



Web Registration Instructions

REGISTRATION START DATES

Returning Campers and Siblings: **Thursday, March 10, 2011 at 6:00 p.m.**

New Campers: **Monday, March 14, 2011 at 9:00 a.m.**

Once your child's FoxLink account has been created and the Check-In process has been completed, you can register him/her during the above dates and times by going to FOXLINK and using the R-number and password provided below to login.

- FOX ID = Camper's R-Card Number: **R00123456 (sample number)**
- PASSWORD = Camper's Date of Birth in MMDDYY format (no slashes or dashes): **010102 (sample)**

TO REGISTER YOUR CAMPER

1. Go to <http://foxlink.rollins.edu/>
2. Enter camper's R-Card Number and Password in the Secure Access Login Box and click Login.
3. Click the "Click here to:" link under the Academic/School Service box (upper left-hand corner)
4. Click the blue text under Administrative Services
5. Click the Student & Financial Aid link
6. Click the Registration link
7. Click the Select a Term link
8. Click on the Drop Down Arrow and choose the Non-Credit Full Year 2011-2012 option and click Submit. You will be directed to the Registration menu.
9. Click the Add or Drop Classes link to add or drop courses
10. Enter the three digit CRN for all your first choice courses (located at the bottom of your screen). Although the actual time for each course is not shown, keeping the CRN's in time order will eliminate any confusion if an error should occur. *Courses will be removed once they have reached capacity.*
11. Click the Submit Change button. *If there is a scheduling conflict you will receive a Registration Error. The status box will inform you of the error.*
12. If applicable, continue adding second and third choice courses until your camper's schedule is filled.
13. Click the Registration Fee Assessment link (located at the bottom of the screen) to view your account.
14. Click the Student Detail Schedule link (located at the bottom of the screen) to view your camper's schedule.
15. Log out (located at the top-right side of your screen).



Web Registration Instructions

First Screen after you login to Foxlink. Select Add or Drop Classes from the second middle box.

The screenshot displays the Foxlink web registration interface. At the top, there is a navigation bar with tabs for 'All Users', 'My Learning Tools', 'Tutorial', 'A&S Student', 'Crummer Student', 'Holt Student', 'Athletics', and 'Campus Only Access'. The date 'March 1, 2011' is shown in the top right corner. The main content area is divided into several sections:

- My Bill and Payment Options:** Includes 'QuikPAY Online Billing and Payment System' with a note about disabling pop-up blockers.
- eFollett Bookstore:** Links to 'eFollett Bookstore' for purchasing books.
- Study Abroad:** Features a 'RIPA Application' link for the International Program Abroad.
- Explorations Leadership:** Includes a 'Peer Mentor Application' link.
- Race and Ethnicity Survey:** A link to complete the survey.
- Registration and Course Planning:** Contains links for 'Advising Transcript', 'Request to Change Major, Minor or Advisor', 'Consent Course Approval Request', 'Courses with Open Seats', 'Pre-registration', 'My Schedule', 'Add or Drop Classes', and 'Look Up Course Book(s)'. The 'Add or Drop Classes' link is highlighted in red.
- Academic Profile:** Shows a 'Primary' tab and an 'Advisors' section with a 'Select Another Term' dropdown menu.
- My Housing:** A link to register for housing.
- My Courses:** A link to access course home pages and materials.
- Student Course Evaluations:** A link to access current course and instructor evaluations.
- Student Grades:** Shows 'No Data Found' and a 'Select Another Term' dropdown menu with a 'Go' button.


Secondly, select the Non-Credit Full Year 2011-2012 term and click "Submit"

The screenshot shows the 'Registration Term' selection screen. At the top, there are tabs for 'Personal Information' and 'Student'. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO M' link. The main heading is 'Registration Term'. A dropdown menu labeled 'Select a Term:' is set to 'Non-Credit Full Year 2011-2012'. Below the dropdown is a 'Submit' button. At the bottom, the text 'RELEASE: 8.1' is displayed.



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Third, enter the CRN's for the courses that you want to register for and click "Submit Changes".

 Back to A&S Student Tab

E-mail Calendar Groups Logout Help

Personal Information **Student**

Search Go RETURN TO MENU SITE MAP HELP

Add or Drop Classes

R00971449 Kareen Alon
Non-Credit Full Year 2011-2012
03/01/2011 10:30:50

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
NOTE: I affirm that by completion of this registration process, I will be responsible for the payment of all College related expenses and charges, including all collection agency fees, attorney's fees and other costs and charges necessary for the collection of any amount not paid when due. I understand that I must officially withdraw from any courses that I do not attend prior to the start of the term or I will be held responsible for payment of such classes. The college reserves the right to collect returned NSF checks electronically.
By submitting registration, Holt undergraduate students accept the following: * I have read and agree to the terms and conditions of the Rollins College Hamilton Holt School Academic Honor Code* (<http://www.rollins.edu/holt/ahc/honorcode.shtml>)

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

[[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)]

RELEASE: 8.3