supervisor approval before selection is made; because your leadership WILL NOT receive another email. \*\***



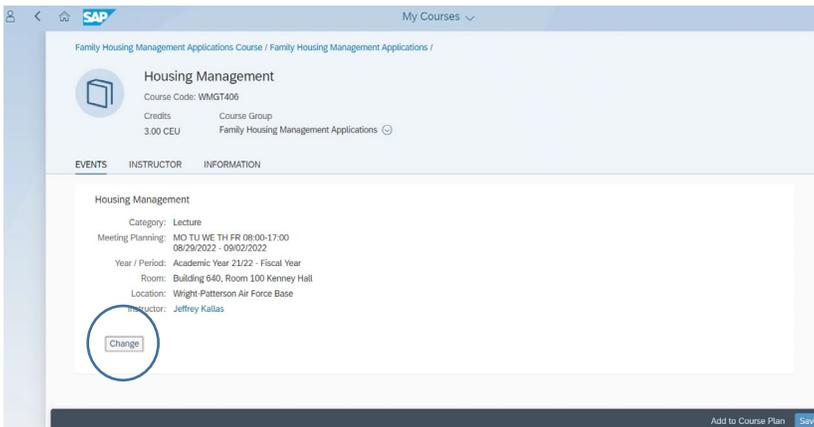
**NOTE: If the offering is not available to select, you must wait for the registration window to open for that offering. (Most courses have a 90 day window for registration, SMS courses would be the exception.)**

Events

Name	Category	Meeting Planning	Year / Period	Room	Location	Instructor	Cohort	Remaining Capacity
<input type="radio"/> 224 Housing Management	Lecture	MO undefined - undefined WIE FR 08/29/2022 - 09/02/2022	Academic Year 21/22 - Fiscal Year	Building 640, Room 100 Kenney Hall	Wright-Patterson Air Force Base	Jeffrey Kallas		50/50

Cancel

The information of the course you have selected will populate, if NOT correct select the “Change” button to select a different offering. If selection is correct then click the “SAVE” button at the bottom right corner of the screen.



Once the course is booked, you will be able to view the booked course by clicking your “My Courses Booked modules” tile.

